



# **Faculty Manual**

Effective Spring 2012  
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## **Preface**

The University of Houston-Victoria (UHV) Faculty Manual is designed to provide faculty members with basic information about the university, its academic community, and its policies and procedures. The manual is organized into five chapters, and each section has a specific focus.

### **Preface**

Chapter 1: General Overview

Chapter 2: Organizational Structure

Chapter 3: Faculty Roles and Responsibilities

Chapter 4: Guide to University Policies

Chapter 5: Employment Policies

Appendix A: UHV Campus Councils and Committees

Appendix B: Faculty Council Constitution and By-Laws

Appendix C: General Expectations of Faculty

Appendix D: Timeline of Employment Decisions

Links to more detailed information on many of the topics are provided in the Faculty Manual. The most important information is linked directly to the Faculty Manual. Where applicable, information contained in the Faculty Manual is linked to material in the UHV Policy Manual, the UH System-Board of Regent's Policies and System Administrative Memoranda (SAM). This Faculty Manual is not intended to address all aspects of university structure and policies, but should provide enough direction about where to go for answers to most questions.

This University of Houston-Victoria Faculty Manual and related policies do not constitute an employment contract with any employee. The University of Houston-Victoria reserves the right to change, amend or abandon any of the policies contained in the Faculty Manual at any time. Nothing contained in the Faculty Manual changes the employment at will status of any employee, or creates any additional rights, remedies at law, or expectations of continued employment.

This Faculty Manual replaces all previously published manuals. University of Houston-Victoria policies are subject to University of Houston System policies.

There are several other basic information sources all UH-Victoria faculty members should be familiar with in addition to the Faculty Manual. Other sources of information include:

### **University Catalog**

The University Catalog is the UHV guide to all academic policies, including degree and program information, financial aid and billing information, state policies as they relate to student

enrollment, as well as course and program descriptions. The Catalog is updated annually by the Office of Admissions and Records.

### **Student Handbook**

The Student Handbook is intended to convey information about university policy and procedures to all UHV students. Updates and changes are made annually to the handbook through the Office of Student Services.

### **UH System Administrative Memorandum**

The UH-System Administrative Memoranda (SAMs) are available online. This policy and procedure system documents the administrative operating principles and related processes of those functions which are the responsibility of the Office of the Vice Chancellor for Administration and Finance.

### **UH System Board of Regents Policies**

The Board of Regents is the governing body of the University of Houston System, and it is composed of nine members (chair, vice chair, secretary, and six members). Every two years, the Governor of the State of Texas, subject to Senate confirmation, appoints three members to the Board of Regents. Each member serves a six-year term.

Board responsibilities include preserving institutional independence and defending each UH System component university's right to manage its own affairs through its chosen administrators and employees; enhancing each university's public image; interpreting the community to each of the universities and the universities to the community; nurturing each university so that each may achieve its full potential within its role and mission; and providing policy direction, insisting on clarity of focus and mission, to each of the universities. UHS Board of Regents' policies are available online.

### **UHV Administrative Policies**

UHV Policies and Procedures are available online. These policies are maintained by the Office of the Vice President for Administration and Finance.

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## **Chapter 1: General Overview**

### **1.1 History**

The University of Houston-Victoria, founded as an upper-level off-campus center in 1973, is one of four institutions in the University of Houston System and the only institution offering bachelor's and master's degree programs within a 100-mile radius of Victoria, Texas. The primary role of UHV was to provide upper-level and graduate programs for students within the Coastal Bend region. The university was a candidate for accreditation by the Southern Association of Colleges and Schools (SACS) in 1975 and accredited in 1978. In 1983, Senate Bill 235 was passed by the Texas legislature and established the University of Houston-Victoria with permanent status as a degree-granting university. The university was initially organized into three academic schools: School of Arts and Sciences, School of Business Administration, and

School of Education. In 2004 the School of Education was renamed the School of Education and Human Development, and 2015 the name was changed to the School of Education, Health Professions, and Human Development. The School of Nursing was approved in December 2007.

The Victoria campus includes the University West Building, which was built in 1992 and purchased from Victoria College in August 1997. The University Center Building was completed in March 2000. A 13,000 square foot addition to University West was completed in February 2004. UHV shares a library with Victoria College.

The university expanded its outreach efforts in 1996 with the opening of two multi-institutional teaching centers (MITCs) at Cinco Ranch and Sugar Land in Fort Bend County. The purpose of this collaboration was to expand access to quality higher education courses and programs. As technology improved, faculty began to teach via ITV and online. In January 2002 the George Building opened at the UHS Sugar Land site.

During the next decade (2000-2010) new programs were developed, and additional faculty members were hired. During this period enrollment increased 87%, and more courses and programs were offered online and through the off-campus locations. The School of Business Administration received AACSB (Association to Advance Collegiate Schools of Business) accreditation in 2005, and the School of Nursing received CCNE (Commission for Collegiate Nursing Education) accreditation in 2009.

In 2009 Governor Rick Perry signed legislation (HB 1056) that expanded the university's mission to include freshmen and sophomores. During Fall 2010 UHV enrolled its inaugural class of freshman and opened its first residential facility, Jaguar Hall. Counseling programs in the School of Education, Health Professions, and Human Development received accreditation by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in 2010.

From 2009-2015, the university offered many classes and programs at the Brazos Building opened at the UH System Center in Sugar Land. In 2015, the School of Nursing was transferred

to University of Houston, and UHV continues to offer business, education and liberal arts courses from sites in Cinco Ranch and Katy.

## **1.2 Mission**

The University of Houston-Victoria (UHV), a dynamic destination institution serving Texas and the world, is dedicated to providing every student educational and leadership opportunities to become a successful professional and an engaged global citizen. Innovative educational activities challenge students to make meaningful connections between their learning and their lives in a complex world. UHV promotes economic development and advances quality of life through teaching, research, and service excellence.

## **1.3 Accreditation**

The University of Houston-Victoria is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's and master's degrees. Additional program accreditations and professional recognitions at UHV are:

- Association to Advance Collegiate Schools of Business (AACSB International) for all programs offered by the School of Business Administration
- Council for Accreditation of Counseling and Related Educational Programs (CACREP) for graduate level Counseling Education programs in the School of Education, Health Professions, and Human Development
- Commission on Collegiate Nursing Education (CCNE) candidate for the Bachelor of Science in Nursing, offered in the School of Education, Health Professions, and Human Development
- Texas Education Agency recognition of education programs offered by the School of Education, Health Professions, and Human Development

## **Chapter 2: Organizational Structure**

### **2.1 Organizational Chart**

The UHV organizational chart is maintained by the Office of the President.

### **2.2 Office of the President**

The chief administrative officer of UHV is the president, who is responsible for the operation of the university under authority delegated by the UH System chancellor. Reporting directly to the president are the provost and vice president for academic affairs; vice president for enrollment management and student affairs; vice president for administration and finance; vice president for advancement; director of human resources/affirmative action; director of marketing and communications; athletics director; and executive assistant to the president.

President's Cabinet is vested with the responsibility of setting and reviewing institution-wide policies and for providing the overall direction of the university. The President's Cabinet is composed of all major administrators, plus the elected heads of the Faculty Senate, Staff Council, and Student Senate.

The faculty actively participates in university governance through the Faculty Senate, Faculty Council, and university committees. The composition and workings of the Faculty Senate are described in its Constitution and By-Laws found in [Appendix B](#) of the Faculty Manual. The Faculty Senate meets routinely during the academic year and when called by the Senate president. The Faculty Senate makes recommendations to the president and provost concerning matters of interest to the faculty.

The following paragraphs further detail direct reports to the president.

#### **2.2.1 Human Resources and Affirmative Action**

The [Office of Human Resources and Affirmative Action](#) helps recruit and retain a qualified and diverse workforce by administering a competitive wage and salary program, a comprehensive employee benefit plan, and educational/training programs. The Office of Human Resources/Affirmative Action also develops and administers the human resource functions of the university, including employee counseling, compliance with the Affirmative Action Program, reporting to governmental agencies, and advisory services for all human resource matters. The Office of Training and Development is under the supervision of the director of human resources.

#### **2.2.2 University Advancement**

The [Office of University Advancement](#) works to advance the teaching, research, and public service endeavors of the university. University Advancement includes both Development and

Alumni Relations. Development efforts focus on generating foundation and private contributions to supplement the university's state and federal revenues for capital, expenditures, faculty research, and student assistance funds. Alumni Relations builds relationships between current students, alumni, and friends of the university to ensure a lasting connection to, and support of, the mission of the university.

### **2.2.3 Athletics Department**

The [Athletics Department](#) oversees all athletic operations at UHV. UHV is a member of the National Association of Intercollegiate Athletics (NAIA) and belongs to the Association of Independent Institutions conference. All Athletics Department staff, including coaches, report to the athletics director.

## **2.3 Office of the Provost and Vice President for Academic Affairs**

The [Provost and Vice President for Academic Affairs](#) is responsible for supervising all the university's academic personnel, academic programs, and support services. The provost is responsible for the appointment, evaluation, promotion, termination, remuneration, professional development, and deployment of faculty and other academic personnel. The provost leads strategic planning with deans and directors and supports and encourages faculty research. The provost represents Academic Affairs on the Executive Committee and manages its fiscal activities. The provost chairs the Academic Council and the deans' meetings and represents UHV at the University of Houston System's Provosts' Council and Texas Council of Chief Academic Officers. The provost leads university accreditation and assessment efforts and serves as the liaison to the Southern Association of Colleges and Schools-Commission on Colleges (SACS COC). The provost is also responsible for reporting to and compliance with Texas Higher Education Coordinating Board policies.

Reporting directly to the provost are the schools, the Library, Enrollment Management, Registrar and Student Records, Institutional Research and Effectiveness, Research and Sponsored Programs, and International Programs.

### **2.3.1 University College**

University College is the academic home for students who have fewer than 45 semester credit hours or are undeclared majors. University College also oversees the First Year Experience. In University College, students are advised by Success Coaches, who work to keep them on track through proactive advising. The Success Center team of writing and subject area tutors offers enhanced academic support to help students of all academic levels. University College's Supplemental Instructors attend specific gateway classes and hold extra sessions to offer students in the larger class sections small-group and one-on-one assistance. Once students complete their first 45 hours of study, they are transitioned into one of our three schools, but the academic support team in University College continues to offer extra support and guidance as needed.

## **2.3.2 Academic Schools**

### **2.3.2.1 School of Arts and Sciences**

The mission of the [School of Arts and Sciences](#) (SAS) is central to the teaching, research and service interests of UHV, a dynamic destination university in the Coastal Bend region of Texas. Through the creation, dissemination and application of knowledge, faculty in the School of Arts and Sciences prepares students to impart knowledge, skills and intellectual leadership in the public and private sector. Special emphasis is placed on providing students with the critical thinking and technological skills necessary for lifelong success, active citizenship, and global awareness.

### **2.3.2.2 School of Business Administration**

The mission of the [School of Business Administration](#) (SBA) is to provide high-quality academic programs, particularly at the graduate level, primarily for non-traditional students living in the Gulf Coast region of Texas. The school's mission is supported by hiring and retaining qualified faculty who ensure that our graduates possess the knowledge and skills necessary for successful careers in business and society.

### **2.3.2.3 School of Education, Health Professions, and Human Development**

The mission of the [School of Education, Health Professions, and Human Development](#) (SOEHD) is to contribute to the total educational experience of students enrolled at the University of Houston-Victoria. In teaching, research, and service the school is committed to preparing qualified professionals for varied educational roles, including teaching, counseling, and administration. The School of Education, Health Professions, and Human Development promotes the development of an educational system responsive to the challenges of modern society.

## **2.4 Student Affairs**

[Student Affairs](#) provides support for students from their first contact with the university through graduation. This department's mission is to foster student success through academic support and extra- and co-curricular development for all students. The department assists in recruiting, retaining, and graduating a diverse student body through transparent, fair, and just policies, procedures, and practices. Student Affairs provides opportunities for students to grow individually, morally, socially, and intellectually.

The vice president for enrollment management and student affairs supervises the Office of Financial Aid, the Academic Center, Career Services, Student Life and Services, LEAD (Letting Education Achieve Dreams) and Student Recruitment, and the University Counseling Center.

## **2.5 Administration and Finance**

The Office of the Vice President for Administration and Finance has oversight responsibility for fiscal and administrative operations of the university. Administrative Policies and Procedures, fiscal management, oversight of facilities management, campus master plans, and information technology are also included in the duties of the vice president.

The vice president is the university's financial representative with the Texas Higher Education Coordinating Board and UH Board of Regents. As UHV's chief financial officer, the vice president is the liaison to other UH System chief financial officers, State auditors, UH System Auditors and the Facilities Planning Office. The office oversees general operations, website administration for the Administration and Finance division, administrative policies, distribution of payroll, and division personnel matters. The department is under the supervision of the vice president for administration and finance who reports to the president.

### **2.5.1 Budget**

The Budget Department will provide accurate and timely information regarding the budget functions of the University of Houston-Victoria. The Budget Department assists in fulfilling the financial needs of the university and has a stewardship role in the university's financial resources. In this capacity, the primary duties of the Budget Department consist of the following

- Assists the Budget Committee in the annual budget cycle.
- Prepares and implements the annual operating budget.
- Verifies approved budget to the financial and payroll systems and maintains the integrity of data throughout the year.
- Monitors departmental cost centers throughout the year.
- Reports to the Budget Committee throughout the year on the budgeted amount vs. actual spending.
- Prepares biennial Legislative Appropriations Request (LAR).
- Develops systems and procedures to assure uniform budget practices that adhere to the policies of the university, UH System, and the State of Texas.

### **2.5.2 Business Services**

The mission and purpose of the Department of Business Services is a reflection of the university's mission of education and service to the community we serve. Whether our customer is a student, an employee or a vendor, the goal and purpose is the same...to provide dependable, cost effective, quality service with a commitment to honesty, fairness, courtesy and professionalism. The director of business services directs this department and reports to the vice president for administration and finance.

The Department of Business Services provides a diverse offering of services in support of the university community and its academic mission. These services include

- University Purchasing and HUB Services
- Contract Administration and Leasing
- University ProCard Services
- Parking Administration Services
- Campus Vending
- Campus Safety and Risk Management
- Student Financial Services
- Campus Mail Services

### **2.5.3 Facilities Services**

The purpose of the Facilities Services Department is to provide safe, clean, attractive, and functional facilities and grounds, creating an environment that contributes significantly in meeting the university's overall mission. The director of facilities services manages this department and reports to the vice president for administration and finance.

### **2.5.4 Finance**

The Finance Department is responsible for the overall integrity of the fiscal activities. In that capacity, the department oversees fiscal compliance with federal and state laws and regulations and with University of Houston System and university policies. The department is also accountable to the university and outside entities through its generation and distribution of internal and external reports on the financial status of the university. By being fiscally responsible, Finance aids the institution in accomplishing its mission and goals. The comptroller directs this department and reports to the vice president for administration and finance.

### **2.5.5 Information Technology**

The Information Technology Department is responsible for providing computer and telecommunication support for faculty and students in an efficient, effective manner to meet the needs of students, faculty, staff, and administration. Its responsibilities include operating and maintaining academic and administrative server systems, microcomputers, campus network operations, microcomputer labs, telecommunications services, and interactive video operations. It also develops and maintains application programs and data access applications in support of administrative functions. The department is under the supervision of the Senior director of information technology, who reports to the vice president for administration and finance.



## **2.6 Standing Committees and Councils**

### **2.6.1 President's Cabinet**

The membership of the [President's Cabinet](#) consists of the president, provost and vice president for academic affairs, vice president for administration and finance, vice president of university advancement, school deans, vice president for enrollment management and student affairs, director of the athletics department, director of human resources/affirmative action; senior director of libraries; senior director of information technology; and presidents of the Faculty Senate, Staff Council, and Student Senate. The Cabinet reviews and makes recommendations to the president on administrative policy questions.

### **2.6.2 Academic Council**

The membership of the [Academic Council](#) consists of the provost, vice president for enrollment management and student affairs, school deans, senior director of libraries, senior director of academic and student technology services and president of the Faculty Senate. The provost is the presiding officer. The committee initiates, recommends, and reviews policies and procedures related to academic matters and faculty activities.

### **2.6.3 Human Subjects Committee**

The [Human Subjects Committee](#) is federally mandated and reviews proposed research involving human subjects to ensure that it is in keeping with established principles and practices intended to protect the rights and welfare of participants. This mandated review applies to research conducted by faculty members or other university employees and applies, as well, to student research conducted as part of a course.

The committee reviews proposals for undertaking research projects involving human subjects and renders judgment on whether they can proceed as proposed, need to be adjusted to be in compliance, or cannot be undertaken as proposed. It also attends to the perpetuation of the committee and its charge; maintains appropriate records of actions taken; communicates the need for compliance with policies and procedures; and coordinates institutional efforts, as need be, within the UH System.

For additional information see: [Protection of Human Subjects Policy](#).

### **2.6.4 Other Standing Committees**

A list of other standing committees is updated each year and is maintained on the [Provost's webpage](#) and in Appendix A.

## Chapter 3: Faculty Roles and Responsibilities

### 3.1 Faculty Council and Faculty Senate

Full-time tenured faculty, tenure-track faculty, clinical-track faculty, and full-time lecturers/instructors belong to the Faculty Council, which meets at least twice per year. The Faculty Senate is a group of elected representatives from each academic school that meets regularly during long semesters.

The Faculty Council operates under its own constitution and bylaws to consider matters of interest to the faculty and to make recommendations to the president and provost regarding those matters. Especially in its responsibilities to review and make recommendations on faculty personnel actions and faculty grievances, the Faculty Council committee members operate as officers of the university with authority delegated by the president.

The constitution of the Faculty Council is available in Appendix B of the Faculty Manual.

### 3.2 Designations of Faculty Positions and Titles

1. **Tenure Track Positions:** For all universities in the University of Houston System, the following ranks are considered part of the tenure track: assistant professor, associate professor, and professor.
  - a. **Assistant professor** is normally a probationary rank although in special cases, the Chancellor/President may request that tenure be awarded to an assistant professor.
  - b. **Associate professors** may be appointed with tenure or, alternatively, may be required to serve a probationary period not to exceed four years before tenure is awarded.
  - c. **Professors** are usually appointed with tenure, but may be required to serve a probationary period not to exceed four years, which shall be stated in the appointment letter.
2. **Non-tenure Track Positions:** The University of Houston Victoria may choose to utilize other faculty titles to convey certain meanings specific to the University. All such titles must be filed with the Office of the Provost. The several designations used at the University of Houston are listed and defined below:
  - a. **Lecturer:** A full-time, non-tenured, non-tenure track, non-clinical position. Primary responsibilities revolve around teaching.
  - b. **Senior Lecturer:** A full-time, non-tenure track, non-clinical position. Primary responsibilities revolve around teaching but can include service to the University. Lecturers may be promoted to this position.
  - c. **Instructor:** The term "instructor" designates persons assigned to teach one or more specific courses.

- d. **Adjunct Faculty:** The term “adjunct faculty” will be used for persons who have an appointment for a specific semester and course and denotes a part-time position.
- e. **Adjunct Professor:** The term “adjunct professor” will be used for persons who have an appointment for a specific semester and course, hold a part-time position, and have tenure at a different university where employed full time.
- f. **Visiting Faculty:** The visiting faculty will consist of members with the following titles: visiting assistant professor, visiting associate professor, and visiting professor. The term "visiting" is used for persons who assume a teaching responsibility at the University of Houston Victoria for a specified period. Visiting faculty are usually appointed for either a semester or an academic year.
- g. **Clinical Faculty:** Clinical faculty appointments are non-tenure track appointments which may be assigned the ranks clinical assistant professor, clinical associate professor, and clinical professor. Such appointments are outside the University of Houston Victoria tenure system and are governed by policies of the respective colleges and the Promotion and Tenure Committee and must be approved by the Vice President for Academic Affairs.
- h. **Part-time Faculty:** A part-time faculty member is one who is employed less than full-time and who does not hold a tenured, tenure track, or clinical appointment. The possibility of reappointment is contingent upon the required approvals, the availability of funding, satisfactory annual review by the department or college, and a continued need for the position within the department or college.

### 3.3 Graduate Faculty

Graduate education at UHV is designed to build upon the foundations provided in the baccalaureate degree. Programs at the graduate level provide students with opportunities to develop specialized knowledge and skills in their chosen fields. Graduate students are expected to demonstrate and increasingly develop independent and critical thinking and to progressively increase their ability to integrate theory, practice, and research in scholarly and professional pursuits.

The graduate faculty consists of full-time faculty members who meet the following criteria:

1. Hold the terminal degree in the person's respective discipline(s) or, in some cases, have experience and/or scholarly or creative activity that can be reasonably substituted for such a degree;
2. Demonstrate participation through presentations and committee work in the scholarly societies that lead their discipline; and
3. Demonstrate a sustained commitment to scholarly activities through publication and participation through scholarly activities that lead their discipline.

Adjunct faculty members may be admitted to the status of associate graduate faculty provided that they meet the first and third condition above. A limited appointment for teaching a

graduate course may be made on temporary basis, as recommended by the dean and approved by the provost, for persons with appropriate credentials for the course.

Membership on the graduate faculty shall be determined through the following process:

1. The academic schools shall nominate, as they deem appropriate, additional members to the graduate faculty.
2. The nominations proceed from the schools to the Graduate Studies Committee for consideration.
3. The Graduate Studies Committee shall recommend those candidates determined to have met the criteria to the provost. The provost shall consider those nominees for final approval.

### **3.4 Employment Policies**

Eligibility for tenure and promotion, as well as other academic personnel policies, are described in detail in UHS Administrative Memorandum, Number 06.A.09. (See the [UH System SAMs](#) website. Personnel policies are also included in UHS Board of Regents' Policies 21.06 and

21.07. (See the [UHS Board of Regents' Policy](#) website.)

Additional information about UHV employment policies and procedures is contained below.

### **3.5 Appointment**

Appointment is defined by the UHS Board of Regents as the employment of an individual in a given capacity for a specified time period at a stated salary. UHV uses the following faculty appointments:

1. **Tenured/Tenure-track appointments:** This includes appointment as assistant, associate and full professors.
2. **Clinical appointments:** Clinical appointments include clinical assistant, associate, and full professors. These are non-tenure track positions, annual appointments, with opportunities for promotion.
3. **Non-tenure track appointments:** Other non-tenure track appointments include visiting faculty, lecturers, modified, and adjunct positions. Individuals are hired for these positions for a specific term, usually an academic year or semester, to teach specific courses.

### **3.6 Third-Year Review**

The purpose of the third- year review is to provide constructive feedback to tenure-track faculty members regarding their progress toward tenure. Probationary assistant professors will receive a comprehensive performance review during the spring of their third year, conducted by the

school dean and the Promotion and Tenure (P&T) Committee in the same manner as for faculty members requesting tenure.

The dean forwards a copy of the third year review recommendations to the P&T before the committee begins the review. Recommendations from the P&T committee will be shared with the faculty member and dean. The dean shall recommend the action to be taken, conferring first with the provost in the case of a negative recommendation.

Assistant professors credited at hire with two years toward tenure consideration and faculty hired at the associate professor rank are not subject to third-year review.

### **3.6.1 Mid-Year Appointments**

For faculty members who start their duties in the spring semester or thereafter, the

probationary period ordinarily begins on the subsequent September 1, with the first scheduled review occurring by March 1 of that academic year.

Time that has been awarded toward tenure at hire is not included in the three years. Such time is normally limited to one year though it may be greater in the case of faculty members who have served previously in full-time faculty positions at UHV.

The probationary faculty member is responsible for submitting review materials by the date specified (normally the same date as for submitting materials for annual performance evaluations). A list of materials and format for submitting them are indicated below.

### **3.6.2 Third-Year Review Materials**

Materials submitted may be similar to those submitted for requesting promotion and/or tenure. The following list is intended to provide more specific guidance. Materials will be submitted electronically.

1. A detailed and up-to-date CV, using the UHV CV format, is required in all promotion and tenure portfolios.
2. Evidence of teaching activities and effectiveness includes
  - a. A description of teaching assignments, including new preparations and courses taught off-campus or by distance technology.
  - b. A summary of performance from sources established by each school.
  - c. A representative course syllabi with related writing assignments and/or examinations that show follow-through on course objectives. Different syllabi for the same course may be submitted in case of substantive changes.
  - d. Any evidence of student achievement—e.g., presentation of papers, scores on state or national tests, etc.
3. Evidence of research and professional activities and achievements includes
  - a. A standard bibliographical form or brief descriptions.

- b. Copies of actual documents only submitted if requested.
- 4. Evidence of service activities includes
  - a. A List of school, university, or UH System committees or similar entities served, and brief description of any other relevant services performed.
  - b. A description of any significant public service related to professional expertise.
  - c. Any additional materials or supporting documents may be submitted separately.

### 3.7 Promotion and Tenure

The P&T process will begin with a P&T application from the candidate. The application will be reviewed and voted by the P&T committee of each School. It is recommended that the P&T committee be composed of tenured members elected by the school. All tenured faculty members, regardless of rank, may vote on Tenure. All associate and full professors may vote for promotion to the associate rank, with only full professors voting for promotion to full professor. The P&T committee for each school will select a committee head that will count the votes and write a report to the Dean. Chairs of departments/divisions may choose to write an additional report to the dean. The Dean of the school writes his or her own report on each of the candidates, which will be included in the candidate's file that goes to the University P&T committee. For the sake of continuity and to present the case for the school's candidates, the chair of each school P&T committee will also serve as the school's representative to the University P&T Committee upon the request of the university P&T chair. School representatives are non-voting members of the University P&T Committee. The University P&T Committee will deliberate and make its recommendation, and the entire file will then be sent to the Provost for review. The Provost will review all documents, make his or her recommendation, and send that recommendation to the President.

#### 3.7.1 Promotion and Tenure Criteria

In accordance with UH System policy on promotion and tenure ([UHS SAM 06.A.09, 1994](#)) found at the [UH System SAMs](#) website, UHV promotion and tenure policies derive from the following criteria:

The tenure decision is based on a comprehensive evaluation of the candidate's total contribution to the mission of the university. All evaluations for tenure shall address the manner in which each candidate has performed in teaching, research/scholarship, and service. **Adequate performance in these areas is a necessary prerequisite but not a guarantee of the granting of tenure.** Reviewing committees and individuals should assess not only an individual's progress in meeting the minimum standards in the three areas, but also the overall contribution of the individual within the university and the academic discipline.

Tenure review dates are included in the candidate's original appointment letter. The probationary period for assistant professors is normally six years in rank. Up to two years'

service credit from a previous institution or from prior teaching service to UHV may be granted to a faculty member at the time of his or her tenure-track appointment.

The university recognizes a faculty member's achievements through promotion in rank. A promotion is not a routine reward for satisfactory service, rather a reflection of a positive appraisal of high professional competence and accomplishment. Although promotion to full professor may occur earlier, this level of promotion is normally considered after five years in rank at the associate professor level. Distinguished achievements may warrant earlier consideration.

An annual progress report toward tenure assessment must be provided for untenured faculty by each dean. This assessment will be guided by the internal criteria established by each school.

### **3.7.2 Tenure Clock Stop Out**

The University of Houston-Victoria recognizes the value of providing flexibility for tenure-track faculty members who, in their probationary periods, face situations that impede progress toward their tenure (and promotion) goals. For those who are going through childbirth, child rearing, adoption, or other exceptional life circumstances, a faculty member on the tenure track may extend his/her probationary status more than once during this period; however, the total of all extensions may not exceed two years. Any extension has no impact on the normal pre-tenure reappointment and evaluation process. Faculty members requesting extensions are responsible for notifying their department heads and deans of their requests in timely fashion and providing any necessary supporting documentation. When faculty members who have had an extension apply for tenure, their tenure documents should reflect work *from the start of their tenure-/probationary period*, rather than only the work from the previous five years. Of course, a faculty member is never required to take a leave of absence to stop the tenure clock, but may do so if circumstances warrant it.

### **3.7.3 Process Deadlines**

<b>Date</b>	<b>Task</b>	<b>Responsible Party</b>
Sept 1*	Dossier and formal request submitted	Faculty Candidate
Sept 15*	Dossier to external reviewers and school advisory committee	Dean
Nov 1*	Review reports due to dean	School Advisory Committee and External reviewers
Nov 15*	Candidate informed of dean's recommendation	Dean
Dec 1*	Dossier to University P&T committee and Provost	Dean

- Feb 1\*      P&T recommendation to Provost with copy to dean and candidate  
P&T chair
- Mar 1\*      Provost recommendation to President with copy to committee, dean and candidate  
Provost
- Apr 1\*      Recommendation to Chancellor  
President
- \* Or the first working day after

### **3.7.4 Promotion and Tenure Timeline**

1. A faculty member who is eligible and who wishes to be a candidate for tenure and/or promotion submits a request for tenure and/or promotion consideration with supporting dossier to the school dean by September 1\*. Failure to submit a complete request for consideration is grounds to delay consideration of the application until the following academic year. Failure to submit an application for tenure in the academic year that precedes the end of the probationary period will result in non-renewal of the candidate's contract for the following year. (N.B. Administrative exigency may delay decision dates or cause the Promotion and Tenure timeline to slip. If this rare situation occurs, the dean of the candidate's school or the Provost shall notify the candidate when this has occurred and inform each candidate of the new deadline).
2. The dean shall contact external reviewers and provide them copies of the candidate's tenure and/or promotion dossier by September 15 and request review completion by November 1. \*. The dean shall also provide copies of each candidate's tenure and/or promotion dossier to the school promotion and tenure advisory committee without comment by September 15 and require their work be completed by November 1.
3. The dean examines the candidate's tenure and/or promotion dossier, the external reviews and the recommendation of the school promotion and tenure advisory committee and informs the candidate of the dean's recommendation by November 15.  
\* If the dean's decision is delayed the candidate will be notified by November 15. The external reviews and the dean's recommendation become parts of each candidate's tenure and/or promotion dossier. The dean forwards each candidate's tenure and/or promotion dossier to the university Promotion and Tenure Committee and to the provost by December 1\*.
4. The University Promotion and Tenure Committee reviews each candidate's tenure and/or promotion dossier and forwards its recommendation to the provost, providing copies to the dean and candidate, by February 1\*. If the committee's decision is delayed the candidate will be notified by the Chairman of the Committee by February 1. The Recommendation of the University Promotion and Tenure Committee becomes a part of each candidate's tenure and/or promotion dossier.
5. The Provost reviews each candidate's tenure and/or promotion dossier and forwards the provost's recommendation to the President, providing copies to the candidate, dean, and the University Promotion and Tenure Committee, by March 1\*. If the Provost's decision is delayed the candidate will be notified by the Provost by March 1.



The provost's recommendation to the president becomes a part of each candidate's tenure and/or promotion dossier.

6. Recommendations for tenure and promotion along with all supporting documentation shall be transmitted annually from the president to the chancellor by April 1. \*

### **3.7.5 Guidelines for Promotion and/or Tenure Dossier**

Each promotion or tenure dossier shall consist of the following documents:

- A Curriculum Vitae (UHV CV Format is required)
- A Self-analysis narrative
- Supporting documentation

#### **3.7.5.1 Self-Analysis Narrative**

The Self-Analysis section provides information demonstrating that promotion and/or tenure standards for teaching, research/scholarship, and service have been met. The promotion and tenure committees will pay particular, though not exclusive, attention to the candidate's accomplishments at the University of Houston-Victoria. Narratives are limited to a maximum of thirty (30) single-sided sequentially numbered double spaced pages. Links to published articles should be included. Other information may be summarized within the document using charts, graphs, or tables as appropriate. The Self-Analysis includes the following sections: introduction, teaching, research/scholarship, and service.

##### **3.7.5.1.1 Introduction Section**

The introduction section describes the candidate's professional development as a faculty member and illustrates the relationship between teaching, research/scholarship, and service. The introduction is normally a maximum of three pages.

##### **3.7.5.1.2 Teaching Section**

The Teaching section should include the candidate's philosophy of teaching and commitment to both quality and continuous improvement. The candidate may add other topics that describe a commitment to and success in teaching. A candidate might:

- Describe courses taught, class sizes, number of preparations, graduate and undergraduate courses, and delivery methods (Online, Face-to-Face, ITV, Laboratory, Clinical or Practicum, etc.)
- Explain creative teaching strategies, use of technology, contributions to course and curriculum development, innovative teaching techniques, as well as different teaching modalities like field or clinical experiences, internships, student research conducted in classes, student publications or professional publications that develop from course experiences, etc.
- Demonstrate participation in course and program level assessment activities, and explain how assessment results are used to demonstrate improvement over time. Demonstrate how assessments of student learning outcomes lead to continuous

improvement in teaching, particularly in the courses used as examples. Graphs or charts can be used.

- Provide student evaluations of instruction. Graphs or charts can be used.
- List professional development activities and explain specifically how they affected and improved teaching and mentoring.
- Describe teaching honors and awards.
- Show demonstrated availability to students.

#### **3.7.5.1.3 Research and Scholarship Section**

The research and scholarship section describes the type, purpose, scope, and impact of the research and scholarship accomplishments recorded by the candidate. Links to publications may be included in this section. Evidence of research and scholarship accomplishments claimed must be satisfactorily recorded in the supporting documentation section. Research/scholarship activities may include the following:

- Publications – peer-reviewed journal articles, book chapters, books, monographs, creative works, etc.
- Internal and externally funded grants and contracts
- Citations recorded and downloads
- Inventions, patents, and copyrights
- Peer reviewed presentations at professional meetings
- Non-refereed articles and presentations
- Professional honors and awards (include the monetary level of award if applicable)
- Professional development activities in research and scholarship activities.

In cases of co-authored work, the candidate should clarify the candidate's personal contribution to each such work (given the standards of the candidate's field).

#### **3.7.5.1.4 Service Section**

The service section describes contributions to the academic program, school, university, university system, profession, and/or community. The narrative shows how the candidate's service connects to teaching and scholarship; explains the candidate's role in the activities and describes the impact of service activities; and, reflects a willingness to be productively engaged in advancing the academic life of the Institution. This section might include:

- Service and leadership in professional organizations, membership in professional organizations, journal editorships, membership on editorial boards, panel chair responsibilities, etc.
- Participation and leadership on university-wide committees or task forces, school committees or task forces, or serving as program director/coordinator.
- Honors and awards related to service.
- Service to student organizations and student recruitment and retention activities.
- Voluntary participation in non-profit organizations related to academic discipline (role, years of service, major contributions, etc.).

- Regular attendance at and contributions to faculty meetings.
- Participation in professional dialogue related to academic decisions.

### **3.7.5.2 Supporting Documentation for Promotion and/or Tenure File For Teaching**

Copies of any materials the candidate believes will support the application may be included

- Copies of materials developed
- Copies of Syllabi
- Teaching evaluations
- Letters from students

### **For Research and Scholarship**

Supporting documentation for research and scholarship accomplishments should include the following:

- For Publications – originals or copies of peer reviewed journal articles, book chapters, books, monographs, creative works, etc. with citations should be included
- Internal and externally funded grants and contracts - copies should be included
- Citations recorded and downloads - copies should be included
- Inventions, patents, and copyrights - copies should be included
- Peer reviewed presentations at professional meetings – copies of programs should be included
- Non-refereed articles and presentations – copies of agenda should be included
- Professional honors and awards (include the monetary level of award if applicable) copies should be included
- Professional development activities in research and scholarship activities. Working papers or drafts may be included

### **For Service**

Copies of any materials the candidate believes will support the application may be included

- Service and leadership in professional organizations, membership in professional organizations, journal editorships, membership on editorial boards, panel chair responsibilities, etc. Documentation may be included
- Participation and leadership on university-wide committees or task forces, school committees or task forces, or serving as program director/coordinator. Documentation may be included
- Honors and awards related to service. Documentation may be included
- Service to student organizations and student recruitment and retention activities. Documentation may be included

- Voluntary participation in non-profit organizations related to academic discipline (role, years of service, major contributions, etc.). Documentation may be included
- Regular attendance at and contributions to faculty meetings. Documentation may be included
- Participation in professional dialogue related to academic decisions. Documentation may be included

### **Clinical Experience**

Faculty seeking promotion in the clinical track must provide evidence of continuing clinical practice in addition to the teaching and service requirements for tenure track faculty. The focus is on clinical scholarship. Clinical faculty contribute to the professional literature in their discipline and maintain an active clinical practice in their field. Some overlap with traditional expectations for teaching, scholarship, and service is expected. The narrative should describe how these activities complement one another and contribute to the candidate's professional development. Clinical activities related to scholarship may include

1. Participation in a clinical or other professional practice using translational research.
2. Consultation to agencies, institutions and other groups and individuals demonstrating the application of clinical expertise.

### **3.7.6 External Review**

A minimum of three external reviewers is required for candidates seeking promotion. External reviewers:

- Evaluate the candidate's record as a scholar and the potential for continued productivity.
- Confirm an emerging professional reputation by the candidate for promotion to associate professor and an emerging or established national and/or international reputation by the candidate for promotion to full professor.
- Should include a copy of their personal curriculum vitae with the evaluation.
- Transmit their professional opinion to the applying candidate's Dean

External reviewers must be established scholars from the candidate's discipline at regional, Masters' comprehensive institutions who are able to provide objective, unbiased opinions. Candidates seeking promotion to professor shall be evaluated by professors. The dean is responsible for ensuring the number and qualifications of external reviewers. The candidate may forward a list of prospective external reviewers for the dean to consider. The list should include a description of the candidate's relationship with each prospective reviewer. The dean may consult with the school Advisory Committee and/or faculty in the candidate's discipline for additional external reviewers to contact. The dean's selection of external reviewers may be from candidate recommendations or from other sources. All selections by the dean are final.

The dean contacts the reviewers and sends them copies of the candidate's self-analysis, Curriculum Vitae, and scholarly work. The dean will include directions for completing their reviews of the candidate's research and its impact on the discipline or profession. The reviewers are to focus only on the candidate's research and scholarship activities.

UHV requires that external evaluators be at the rank equal to or higher than that being sought by the candidate and be tenured at their respective institutions to evaluate candidates seeking tenure and the rank of associate professor or professor. The proper role of external reviewers is to assess the quality and value of the candidate's research and scholarly work to the academic discipline.

### **3.7.7 UHV School-Level Evaluation**

All tenured faculty members at the rank of associate professor or higher shall have the right to vote on promotions to the rank of associate professor with tenure. Promotion to the rank of professor shall be voted upon by the full professors only. Each school shall establish procedures for evaluations that take place within the school. The results of the school advisory committee vote (if any) and written findings shall be forwarded to the dean. The dean reviews all the recommendations and makes an independent evaluation of the candidate's qualifications. All internal evaluations are based on faculty achievements and accomplishments in the areas of teaching, research/scholarship, and service. Recommendations consider faculty workload, quality and contribution of research/scholarship, and service to UHV, the school, the profession, and the community.

### **3.7.8 Promotion and Tenure Committee Ballots**

After considering the information contained in the candidate's Promotion and/or Tenure Dossier, the Promotion and Tenure Committee will assess the candidate's performance in each of the three broad areas (enumerated above). During Promotion and Tenure Committee deliberations, discussion of each candidate's performance will be followed by a ballot providing separate ratings for each area. The ballot shall contain the name of the candidate, and the rating assigned that candidate for each of the three ratings categories.

Only candidates who meet the minimal criteria in each area as determined by a majority ballot will be recommended for promotion and tenure. Ratings shall be based on the five-point scale described below. Decisions of promotion and tenure are different from the annual performance review in that they are based on the applicant's cumulative and consistent performance.

#### **3.7.8.1 Rating Description**

The rating system used for promotion and tenure consideration remains in effect but also under review.

1. Performance well below levels expected or required
2. Performance below levels expected or required

3. Performance at levels expected or required
4. Performance above levels expected or required
5. Performance far above levels expected or required

Sample Ballot

**Candidate Name:**

<b>Ratings Categories</b>	<b>1 Performance well below levels expected or required</b>	<b>2 Performance below levels expected or required</b>	<b>3 Performance at levels expected or required</b>	<b>4 Performance above levels expected or required</b>	<b>5 Performance far above levels expected or required</b>
Teaching					
Research and Scholarship					
Service					

The minimal performance rating for promotion at each rank is as follows:

- A. Promotion from instructor to assistant professor requires a rating of three or higher in all three areas by a majority of the promotion and tenure committee.
- B. Promotion from assistant professor to associate professor requires a rating of four or higher in teaching and that of three or higher in the other two areas by a majority of the promotion and tenure committee.
- C. Promotion from associate professor to professor requires one of three combinations of ratings of the categories by a majority of the promotion and tenure committee:
  - At least a four in all three categories;
  - A five in one category, at least a four in a second, and at least a three in the third, with teaching being one of the categories with at least a four; and
  - Fives in two categories, one of which is teaching, and at least a three in the third category.

### **3.7.9 Withdrawal and Deferral Procedures**

Candidates may end the review procedures at any point prior to the Provost's recommendation to the President by submitting a written withdrawal of their request. Remainder of paragraph deleted.

### **3.7.10 Appeal Procedure**

When a negative recommendation on conferring tenure or promotion has first been reached at any of the review levels, the faculty member involved shall be informed immediately of that recommendation in writing by the person or committee making the recommendation. If the faculty member so requests, the faculty member shall be advised of the reasons for the recommendation and shall have seven (7) business days to request an appeal to the next level of review. The faculty member may present his or her case personally to the individual or committee and may provide additional materials for consideration. The person or committee hearing the appeal will include in the required report discussion of the new materials and their relevance to the decision. After three negative recommendations, the case is deemed to have a negative outcome, and the candidate has the option of withdrawing. If that candidate is in his last probationary year, he or she will receive a terminal contract for the final year. When all appeals are exhausted, the faculty member can file a grievance in accordance with Section 5.9: Grievance Procedures.

### **3.8 Review and Renewal of Non-Tenured Faculty**

Non-tenured faculty are subject to annual renewal/nonrenewal reviews. General conditions related to renewal/non-renewal of probationary appointments are noted in the initial letter of appointment and in the Faculty Manual. Any years granted toward tenure consideration at the time of hire do not affect the renewal deadlines for new tenure-track faculty members, even if they have previously served in a visiting capacity.

Renewal/non-renewal notification of all first-year and second-year probationary faculty will be provided prior to the established deadlines of March 1 and December 15, respectively, and may include review of performance, as well as any other relevant consideration. Note that the December deadline may preclude full consideration of the fall semester's teaching performance. Probationary faculty members are responsible for submitting any required or relevant material for renewal consideration by the time the school dean has indicated or at least two weeks in advance of the dean's deadline, normally February 15 for first-year appointments and November 30 for second-year appointments.

Following a member's second year of service, annual performance evaluations will take place as scheduled each spring, with notice of renewal/non-renewal due by May 31. In case of non-renewal, faculty members would still have the next academic year remaining on their contract. Second-year faculty members renewed for their third year in December will be reviewed again in May for renewal or non-renewal for their fourth year. The Table of Employment decisions can be found in the [Dean's Guide](#) and in Appendix D.

Renewal/non-renewal recommendations, as well as performance evaluations, are shared with the faculty member, who will have opportunity for a conference with the school dean.

### **3.8.1 Requests for Reconsideration**

Appeals of non-renewal decisions are limited to procedural matters and do not extend to considerations of judgment, in accordance with Section 5.9: Grievance Procedures. Non-renewal decisions do not necessarily constitute dismissal or imply unsatisfactory performance. The university is not, however, obligated to show cause or give reasons in the case of non-renewal of a probationary appointment.

### **3.8.2 Promotion from Lecturer to Senior Lecturer**

#### **Criteria for Promotion**

1. Promotion from the rank of Lecturer to Senior Lecturer may be considered after five years of consecutive full-time service (at least 12 semester credit hours per semester), calculated from the date of hire.
2. Candidates for promotion to senior lecturer will be judged principally, though not exclusively, on their achievements in the area of teaching. Research and service achievements will be considered as part of the candidate's portfolio, but they are not required elements for consideration.
3. Candidates for promotion to senior lecturer should include the following items in their portfolios: an up-to-date curriculum vitae, copies of teaching evaluations, a self-analysis (described in 3.7.4.1 of the Faculty Manual), the philosophy of teaching (described in 3.7.4.1.2), and other supporting documentation about their professional practices and achievements that candidates feel are relevant for the review process.
4. Candidates for promotion to senior lecturer will be evaluated with the same ratings with which tenure-track candidates for promotion to Associate Professor with tenure and tenured candidates for promotion to Professor are evaluated (3.7.7.1 of the Faculty Manual).
5. Candidates for promotion to senior lecturer will follow the same appeals procedures as other candidates for promotion and tenure as described in 3.7.9 of the Faculty Manual.
6. Senior Lecturers cannot be tenured, and they will receive the same review and renewal letters, as described in 3.8 of the Faculty Manual.
7. Once promotion to senior lecturer is approved, the new senior lecturer will receive a salary increment of 2% or \$1,000, whichever is greater, and such an increment will be considered exclusive of other possible increments through merit and/or equity.

#### **Promotion Timeline**

1. A lecturer who is eligible for promotion to Senior Lecturer must submit a request and supporting evidence to the school dean by September 1.
2. The dean shall review the request and the supporting documentation, and provide his recommendation for or against the request to the school promotion and tenure committee. The supporting documentation does not have to include evaluations from external reviewers.
3. The dean forwards his recommendation, along with the supporting documentation to



the school advisory committee by September 15.

4. The school advisory committee reports their recommendation back to the dean by November 1. The candidate is informed of the committee's recommendation by November 15.
5. The candidate's dossier, with the dean's and school advisory committee's recommendation, is sent to the University Promotion and Tenure committee and Office of the Provost by December 1.
6. The University Promotion and Tenure Committee sends its recommendation to the Provost with a copy to the dean and the candidate by February 1.
7. The Provost sends his/her recommendation to the President with a copy to the committee, school dean, and candidate by March 1.
8. The President's recommendation is forwarded to the Chancellor on April 1.

### **3.9 Post-Tenure Performance Review**

This section is taken directly from the [UH-System Board of Regents Policy 21.11: Post-Tenure Performance Review](#).

#### **21.11.1 Preamble**

The Board of Regents of the University of Houston System affirms the principle that the quality of its universities is inextricably tied to the quality of its faculty, and that the ability of a university to serve its public is dependent upon the creation of an environment that nurtures the development of its faculty so as to increase the likelihood of success in the pursuit of teaching, research and service. Furthermore, the Board reaffirms its commitment to the institution of tenure, recognizing that the public interest is best served in a climate in which faculty members are free to pursue the creation and dissemination of knowledge.

At the same time, the Board recognizes the need to create an environment of accountability and public trust in both the institution as a whole and in individual faculty members.

The policies promulgated below are intended to ensure that a tenured faculty member consistently performs at an acceptable professional level, to provide for a plan of faculty development where necessary, and finally, in the instance of failure to correct deficiencies, to provide for the revocation of tenure or other appropriate disciplinary action.

#### **21.22.2 Delegation of Authority**

Each university within the University of Houston System shall adopt policies and procedures providing for a periodic performance evaluation process for all tenured faculty members. Such institutional policies and procedures, and any subsequent amendments thereto, shall be approved by the chancellor and the UH System Board of

Regents. Institutional policies and procedures may be designed to fit the particular mission, traditions, and circumstances of the individual universities and shall in all cases adhere to the following set of principles and procedures.

### **21.11.3 Fundamental Principles**

- A. Institutional post-tenure performance review policies shall conform to any and all relevant state statutes, including procedures for alternative dispute resolution (Chapter 154, Civil Practice and Remedies Code) and to other applicable policies of the Board (Board of Regents Policy 21.07 -- Faculty Dismissal).
- B. Post-tenure performance review policies and procedures at both the system and university levels and any subsequent amendments thereto (hereinafter referred to as "post-tenure performance review policies") are grounded in three principal academic values: peer review, academic freedom, and due process.
  - 1. Peer Review
    - a. The formulation of post-tenure performance review policies shall include substantive and meaningful consultation with appropriate faculty bodies.
    - b. The review of individual faculty members shall include provisions for involvement by appropriate faculty colleagues in order to ensure that peer review is an essential component of the post-tenure performance review process.
  - 2. Academic Freedom

Post-tenure performance review policies shall reflect the system's longstanding and sustained commitment to the traditional value of academic freedom. It is the intent of the Board that the implementation of post-tenure performance review policies would not result in compromising this value in any way.
  - 3. Due Process

Post-tenure performance review policies shall incorporate academic due process rights, including notice of the manner and scope of the evaluation, the opportunity to provide documentation, notice of specific charges, and an opportunity for hearing on those charges before disciplinary action is instituted on the basis of such an evaluation.
- C. Evaluations shall be based on the professional responsibilities of the faculty member in the areas of teaching, research, and service. The evaluation process shall be directed toward the professional development of the faculty member. Toward that end, the institution, through its appropriate academic officers and in concert with the affected faculty member, shall devise an individual plan of professional development for faculty members for whom a determination of unsatisfactory performance is made. Such a professional development plan shall be specific with regard to expectations, actions, timeline, resources, and the consequences of non-correction of the identified deficiencies. In the event that implementation of the professional development plan does not result in substantial improvement of performance, the faculty member may be subject to disciplinary action, including possibly the revocation of tenure and dismissal. A tenured faculty member subject

to the revocation of tenure and dismissal on the basis of an unsatisfactory performance evaluation shall be given the opportunity for referral of the matter to a non-binding alternative dispute resolution process.

**D. Procedures**

1. A comprehensive performance evaluation process, which shall include peer review, shall be conducted for each tenured faculty member no more often than once a year, nor less often than once every six years after attaining tenure.
2. Administrators who also hold a tenured faculty position shall be subject to the established review procedures for administrators as codified in Board bylaws, Board policies, System Administrative Memoranda, and component university policies on this subject.
3. The records of actions taken to comply with these policies shall reside in the Office of the Provost of each university. Deans shall provide an annual written report to the provost with regard to the status of faculty members for whom a professional development plan has been established. (11/18/04)

### **3.9.1 UHV Post-Tenure Review Policy**

To serve the public interest and fulfill the public trust, the University of Houston-Victoria

recognizes the practice of awarding tenure to university faculty. Tenure, historically, stands as a protection for the freedom of inquiry and research, the freedom of teaching within the university, and the freedom of extramural utterance and action. Tenure ensures that dismissal of a faculty member shall be based on performance outside of the above-mentioned protected freedoms. This policy describes the UHV guidelines consistent with state ([Texas Education Code Section 51.942](#)) and the [UH System Board of Regents Policies](#), Section III, 21.11 – Post Tenure Performance Review.

### **3.9.2 Performance Evaluation Policy**

All faculty members, tenured and untenured, at UHV are subject to an annual performance evaluation. This evaluation process is based on the professional responsibilities of the faculty member in teaching, research/scholarship, and service, and where applicable, administration. The process is directed toward the professional development of the faculty member and incorporates commonly recognized academic due process rights.

### **3.9.3 Performance Evaluation Policies for Tenured Faculty**

All faculty members whose principal responsibilities are teaching, research/scholarship, and service are evaluated according to the policies set forth in the Faculty Manual. Academic administrators who hold tenure as faculty members and who teach (or perform other faculty duties) as part of their assigned responsibilities shall be subject to the same review procedures with respect to that portion of their responsibilities.

All of the university's evaluation policies require that the person being evaluated be placed into one of five categories of performance in each of the three areas evaluated.

### **3.10 Loss of Academic Tenure and Dismissal**

Demonstrated incompetence or demonstrated dishonesty in teaching or research on the part of a tenured faculty member are considered adequate causes for dismissal, according to Section 5.9.1 Dismissal Procedures. Other causes for dismissal include substantial and manifest neglect of duty and conduct involving moral turpitude or otherwise grossly in violation of the ethics of the national university community. Dismissal shall "not be used to restrain faculty members in the legitimate exercise of their academic freedom or civil rights."

#### **3.10.1 Discipline and Dismissal of Faculty and Administrators Holding Academic Tenure**

Annual performance evaluations will be conducted according to the policies in Section 3.10 of the Faculty Manual. A faculty member will be subject to abrogation of tenure or other appropriate disciplinary action if incompetency, neglect of duty, or other good cause is determined to be present.

1. **Initial Indication of Unsatisfactory Performance:** Tenured faculty members whose evaluation places them below levels of performance expected in teaching or whose combined scholarly activities and service evaluation places them in the lowest overall category shall be informed in writing by their school dean that their performance is unsatisfactory.
2. **Peer Review:** Every year the university Promotion and Tenure Committee will review the performance evaluations of all faculty under review for unsatisfactory performance, work in concert with the school deans in determining any needed development plans, monitor these plans, and recommend further actions to the provost.
3. **Development Plan:** When a faculty member receives an evaluation of unsatisfactory performance, the university Promotion and Tenure Committee will implement a comprehensive performance review of the area of unsatisfactory performance in the context of the prior three years of performance. If the committee members concur that the faculty member's performance is significantly below levels expected, they may recommend to the dean that a professional development plan is in order.

If the Promotion and Tenure Committee recommends a professional development plan, the following actions are applicable:

- a. The plan may be prepared by the dean of the school in consultation with the faculty within the discipline or program area and the faculty member. The dean may submit the plan for the endorsement of the Promotion and Tenure Committee and the approval of the provost. The plan shall be specific as to resolution of the professional deficiencies.

- b. The plan shall specify the amount of time to address the deficiencies. Resources will be made available to assist the faculty member to correct the deficiencies.
- c. The school dean shall monitor the tenured faculty member's progress in meeting the conditions set forth in the plan and submit periodic progress reports to the university Promotion and Tenure Committee. If the performance is not satisfactory, the dean may recommend abrogation of tenure or other appropriate action to the provost. If progress is acceptable but performance is still not satisfactory, the committee may recommend extension of the professional development plan for up to one additional year with the approval of the provost.

In cases in which a faculty member is placed on a written development plan or directed in writing to improve performance in given respects, the following Faculty Development Plans and Principles (1998) shall guide the process:

- 1. The plan shall state the general expectations regarding the faculty member's performance in keeping with standards that apply to all faculty members, for example, "Institutional service is expected." Specific expectations regarding the faculty member's performance shall also follow from those standards, for example, "You are expected to earn at least a three on service in your next annual performance review."
- 2. Faculty members will be responsible for presenting the steps to make the needed improvements for discussion and approval by the dean.
- 3. Communication on progress in carrying out the plan may occur between the faculty member and dean to the extent that the time frame and opportunities for observation or review allow. However, a lack of communication on progress does not remove the responsibility of the faculty member for meeting the expectations with the allotted period of development.
- 4. Assessment of faculty performance shall be based on objectively acquired evidence, such as actual observation or recorded statements of identifiable observers, rather than on unconfirmed or anonymous reports.
- 5. The dean shall set, and the plan shall include, a terminal point for the assessment of evidence and determination of the faculty member's success or failure in meeting the stated expectations. (Unless otherwise stated, the terminal point would be the next annual performance review.) In addition, a statement of potential consequences of failure to meet expectations shall be included in the written plan.
- 6. The faculty member, the dean, and the provost shall receive copies of the written plan, in the case of the faculty member, the written copy shall to be delivered by hand or registered mail.

These guidelines do not pertain to decisions regarding the reappointment of non-tenured faculty members. The only process due in such cases is notification by the stipulated date and access to grievance procedures.

### **3.10.2 Due Process and Grievance Procedures**

Faculty grievance procedures are described in the *Faculty Manual*, Section 5.9: Grievance Procedures. Additionally, if abrogation of tenure is recommended through this comprehensive review process, the faculty member shall be given the opportunity to refer the matter to a non-binding alternative dispute resolution process (ADR) as described in Chapter 154, Civil Practice and Remedies Code. If both parties agree, another type of alternative dispute method may be elected.

### **3.11 Annual Performance Evaluations and Merit Pay Overview**

Annual performance evaluations are used to

- a. provide feedback so that faculty members know their overall performance and whether satisfactory performance has been achieved
- b. determine merit pay distributions that may be available.

Annual performance evaluations do not address:

- a. consequences of substandard performance, a critical concern in the case of annual performance evaluations
- b. the relationship between annual performance evaluations or merit pay evaluations and promotion and tenure evaluations.

NOTE: Faculty members are advised that criteria for P&T may diverge from the annual performance evaluation criteria. Individual faculty members should seek P&T criteria from the dean or program chair.

#### **3.11.1 Annual Performance Evaluations**

See the particular academic school for additional information on procedures. The procedures and criteria used in each school may differ. Changes to the policies or procedures governing annual performance reviews in the university or in an academic school may not be applied retroactively in such a way as to adversely affect a faculty member's annual performance review.

##### **3.11.1.1 Activities to be Evaluated**

All professional activities are to be evaluated. The types of activities included in each category are listed below. The list is not intended to be comprehensive, and items are not necessarily listed in order of importance.

Teaching:

1. Preparing for and meeting class sessions

2. Teaching effectively as demonstrated by a variety of sources, such as, course evaluations, peer feedback, programs course review, etc.
3. Holding office hours, keeping appointments, and advising students
4. Composing and grading master's comprehensive examination questions
5. Serving on master's thesis committees
6. Designing and implementing curricular and course changes
7. Incorporating civic and community engagement activities in the curriculum
8. Participating in assessment activities and continuous improvement at the program and course levels
9. Managing and monitoring student retention and academic integrity
10. Composing and/or evaluating questions for master's comprehensive exams

#### Research/Scholarship:

1. Publishing scholarly and professional books, quality articles, reviews
2. Writing successful grant proposals to support scholarly research
3. Presenting research at scholarly or professional meetings
4. Chairing sessions or otherwise performing official roles at scholarly or professional meetings
5. Attending scholarly or professional meetings
6. Producing relevant creative works
7. Preparing materials for local scholarly or professional use
8. Editing scholarly or professional publications
9. Consulting related to scholarly research\*

#### Service: Professional

1. Providing leadership in professional organizations
2. Conducting professional workshops
3. Appearing in the media as a spokesperson for the profession
4. Consulting related to professional standing or expertise\*

#### Service: Institutional:

1. Serving on committees (System, university, Faculty Council, and school)
2. Conducting institutional research
3. Assisting in student recruiting and advising
4. Advising student organizations
5. Writing grants related to the support and delivery of instruction
6. Delivering auxiliary instruction (e.g., guest-lecturing, Academic Center mini-lectures)
7. Creating extracurricular intellectual and professional opportunities for students
8. Serving as a program director/coordinator

#### Service: Community:

1. Providing leadership in community organizations
2. Representing the university at community events

\*Pro bono consulting will be given more weight than compensated consulting.

### **3.11.1.2 Weighting of Categories—Teaching, Research/Scholarship, and Service**

In accordance with the emphasis on teaching in the mission of UHV, teaching shall be given the most weight in performance evaluations. The customary ranges for each category follow:

Teaching: 50-60%  
Research/Scholarship: 25-40%  
Service: 5-15%

Precise percentages are set by mutual agreement of the faculty member and the dean or department chair at the same time that they establish goals and objectives for the individual faculty member. Each school establishes and periodically reviews its own relative weights, as well as criteria and procedures.

### **3.11.1.3 Categories of Performance**

The annual performance review shall result in a written rationale to accompany a numerical rating for each category of evaluation (teaching, research/scholarship, and service). This rating differs from the P&T rating in that the APR evaluates performance of the duties agreed upon by the faculty member's school to include duties related to the school's strategic goals, over a specific 12-month period. There shall also be a numerical rating of the faculty member's overall performance. The rating scale has five levels:

1. Performance well below levels expected or required
2. Performance below levels expected or required
3. Performance at levels expected or required
4. Performance above levels expected or required
5. Performance far above levels expected or required

### **3.11.2 Merit Pay**

UH System requires that merit pay be awarded on the basis of teaching, research/scholarship, and service. Merit pay is defined as a salary increase for meritorious performance of professional duties and activities in a given year of service. This definition is not intended to suggest that everyone evaluated for merit will receive a salary increase.

### **3.11.3 Salary Increments**

Salary increments for merit and equity are proposed by the school dean and are forwarded through the following offices: Office of the Provost, Office of the President, Office of the chancellor of the University of Houston System, and the Board of Regents. Whenever the state



legislature mandates costs of living increases, this action does not necessarily preclude merit increases.

Promotion to associate professor carries a 4% increase in salary exclusive of any other raise; for promotion to full professor, the increase is 6%. The Table of Employment decisions can be found in Section 3.7 or in the UHV Dean's Guide.

### **3.12 Workload and Compensation**

Expectations regarding teaching, research/scholarship, and service workloads are noted below. Refer to each academic school for specific workload standards.

#### **3.12.1 Teaching Workload Expectation**

The teaching workload expectation is 12 semester hours of course instruction or its equivalent. Schools are responsible for providing more specific guidance for meeting these expectations. This standard may be modified only with the dean's approval; however, each faculty member paid full time from the appropriations item "Faculty Salaries" shall report no less than nine hours of course instruction or its equivalent each semester.

In addition to course instruction, the teaching workload standard may include advising students, directing independent studies and theses, and developing curriculum.

One research scholarship workload expectation is defined as one (1) semester credit hour of assigned teaching or the reassigned equivalent. The normal teaching load for full-time faculty at UHV is 12 credit hours of organized classes that meet minimum enrollment standards.

The school shall maintain credit generation at the existing or expected level or above, based on expected teaching loads for each full-time faculty member.

##### **3.12.1.1 Minimum Course Enrollments**

Classes may be cancelled if they do not meet the State funding formula of ten undergraduate students or five graduate students. However, at UHV the class size expectation will be decided annually by the provost based on institutional necessity and financial considerations. Minimum class size will be communicated to the deans and shared with the faculty. The provost decides exceptions, based on a recommendation by the dean.

##### **3.12.1.2 Course Load Modification**

As specified in initial letters of appointment, the standard teaching load at UHV is 12 credits per semester. School deans may make modifications to the semester credit load, which may include research, administrative tasks or serving as Faculty Senate president. If the semester credit load has been modified for the express purpose of allowing a faculty member more time for research, summer teaching shall be comparably reduced, and the faculty member shall not teach a course elsewhere for extra pay.

#### **3.12.1.3 Overload Teaching**

Overloads shall be approved in advance and are paid at adjunct rates. An overload shall not exceed one three-credit course, or the equivalent, per semester or summer and is considered to be an infrequent and temporary recourse. Faculty members receiving course load reductions are not eligible for overloads. As an exception to this policy, faculty members who agree to teach an overload in response to an unanticipated institutional need will be compensated in accordance with the applicable adjunct rate, regardless of whether the standard teaching load has been reduced.

#### **3.12.1.4 Summer Scheduling and Compensation**

Expectations for summer school scheduling and compensation are subject to change in accordance with university, UH System, or state mandates; the availability of funds; and curricular needs. Faculty members are not obligated to accept summer teaching assignments, and the university is not obligated to make them available.

If available, summer teaching rates for full-time faculty members are currently set at one-twelfth of the member's nine-month base salary for each three-credit summer course that meets minimum enrollment standards. Based on availability of funds, two courses are considered a normal summer teaching load. The third course will be paid at adjunct rates. Faculty members on modified contracts are paid in accordance with their contracts.

Most faculty members can anticipate at least limited summer teaching opportunities, depending on enrollment demand in their field, but summer teaching assignments are not guaranteed and are subject to cancellation.

Faculty employed during the summer are not eligible for summer release time, and they are expected to maintain service and research obligations during the summer.

#### **3.12.1.5 Faculty Availability**

All full-time faculty shall be available for university activities during the academic year. Services shall include, but are not limited to, committee meetings, faculty meetings, student advising meetings, commencement attendance at least once per year, and meetings with UHV administrators. Faculty are expected to be available one week prior to the start of each semester.

#### **3.12.1.6 Academic Advising**

Each school shall establish a procedure for advising both new and continuing students at regular intervals and at designated times during the academic year. Although all faculty members may not always be directly involved in the advising of students, it is the responsibility of all faculty members to know the rules and regulations applying to the admission, enrollment, and degree requirements. The appropriate school administers and coordinates all advising assignments and activities.

#### **3.12.1.7 Office Hours**

Faculty members shall maintain regular face-to-face or virtual office hours when students, staff, or colleagues may contact them. Although office hours may vary depending upon the nature of the individual's assignment and upon the number of student advisees, the following expectations apply to all full-time, part-time, and adjunct faculty:

1. Faculty shall schedule and maintain a minimum of one office hour per week, per course, at times convenient to students and be available by appointment.
2. Faculty shall post office hours on or near the faculty office door and in syllabi. Faculty are required to notify the school dean's or department chair's office of office hours.
3. When office hours cannot be kept as scheduled or must be changed, school administrative assistants shall be informed, and notices shall be posted in the on-line class, on the classroom door, or near the faculty office door.
4. Faculty will indicate in the course syllabus the expected time frame for responding to online student inquiries. When unusual circumstances will prevent regular access, faculty will post this information in the online course(s) affected.

#### **3.12.2 Research/Scholarship Workload Standard**

Research/scholarship activities include the work done by faculty members outside the classroom. All faculty members at UHV are expected to participate in scholarly activities, such as, engaging in the design and implementation of new studies and publication of results, grant proposal submission, contributions to knowledge in their professional fields, or creative activities that are closely connected and appropriate to their disciplines.

#### **3.12.3 Service Workload Standard**

Faculty members are expected to participate in service to the school, university, profession, and the community. Service may contribute to teaching or scholarly activities. Examples of service activities include participation in program development and assessment, service to students and student organizations, service to professional societies, and service to the greater community.

#### **3.12.4 Salary and Method of Payment**

Appointments of full-time faculty are based on nine months of teaching. All full-time faculty have the option of being paid in nine or 12 equal monthly payments; this option shall be exercised at the beginning of each fiscal year, and the election of either option is irrevocable for that fiscal year. Employees on grants shall comply with the expiration date for the fiscal year.

Full-time faculty members employed during the summer are paid on a per-semester credit-hour basis. Salaries for summer teaching are based on the salary rates of the previous academic year.

### **3.12.5 Salary Supplementation from Research Funds or External Grants**

Faculty members whose compensation includes funds from external grants administered by the university shall not exceed 100% of their annualized salary. This provision includes compensation for assisting grant projects directed by other UHV employees, unless under justifiable circumstances as allowed by the grantor and approved by the dean or supervising administrator. Faculty members are free to serve as paid consultants or evaluators, as well as in other capacities, on grant projects administered by other institutions, so long as they comply with Board of Regents' policies governing conflicts of interest, disclosures, and external compensation. (See *Faculty Manual*, Sections 3.11.6 - 3.11.9.)

### **3.12.6 Conflicts of Interest**

This section is taken directly from the [UH System Board of Regents Policies](#), Section VI, 57.08-

#### **Conflicts of Interest.**

All members of the board and employees of the system and its component institutions shall adhere to and be furnished a copy of the Statutory Standards of Conduct for State Employees, Section 572.051, Texas Government Code, and shall avoid conflicts of interest, generally described as the use of one's university employment or position to obtain unauthorized privileges, benefits, or things of value for oneself or others, including the following:

**57.08.1** No board member or employee shall solicit, engage, or agree to accept any privilege, benefit or thing of value for the exercise of his or her discretion, influence, or powers as an employee or regent, except as is allowed by law.

**57.08.2** No board member or employee shall accept any privilege, benefit, or thing of value that might influence him or her in the discharge of his or her duties as an employee or regent.

**57.08.3** No board member or employee shall use his or her position to secure special privileges or exemptions for himself or herself or others, except as is allowed by law.

**57.08.4** No board member or employee may be an officer, agent, employee, or member of, or own an interest in a professional activity that foreseeably might require or induce him or her to disclose confidential information acquired by reason of his or her system position.

**57.08.5** No board member or employee shall accept employment or engage in any business or professional activity that foreseeably might require or induce him or her to disclose confidential information acquired by reason of his or her system position.

**57.08.6** No board member or employee shall disclose confidential information gained by reason of his or her system position, nor shall he or she otherwise use such information for his or her personal gain or benefit.

**57.08.7** No board member or employee shall transact any business for the system with any entity of which he or she is an officer, agent, employee, or member, or in which he or she owns a significant interest.

**57.08.8** No board member or employee shall make personal investments in any enterprise that foreseeably might create a substantial conflict between his or her private interests and the system's interests.

**57.08.9** No board member or employee shall accept other employment that might impair his or her independence of judgment in the performance of his or her system duties.

**57.08.10** No board member or employee shall receive any compensation for his or her services to the system from any source other than the State of Texas except as is allowed by law.

**57.08.11** No board member or employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall solicit, accept, or agree to accept any benefit from a person or entity the employee knows or should know is or is likely to become financially interested in such transactions.

Failure of any employee to comply with the foregoing shall constitute grounds for discharge or other disciplinary action. (05/17/07)

### **3.12.7 Consulting and Paid Professional Service**

This section is taken directly from the [UH-System Board of Regents Policies](#), Section VI, 57.02, Consulting and Paid Professional Service.

Full-time members of the faculty and professional or administrative staff may engage in external consultation or other paid professional services, provided such activities benefit the system and contribute to the professional development of the individual. This privilege is subject in all instances to the conditions set forth below. Failure to comply with this policy may subject an employee to disciplinary action including reprimand, suspension, or termination.

**57.02.1** The first responsibility of the individual is to the system, and outside professional commitments should not interfere with the person's full-time responsibility to the system.

**57.02.2** No outside obligation should result in any conflict of interest involving the individual's responsibilities to the system or to its programs, policies, and objectives. Consulting and other professional agreements that represent actual or potential conflicts of interest must be avoided.

**57.02.3** Use of system facilities, space, equipment, or support staff for consulting or other paid professional activities is permitted only if a financial arrangement has been concluded between the individual and the administration prior to the employee's beginning the outside consulting or other paid professional service.

**57.02.4** Individuals may not represent themselves as acting in the capacity of system employees when conducting consulting or other paid professional activities. The system bears no responsibility for any actual or implied obligations or liabilities incurred by the individual resulting from a consulting or other paid professional agreement or activity.

**57.02.5** Faculty who wish to arrange consulting or other paid professional activities must provide prior written notification to their dean. Review by their dean of such activities will include consideration of any real or apparent conflict of interest and the benefit of the proposed service to the system and the component university. Each faculty member who engages in consulting or other paid professional service, including teaching on a temporary basis at other institutions, must ensure that such activities do not require commitments of time averaging more than one day per calendar week, and must arrange such activities so as not to interfere with regularly scheduled classes.

**57.02.6** Professional or administrative staff who wish to arrange consulting or other paid professional activities must obtain prior written approval from the appropriate supervisor. While consulting is a recognized aspect of faculty activities with the limitations noted in this document, consulting by professional or administrative staff must be justified on an individual basis by clear and direct benefit to the system.

**57.02.7** When any of an individual's salary is paid from funds for externally sponsored activities, the time allowable for consultation or other paid professional activities must comply with sponsor requirements.

Unpaid public service is not included in this policy, nor are occasional lectures that include fees, unless these activities require significant amounts of time or otherwise conflict with regular system obligations.

Each president and the chancellor will establish a process for monitoring outside paid professional activities of their faculty and staff in order to ensure that such activities are consistent with the above policy and also serve system purposes. The chancellor will report to the board annually on such activities. (05/17/07)

### **3.12.7.1 Outside Teaching**

According to the policy of the UH Board of Regents Policy, outside employment for pay must be disclosed; must not interfere or conflict with university duties; must be in some measure beneficial to the university; and must be limited to no more than an average of one day a week.

In the case of UHV faculty carrying a standard four-course load, teaching a course “on a temporary basis” for another institution for pay is allowable. As the Board’s language indicates, such teaching is expected to be occasional rather than continuing and to be in some measure beneficial to faculty development and to the university.

However, as stated in section 3.11.1.2, faculty carrying a reduced teaching load with time reassigned for the purpose of research may not teach courses for pay at other institutions. In justifiable cases with the consent of both institutions, a UHV faculty member may teach a course at another institution as part of the member’s regular teaching load without additional compensation.

Other forms of outside employment for pay are not prohibited so long as they conform to Board policy. The difference is that teaching is the basic faculty duty and that time reassigned for research purposes represents specifically a reduction in teaching load, not in any other duties assigned or expected, and it does not serve the university’s interest to reduce a faculty member’s teaching load to provide time for research only to have the member add a course for pay at another institution.

### **3.12.8 Notification Forms**

UHV’s Annual Notification and Approval for Outside Consulting or Other Employment Form is available online on the Office of the Office of the Provost’s [Forms website](#). Failure to submit the Annual Notification and Approval for Outside Consulting or Other Employment form and/or providing incomplete or inaccurate information may result in disciplinary action.

## **3.13 School Administrators: Selection and Responsibilities**

The academic school deans are ultimately responsible for the administration of school activities. The academic schools may also include the following positions within their organizational structure associate dean(s), department chair(s), and/or program coordinators.

In distributing administrative responsibilities, academic schools may organize into departments or employ other approaches, as agreeable to the school faculty, dean, and provost. Any fiscal commitments involved shall be approved by the institutional Budget Committee.

### **3.13.1 Academic Deans**

School deans are appointed by the Board of Regents, University of Houston System, on recommendations of the Chancellor, the President, and the Provost and Vice President for

Academic Affairs. Deans are responsible to the Provost and Vice President for Academic Affairs for the operation of their schools. School deans serve at the pleasure of the president, upon recommendation of the provost, on year-to-year appointments.

The School dean recommends the appointment, promotion, salary adjustments, terminations of faculty, and other appropriate personnel actions; recommends curricular programs for the school; and is accountable for the administration of general university policy in the school.

Within budgetary limitations as approved by the Board of Regents, the School dean has the authority and is accountable for the expenditure of funds in the operation of the school. The school dean prepares and recommends the school's budget and the detailed schedule of courses to be offered within the school and assigns teaching duties to the school's faculty. The school dean further represents the school's faculty, making committee assignments, and coordinating administrative and academic activities with appropriate agencies.

#### **3.13.1.1 Dean Selection Process**

When a dean selection is to be undertaken, the provost will meet with the school's faculty members to define pertinent issues and characteristics sought; and to name a search committee.

The search committee chosen by the provost is to be comprised of at least three faculty members, either tenured, tenure-track, or clinical-track, from the school representing various disciplines; at least one staff member and student from the school; and one academic

administrator from outside the school. The search committee will screen applicants and recommend finalists to the provost for on-campus interviews.

The search committee makes recommendations to the provost, who will in turn recommend a candidate to the president. Should differences over the selection arise, the provost will meet with the search committee and, as applicable, with the school's faculty to discuss these and attempt to arrive at agreement.

#### **3.13.1.2 Dean Term of Office and Review**

Deans serve an annual appointment at the pleasure of the president. The performance of the dean is reviewed annually by the provost with the participation of the school's faculty and staff in separate evaluations. Reappointments and replacements are expected to take place in an orderly and timely way.

#### **3.13.2 Associate Dean**

Associate deans are appointed by the provost upon recommendation of the dean in consultation with the faculty and serve at the pleasure of the dean. Duties as associate dean normally extend from the beginning of the fall semester through the first summer term or for



approximately 10.5 months as designated by the dean. Associate deans remain on a faculty contract. Service as an associate dean carries a 1/1/1 teaching load and an annual stipend.

Should an associate dean cease to hold the position, these arrangements cease at the same time.

The associate dean's faculty performance is to be evaluated annually by the dean in accordance with the same criteria and process for all faculty in the school.

The associate dean's administrative performance is also to be evaluated annually by the dean with significant input from the faculty. Faculty evaluation of the associate dean will be performed in the same manner as all other administrator evaluations.

### **3.13.3 Department Chair**

Department chairs are appointed by the provost upon recommendation of the dean, in consultation with the faculty, and serve at the pleasure of the dean. Duties as department chair normally extend from the beginning of the fall semester through the first summer term or for approximately 10.5 months as designated by the dean. Department chairs remain on a faculty contract. Service as a department chair carries a 2/2/2 teaching load and an annual stipend. Should a department chair cease to hold the position, these arrangements cease at the same time.

The chair's faculty performance is to be evaluated annually by the dean in accordance with the same criteria and process for all faculty in the school.

The chair's administrative performance is also to be evaluated annually by the dean with significant input from the faculty in the department. Faculty evaluation of the chairs will be performed in the same manner as all other administrator evaluations.

### **3.13.4 Academic Program Coordinators and Directors**

Program coordinators and directors are formally appointed by the school dean upon recommendation of the department chair to assist primarily with program development, assessment of learning results, program review, and course scheduling. The appointment is generally for the academic year and counts toward the service requirement.

## **3.14 Faculty Development and Research**

The [Office of Research Administration and Sponsored Programs](#) provides information on research funding opportunities, assists with grant proposals and administration, and oversees program administration. It also coordinates the UHV Human Subjects Committee applications and faculty development applications.

### **3.14.1 External Research Grants and Program Administration**

When seeking or writing a grant, contact the Office of Research Administration and Sponsored Programs as early as possible in the process for assistance and direction during the process.

All grant proposals are accompanied by a completed [External Grant Proposal Routing Sheet](#) that contains key information and signatures of approval. The purpose of the routing sheet is to ensure that the proposal is consistent with the institutional mission and policies. Proposal writers should submit a preliminary routing sheet with information about the proposed grant for preapproval before committing time to the development of a full grant proposal.

Routing sheets are not required for internal Faculty Research Grants or grants or fellowships that go directly to individual faculty members and do not involve institutional commitments. However, the dean of the appropriate school must be made aware of such proposals.

### **3.14.2 Reassigned Time and Faculty Salaries**

Grants and contracts, whether related to research, instruction, or service, do not alter the provisions with regard to faculty workload, compensation, and the balance between teaching and research activities. However, a faculty member may be reassigned temporarily for the duration of a grant project to engage in relevant research, assessment, or administrative activities. In such cases, the following provisions apply:

1. Reassignment requires the agreement of the faculty member and the institution.
2. The reassignment is for a specific period.
3. The reassignment may not be full time (i.e., precluding all teaching responsibilities), unless the faculty member takes a leave of absence.
4. Time assigned to the grant project is charged to the grant.
5. The faculty member's salary remains the same as that stipulated in the annual salary letter for a full-time teaching assignment.
6. Summer salaries paid from grant funds are subject to the same provisions that apply to summer teaching.

### **3.14.3 Grant Expenditures**

Grant expenditures funded by Federal, State, Non-profit and For-profit agencies include direct costs, Facilities and Administrative (F&A) or indirect costs, cost sharing and/or matching funds, and consortium expenses. All costs must be justified to the level of detail required by the funding agency. Federal grant costs must be necessary, reasonable in proportion to the benefit provided or other equitable relationship, allocable to one or more of the costs objective(s), and allowable according to the Uniform Guidance, 2 CFR Part 200.

The following list of grant expenditures reflect the most common costs applied to sponsored program awards. It is non-inclusive. Sponsored program costs vary depending on the sponsor

and program requirements. Contact the office of Research and Sponsored Programs for additional information regarding allowable grant expenditures and the allocation of costs.

#### **3.14.3.1 Direct Costs**

Direct costs are those costs that can be identified specifically with a particular final costs objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easy with a high degree of accuracy.

##### **3.14.3.1.1 Personnel**

**Salaries and Wages:** University personnel compensated for services on sponsored programs will be based on established University employment and payroll policies and procedures. Compensation of University personnel on sponsored programs is administered through the University of Houston System payroll system and shall accurately reflect the time and effort dedicated to award activities based on University personnel base salary. Base salary is defined as authorized salary or academic rate. Faculty members whose compensation includes funds from external grants administered by the University shall not exceed 100% of their annualized salary. Please, refer to UHV Faculty Manual, Section 3.12.5 “Salary Supplementation from Research Funds or External Grants”.

The salaries of staff hired to work on grant projects are charged to grant funds unless part of a matching provision. The compensation levels and new job classifications must conform to the university staff compensation plans. Appointments do not exceed the duration of the grant project.

The use of graduate and undergraduate students is encouraged. Student pay must be consistent with those customarily paid refer to the Dean’s Guide and Work Study Program Guide for Student Employees.

The cost of authorized leave, such as vacation leave, sick leave, holidays, court leave, military leave administrative leave, and during the periods of the project may be applied to sponsored program costs.

**Fringe Benefits:** Fringe benefits are calculated separately from salary and wages and paid at a percentage of salary and wage. Fringe benefits include FICA, Retirement, Worker’s Compensation, Unemployment Insurance, Health Insurance and Life Insurance.

Personnel costs applied to federally funded awards must adhere to 2 CFR, Part §200.430, Compensation – personal services.

##### **3.14.3.1.2 Travel**

Reimbursement for any travel expenses (foreign and domestic) is subject to University, Federal, and sponsor regulations. The University’s travel policy generally governs the reimbursement of sponsor program related travel. Travel costs should be itemized per trip and directly related to sponsored project activity. Travel reimbursement can include transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official

business of the university. Such costs can be charged on a per diem and or actual cost basis for the entire trip. Registration fees may also be included in travel costs. Travel costs applied to federally funded awards must adhere to 2 CFR, Part §200.474.

#### **3.14.3.1.3 Equipment**

The federal definition of equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the university for financial statement purposes, or \$5,000. Equipment acquired with Sponsor funds must be managed in accordance with award terms and conditions, Federal regulations, if federally funded, sponsor requirements and University policies. Equipment purchased with Federal funds may not be purchased in the last ninety days of the program award or re-budgeted into another cost category unless the sponsor grants prior approval.

#### **3.14.3.1.4 Participant Support**

A participant is defined as a non-university employee who is the recipient of a service or training associated with a sponsored project workshop, conference, seminar, symposium or other short-term instructional or information sharing activity. Participants do not perform work or services for the project or program unless it is for their own benefit. Participants may include students, researchers from other institutions, and representatives from the private sector, teachers, and state or local government agency personnel.

Participant costs applied to federally funded awards must adhere to 2 CFR, Part §200.75 which defines participant support as direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects. Funds may not be re-budgeted into other cost categories without the written prior approval of the sponsor. In order to incur participant costs when the costs are not budgeted and awarded by a sponsor, prior approval of the agency is needed.

#### **3.14.3.1.5 Scholarships**

Scholarships, fellowships, and other programs of student aid costs are allowable when the purpose of the award is to provide training to selected participants and the charge is approved by the sponsor agency. Tuition remission and other forms of compensation paid as, or in lieu of, wages to students for performing necessary work are allowable provided that the individual is conducting activities necessary to fulfill the program requirements; if payments are in accordance with University policy and consistent for similar activities; the activities are conducted during the academic period the student is enrolled in an advanced degree program; and the tuition and other payments are reasonable compensation for work performed. Scholarships and student aid applied to federally funded awards must adhere to 2 CFR, Part §200.466.

#### **3.14.3.1.6 Materials and Supplies**

Materials and supplies purchased on sponsored program fund must adhere to University Procurement Policies. The cost of material, supplies, and fabricated parts necessary to carry out

sponsored program activity are allowable. Permissible items are determined by the sponsor, but could include books, manuals, computing devices, software, chemicals, laboratory items, non-capital equipment, and field samples. The item(s) must directly benefit the project. Items applied to federally funded awards must adhere to 2 CFR §200.453 – Materials and supplies costs, including costs of computing devices. Purchased materials and supplies must be charged at their actual prices, net of applicable credits. In the specific case of computing devices, charging as direct costs is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of the Federal award. Where federally-donated or furnished materials are used in performing the Federal Award, such materials will be used without charge.

#### **3.14.3.1.7 Publication**

Publication costs for electronic and print media, including distribution, promotion and general handling are allowable per 2 CFR, part §200.461. To estimate costs, consider page charges, reprint, publishing, and distributing numerous copies of a large report. The costs to publish the results of the research or project may vary from journal to journal.

#### **3.14.3.1.8 Contracts**

Contracts for good and services are subject to University, Federal, and sponsor regulations. Contracts for goods and services, which create a procurement relationship rather than a sub-recipient relation, is generally included unless specifically prohibited or limited by the sponsor. A Standard Purchasing agreement, administered through Contract Administration, will be used when paying a contractor for goods and services from a grant where the contractor provides goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; provides good or services that are ancillary to the sponsored program activity; is not directly responsible for the research or determining the results; and has no employment relationship with the University.

In addition to University requirements, for contractors paid on federal funds, 2 CFR, Part 200 identifies the following specific standards:

- §200.212 Suspension and debarment – contractors are subject to the non-procurement debarment and suspension regulations.
- §200.305 Payment- the University must make timely payment to contractors, and payments amounts can be withheld by the University from contractors to assure satisfactory completion of work.
- §200.318 General procurement standards - Maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- §200.319 Competition - Must be conducted in a manner providing full and open competition consistent with the standards of this section.

### **3.14.3.2 Indirect Costs**

The University negotiates a Facilities and Administrative (F&A) rate or indirect cost (IDC) rate, with the Department of Health and Human Services (DHHS). The negotiated rate is applied to sponsored programs, unless restricted or is not allowed by the sponsor. F&A costs are provided in externally sponsored programs to reimburse the University for general support costs not readily identifiable in amount and, therefore, not recoverable as direct charges.

### **3.14.4 Faculty Development Leave**

Development leave programs for faculty members of state institutions of higher learning are authorized by Texas Education Code 51.102 through 51.108. At such time as the general appropriation for salaries shall include an amount sufficient to cover the salaries necessary to meet the teaching requirements of the campus plus salaries to cover faculty development leaves, the president, upon approval of the chancellor, will charge the provost to activate the authorized program. The provost will send an announcement to the faculty that the program is in effect.

The purpose of the Faculty Development Leave program is expressed in [Texas Education Code Section 51.102](#) is

...to improve further the higher education available to the youth at the state- supported colleges and universities and to establish this program of faculty development leaves as part of the plan of compensation for the faculty of these colleges and universities.

#### **3.14.4.1 Basic Provisions**

Full-time tenured faculty members are eligible for Faculty Development Leave after they have been employed by UHV for a minimum of five consecutive academic years.

Leave may be granted for one academic year at half salary or for one-half year at full salary. The term "one academic year" refers to the nine-month period made up of two long semesters. The term "one-half year" refers to one long semester. If leave is granted for one-half academic year at full salary, the semester for which leave is granted shall correspond to the period defined as a semester by the calendar under which the campus is operating at the time. Faculty Development Leave shall not be granted for the summer semesters.

1. A faculty member on Faculty Development Leave may accept a grant for study, research, or travel from any institution of higher education; from a charitable, religious, or educational corporation or foundation; or from any federal, state or local government; but may not accept employment of any kind unless specifically approved by the Board of Regents.
2. A faculty member on Faculty Development Leave is a faculty member for purposes of participating in the program and of receiving the benefits made available by or through the UHV or the state to faculty members. During the Faculty Development Leave, the

university shall continue all deductions from compensation relevant to such participation and benefits.

3. At least two Faculty Development Leaves shall be made available each year provided the total number does not exceed six percent of the total faculty and assuming funding is available.
4. Faculty members from the same discipline shall coordinate their development leaves to ensure the academic program is managed and full complement of courses is offered.
5. The chancellor will establish procedures for administration of the program. The president will grant leaves based upon the recommendations of applications. Faculty Development Leave procedures are found in Section 3.13.4.2 of the *Faculty Manual*.

Award of a Faculty Development Leave will be contingent upon the recipient signing a legal agreement to continue service at the campus for one academic year after completion of the leave.

#### **3.14.4.2 Procedures**

At least two Faculty Development Leaves shall be made available each year provided the total number does not exceed six percent of the total faculty and assuming funding is available.

The president, after determining the availability of funds, shall inform the provost as to the number of applications for leave which may be considered for any particular period. The provost shall inform the faculty about the availability of faculty development leave in early fall and invite applications.

A faculty member who has previously received a Faculty Development Leave is not eligible to receive another one until the seventh academic year following the one in which the assignment was made; for example, a faculty member on Faculty Development Leave in 2010-2011 would be eligible again in 2017-2018.

Applications shall be submitted to the Office of the Provost by the first Monday in December for the next academic year. All applications shall consist of a proposal, a vitae, and a written letter of recommendation from the applicant's school dean. A dean may recommend no more than two faculty from the school each year. Application proposals shall consist of the following:

1. Name, school, academic field, and date of initial full-time tenure track faculty appointment at UHV.
2. Period for which the leave is sought.
3. Previous Faculty Development Leaves the applicant has received and when.
4. Description of the scholarly activity to be undertaken, where it will take place, and its relevance to the applicant's responsibilities at UHV.
5. Explanation of how the activity will contribute to the mission of the university, the applicant's professional development, benefit the university in ways worthy of the support extended, and advance scholarly knowledge.
6. Additional documentation, evidence, or support.

A Faculty Council Committee on Faculty Development Leave shall be elected each year to receive the applications from the Office of the Provost. The at-large elections will be for a tenured faculty member from each school, none of whom may be applicants, to review proposals and to make recommendations to the provost, who shall in turn make recommendations to the president. The president shall make the award.

The Faculty Development Leave Committee uses relevant criteria to justify its final recommendations and presents a report to the provost along with the Committee's recommendations. Criteria may include

1. Past scholarly contributions to the academic or professional discipline as indicated in vitas and other supporting materials.
2. The nature and quality of the leave proposal in terms of its potential scholarly contribution to the academic and professional discipline.
3. The number of previous leaves the applicant has received with priority given to those who have not previously received a leave.
4. Letters of recommendation that attest to the faculty member's ability to perform the proposed activity and/or that support the merits of the proposed activity.

The Faculty Development Leave Committee shall forward its recommendations to the provost and the school deans by the first Monday of March. The president will notify grantees by the first Monday in April.

Within three months following completion of the Faculty Development Leave assignment, the faculty member shall provide a report to the school dean and provost describing the activities undertaken and assessing their value to the faculty member, profession, institution, and students served.

#### **3.14.4.3 Teaching and Service During Faculty Development Leave**

Recipients of a Faculty Development Leave may not work for compensation during their leave and are expected to return to the faculty for one academic year following the leave. Exceptions would include approved grants and fellowships or half-time appointments concurrent with a full year's leave at half pay.

A faculty member on development leave is not obligated to participate in service activities in the school or university during the time of the leave, and will not be evaluated on that component for the leave period, unless the faculty member so chooses.

#### **3.14.5 Internal Research Funds**

Faculty Development and Research grants are intended to further the educational mission of the university by contributing to faculty members' ongoing professional development, to the

advancement of knowledge in their fields and profession, and to the visibility and credibility of the university.



There are two institution-wide sources of funds to support faculty research and dissemination of results.

1. The Faculty Research Fund provides support for new and continuing research initiatives.
2. The Faculty Development Fund provides travel support for conference presentations and scholarly activities.

#### **3.14.5.1 Faculty Research Grant Funds**

Faculty research grant funds are for tenured and tenure-track faculty to support pilot projects that can lead to developing and submitting proposals to external agencies for grant funding. The amount of funding varies from year to year, depending on the availability of funds.

In October the Office of Research Administration and Sponsored Programs will disseminate a Request for Proposals (RFP) to UHV faculty. The proposals are due February 1<sup>st</sup> and will be evaluated and ranked by the Faculty Research Committee (FRC) according to established criteria. The FRC sends award recommendations to the Provost and Vice President for Academic Affairs. Awards are made by April 15<sup>th</sup> for the following academic year, September 1 through August 31. All research funds will be expended during the fiscal year. Faculty members are expected to submit an expanded grant proposal to an appropriate external funding agency within six to nine months of completing a pilot project. Future UHV research grants will be dependent on meeting this requirement for submitting proposals to outside agencies.

UHV research funds cannot be used for software purchases. Software needs shall be requested through the school's administration and the UHV purchasing department prior to making software purchases.

#### **3.14.5.2 Faculty Development Travel Funds**

Faculty development-related travel is supported by each school. To receive travel funds, faculty members need to provide documentation of acceptance of a conference presentation prior to making travel arrangements for the trip and according to school guidelines for professional travel.

#### **3.14.6 Junior Faculty Summer Research Grant**

Scholarship and research provide an intellectual foundation for faculty life at the University of Houston-Victoria. The purpose of the Junior Faculty Summer Research Grants is to jump start new faculty members' research agendas. These grants are designed to allow faculty to develop their funded research and grantsmanship skills, and/or begin their publishing record.

To encourage and support junior faculty (tenure-track, but not yet tenured), research/scholarship funding is provided through the Office of the Provost. The Junior Faculty Summer

Research Grant makes a limited number of \$10,000 salary stipends available for junior faculty members to pursue promising research projects for one summer.

#### **3.14.6.1 Eligibility**

Only full-time, tenure-track faculty members within the first three years of the probationary period are eligible for this program. Faculty members who are beginning to establish their research and who are not currently receiving outside grant support will be given priority consideration for a summer research grant. However, faculty members will be eligible to receive the summer research grant concurrently with outside funding. Junior faculty members are not allowed to teach while participating in the summer research grant program. Summer research grants are nonrenewable, and junior faculty members are eligible for only one such award.

Junior Faculty Summer Research Grant packets are available online at the Office of Research Administration and Sponsored programs under [forms](#). Completed application packets should be returned to the research administrator by the second Friday of January.

#### **3.14.6.2 Allowable Research Activities**

Research is broadly defined as all critical, scholarly, and/or empirical activity that expands, clarifies, reorganizes, or develops knowledge. This definition of research includes the demonstration, implementation, application and dissemination of research results and those grants designated as research by the university or other granting agency.

Ineligible activities include curriculum development, departmental curriculum development, preparation of curriculum materials, curriculum revisions, and/or student interest surveys; faculty development, such as learning an established technique, a language or methodology; and completion of a thesis or dissertation; institutional research and studies related directly to the operation of the university; and public service and consulting activities.

#### **3.14.6.3 Policies and Regulations**

The University of Houston-Victoria rules, regulations, and policies regarding the use of human subjects, animal care, biosafety, hazardous waste, radioactive materials, patents and

copyrights, royalties and fees, as well as other appropriate university policies, apply. Faculty members are responsible for following established university compliance procedures regarding these rules and regulations. The expenditure of funds from this program follows normal UHV policies and procedures.

Faculty members may obtain additional information regarding these policies from the Office of Research Administration and Sponsored Programs.

#### **3.14.6.4 Proposal Review**

All requests for funding will be reviewed by the Faculty Research Committee before final approval by the provost. Awards will be made based on the following criteria:

1. Significance of the planned research activities,
2. Anticipated outcomes from the research activities,
3. Continuing benefits to the applicant's research agenda, and
4. Prospects for continuation through external funding.

All final decisions regarding funding for Junior Faculty Summer Research Grants rest with the provost.

#### **3.14.6.5 Reporting Requirement**

Recipients of Junior Faculty Summer Research Grants are required to submit a brief report (1-2 pages maximum), or copy of the work completed no later than September 30 of the award year.

#### **3.14.7 Protection of Human Subjects Policy and Procedures**

UHV has a freestanding Committee for the Protection of Human Subjects (CPHS), which reviews research conducted under the auspices of UHV, using guidelines established by the University of Houston.

Tenured faculty members, one from each academic school, will be selected in a manner determined by the school. Members will serve three-year staggered terms. Thus, each school will select a member every three years.

Two external members will be selected by the internal UHV members and will serve three-year renewable terms.

The Research Administrator, as an ex-officio member, shall facilitate the work of the committee by ensuring that selection processes are observed and appropriate records are maintained, and that the review and approval process is completed in accordance with established guidelines. This member will also serve as liaison to the UH System's Office of the Vice Chancellor for Research and Intellectual Property Management.

Committee members are required to complete one of the brief (2-3 hours) sessions available online that provide basic information on human-subjects research.

The [Human Subjects Policies and Procedures for Research](#) indicates when research needs to be cleared by the CPHS, what forms need to be filled out, and what guidelines are used to ensure research participant safety. If you have questions about these policies and procedures, contact the provost or CPHS chair.

### **3.15 Shared Governance**

Many of the functions of the institution and the schools within the institution are the joint responsibilities of the faculty and administration. Faculty has a voice in decision-making processes at both the institutional level and school level.

The faculty has the primary responsibility for curricular matters and degree programs. Administration and the faculty collaborate in devising academic policies; establishing performance standards; protecting academic freedom; hiring, promoting, and tenuring other faculty members; hiring and reviewing administrators; creating budget priorities; and maintaining a faculty compensation plan. Finally, the faculty assists administration and student affairs in setting goals to improve the quality of campus life, the surrounding community, and the national academic standing of the institution.

An active faculty role is necessary in shaping institutional and school policies. The Faculty Senate participates in recommending faculty appointments and overseeing elections to institution-wide committees that affect the teaching/research/service mission of the institution and the ability of the faculty to carry out their duties. Deans consult with the faculty in the formation of school-wide committees that affect the teaching/research/service mission and the ability of the faculty to carry out their duties.

To ensure principles of inclusive decision-making:

When issues affect the institution, the Faculty Senate Executive Committee will be notified and will meet with the administration as needed to discuss the issues. School faculty will participate with the dean in all decision-making processes that affect the teaching/research/service mission of the school and the ability of the faculty to carry out their duties.

## Chapter 4: Guide to University Policies

### 4.1 Academic Honesty and Intellectual Property

The purpose of this policy and set of procedures is to promote academic honesty in all research and scholarly activities. The policy assumes that academic honesty is fundamental to a healthy and productive environment for learning. Professors, administrators, and professional staff members are responsible for upholding high standards of academic honesty in all of their academic endeavors. Failure to live up to this responsibility is a breach of ethics and will be dealt with appropriately.

1. Misconduct in this chapter is defined as the deliberate fabrication or falsification of research data or results; plagiarism; failure to appropriately credit colleagues, students or research assistants who have participated in a project; or any other serious deviation, such as stealing, cheating, or sabotage, from practices commonly accepted in the academic and scientific communities for proposing, conducting, or reporting results of research or scholarly activities. Misconduct also refers to retaliation against a person who, acting in good faith, reports or provides information about an instance of suspected or alleged academic dishonesty.
2. Inquiry is defined as a stage of preliminary information-gathering and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
3. Investigation is defined as a formal examination and evaluation of facts to determine whether misconduct has taken place or, if misconduct has already been confirmed, to assess its extent and consequences and to determine appropriate action.

#### 4.1.1 Policy

All research and scholarly activities under the auspices of UHV in which employees engage shall be conducted according to the recognized high ethical standards of the academic and scientific communities. Such standards include, but are not limited to, faithful representation of data and results, appropriately crediting one's sources, appropriately crediting one's colleagues and assistants who have participated in the research or scholarly activity, and accepting responsibility for the quality of work to which one's name is attached. Academic honesty also includes the obligation to report activities which one believes to violate the ethical standards of the academic and scientific communities. UHV's policies are based in part on the [UH-System Board of Regents Policies](#), Section III, 21.08 Intellectual Property.

#### 4.1.2 Procedures

Suspicious or allegations of misconduct shall be reported in writing to the provost for review and action. If the provost has a possible conflict of interest, the allegation shall be reported to the president. In such instances, duties assigned to the provost in implementing these procedures will be assigned to the president. Any faculty member accused of misconduct will

be notified immediately by the provost, who will be responsible for promptly keeping the faculty member apprised of each recommendation and/or decision throughout the process. If the allegation on the face of it is not worthy of an inquiry, the provost will notify the person making the allegation of this determination within 10 calendar days.

If the allegation is judged worthy of an inquiry, the provost will conduct an inquiry into the alleged misconduct and determine whether it warrants investigation as a violation of this policy. The inquiry will last no longer than 60 calendar days and must include a meeting with the subject(s) of the suspicion or allegation. The results of the inquiry will result in a provost's Inquiry Report containing the following information:

1. Name of the person(s) suspected of misconduct;
2. General nature of the suspicions or allegations;
3. The application/grant number (if government-funded);
4. Evidence reviewed and persons interviewed; and
5. Conclusion (i.e., a decision to dismiss the suspicions or allegations, or to proceed with an investigation).

If the suspicions or allegations are dismissed, the provost will notify the relevant parties within 10 working days. A detailed record of the inquiry shall be maintained in the Office of the provost for at least three years so that reasons for not conducting an investigation may be ascertained as needed.

If the decision is made to begin an investigation, the provost will notify the relevant parties and, in cooperation with the Executive Committee of the Faculty Council, will appoint an Investigating Committee (IC). The IC will consist of at least one tenured faculty representative from each academic school.

The IC will receive the provost's Inquiry Report within 10 days of completion of the inquiry. It will complete its investigation and reach its conclusion within 60 days of its initiation.

The IC shall ensure the confidentiality of the proceedings. It may request the advice and appearance of individuals familiar with the nature of the research or scholarly activity. If the committee does, it shall maintain their confidentiality to the extent allowed by law.

The subject of the allegation may submit information and/or personally appear before the IC to present his or her case. Prior to such an appearance, the subject of the allegation has the right to receive a preliminary written report from the IC detailing all the evidence relevant to the allegation. At this appearance, he or she may bring legal counsel or an advisor, but shall speak for himself or herself. If either the IC or the subject of the allegation wishes to have legal counsel or an advisor present during the hearing, the chair of the IC and/or the subject of the allegation shall be notified at least one week in advance.

A record of the proceedings and all related documentation shall be maintained by the IC's chair throughout the investigative process. Breach of confidentiality will be grounds for a charge of misconduct or other appropriate personnel action.

Once the investigation has been completed, the IC shall issue a formal report summarizing its findings and conclusions, and this report may include majority and minority views. Copies of the investigative report, the record of the proceedings and all related documentation will be forwarded to the provost and to the subject of the allegation. Within 10 working days of receiving this report, the provost will notify the person making the allegation.

All documentation related to the inquiry and investigation proceedings shall be stored in the Office of the Provost.

#### **4.1.3 Penalties and Appeals**

If a faculty member is found guilty of misconduct, the following considerations will apply within ten working days of receipt of the report. The provost may impose sanctions, if appropriate, including a written reprimand, withholding of pay raises for a period of time, notification of the offense to pertinent organizations and publishers, or initiating termination or dismissal procedures according to the regulations of the university.

Retaliation against the person reporting the suspicions or allegations of misconduct is prohibited and shall be treated as misconduct.

Interim administrative action may be taken by the university upon receipt of allegations of misconduct.

The subject of the investigation may appeal the IC's ruling and/or sanctions imposed by the provost or the president. The appeal shall occur within 30 calendar days of the receipt of the ruling and/or sanctions being appealed. The president's decision will be final and binding. (This set of policies and procedures uses the concepts and most of the wording of PS 06.A.47, "Ethical Conduct in Research and Government-Sponsored Activities," of the University of Houston-Downtown. We gratefully acknowledge their willingness to share the results of their work.)

#### **4.2 Copyright and Permission**

Information on copyright laws and the Technology, Education and Copyright Harmonization (TEACH) Act of 2002 is available [online](#) through the VC-UHV Library. Faculty are expected to ensure that their courses do not infringe upon any copyright or violate any property rights. Faculty are expected to confirm that course materials developed by others are "fair use" or that appropriate permission(s) to use or link to the materials have been acquired. The university expected to comply with the Digital Millennium Copyright Act of 1998 regarding the protection of online copyrighted material. UHS compliance policy for the

Act is delineated in System Administrative Memorandum (SAM) 07.A.04.

For specific questions and additional information on copyright, contact the appropriate librarian at the Victoria College/University of Houston-Victoria library.

### **4.3 Academic Sanctions and Appeals**

See [UHV Student Handbook](#).

#### **4.3.1 Student Academic Honesty Policy**

(Adapted from the University of Houston's Academic Honesty Policy.) The university can best function and accomplish its objectives in an atmosphere of high ethical standards. It expects and encourages all students, faculty and staff to contribute to such an atmosphere in every way possible and especially by observing all accepted principles of academic honesty. It is recognized, however, that any university will include a few students who do not understand, appreciate, and practice these principles. As a consequence, alleged cases of academic dishonesty will inevitably occur, and students will be accused. The following procedures are designed to handle these cases in fairness to all concerned: the accused student, the faculty, and the university.

Matters relating to academic honesty are within the general jurisdiction of the Provost and Vice President for Academic Affairs.

The policy on academic honesty applies to all schools within the university. Specific jurisdiction in academic honesty matters rests in each school of the university. The school with jurisdiction is determined by the course in which dishonesty occurs. If the student involved majors in a school other than that offering the course, the school offering the course has jurisdiction, but the dean of the student's major school will be informed. If the school with jurisdiction cannot be determined from the relationship between the alleged actions of a student or group of students and a particular course, then the provost will designate which has jurisdiction. All questions regarding the applicability of school or university policy or special provisions of either shall be determined finally by the provost.

Academic sanctions apply university-wide.

Faculty have the responsibility of reporting incidents of alleged academic dishonesty through their department chair or associate dean to their dean.

Students shall have the responsibility of reporting incidents of alleged academic dishonesty to the instructor involved, or to the appropriate authority if the alleged act is not associated with a specific class.

The purpose of these procedures is to provide for the orderly administration of the Academic Honesty Policy consistent with the principles of due process. Reasonable deviations from



these procedures will not invalidate a decision or proceeding unless the provost determines, upon written appeal from the accusing and/or accused parties, that it will result in prejudice to one or more of the parties involved.

Instructors shall have the responsibility of taking action with respect to incidents of alleged academic dishonesty in accord with this Academic Honesty Policy.

#### **4.3.1.1 Definitions**

1. **Class Day:** Class days, for purposes of this policy, are defined as days the university is open and classes are meeting (excluding Saturdays).
2. **Internal Use:** Internal use defines who has access to a student's records. Records for internal use will be released only to University of Houston-Victoria officials who have an educational need to know the information.
3. **Permanent Record:** Permanent record includes documents, forms, copies, reports, statements, tape recordings, etc. that are acquired while a student attends the University of Houston-Victoria. The information is only available to outside sources according to the procedures established by the [Family Education Rights and Privacy Act](#).
4. **Sanction:** Sanction means the penalty assessed for a violation of the Academic Honesty Policy.
5. **Instructor:** Instructor refers to a faculty member, teaching assistant, or teaching fellow in charge of the section in which an alleged violation of this Academic Honesty Policy has occurred. Such individuals will normally be the instructor of record of the course section in question. In instances where this is not the case, instances of alleged cheating shall be reported to the supervisor (e.g., laboratory supervisor) of the instructor, as well as the chair.
6. **Chair:** Chair refers either to the chair of the department responsible for the course in which an alleged violation of the academic honesty policy occurs or to his/her designated representative. If the school responsible for the course in question does not have individual departments, chair as used below shall refer to the individual designated by the dean of the school to act as hearing officer in academic honesty cases, usually the associate dean or program coordinator.
7. **Dean:** Dean refers to either the dean of the school containing the department offering the course in which the alleged violation of the academic honesty policy occurs or to his/her designated representative.
8. **Student:** Student refers to any individual who has ever registered and paid (made a complete payment or has made at least one installment payment) for a course, or courses, at the University of Houston-Victoria. This definition would normally include undergraduates, graduates, postbaccalaureates, and individuals auditing courses.

#### **4.3.1.2 Preventive Practices**

Instructors can help students comply with the academic honesty policy by minimizing temptation to act dishonestly. Measures instructors may consider are

1. Maintaining adequate security precautions in the preparation and handling of tests;
2. Structuring the type and sequence of examination questions so as to discourage dishonesty;
3. Providing ample room for proper spacing of students during examinations, if room is available;
4. Monitoring examinations at all times;
5. Making clear to their students, in writing, what constitutes academic dishonesty, particularly in those classes where group activities (laboratory exercises, generation of field reports, etc.) are part of the instructional process;
6. Requiring students to show a picture ID and sign major assignments and exams;
7. Helping raise consciousness of the issue of academic honesty by asking students to sign an honor pledge in the first week of class and to write a short pledge in their own hand on their major assignments;
8. Structuring online courses, including exams, quizzes, homework and assignments, in such a way that discourages academic dishonesty; and
9. Including expectations for academic honesty as a regular part of class discussions.

UHV's policy for academic honesty and integrity is included in the [Student Handbook](#). Any changes must be dually reviewed and approved by the academic governance process.

#### **4.3.1.3 Sanctions**

The sanctions for confirmed breaches of this policy shall be commensurate with the nature of the offense and with the record of the student regarding any previous infractions while enrolled at UHV. Sanctions may include, but are not limited to, a lowered grade, failure on the examination or assignment in question, failure in the course, probation, suspension from the university, expulsion from the university, or a combination of these. Students may not receive a "W" for courses in which they have been found guilty of a violation of the Academic Honesty Policy. If a "W" is received prior to a guilty finding, the student will become liable for the Academic Honesty penalty, including "F" grades.

The terms *probation*, *suspension* and *expulsion* as used herein refer to these sanctions only as they are imposed as a result of violations of this Academic Honesty Policy. All policies and procedures for the imposition and appeal of these sanctions are contained within this policy.

## **4.4 Course-Related Policies**

### **4.4.1 Canceled Courses**

The university reserves the right, when necessary, to discontinue classes or to otherwise alter the schedule. If a class is discontinued, students shall be notified as soon as possible by the academic school so that they may register for alternate courses. A student who is enrolled in a discontinued class shall officially drop the course, and, if the student wishes to enroll in another section, the student shall officially drop and add immediately. If the university discontinues a

course and the student elects not to replace it with another course, then the student shall receive a refund from the Office of Administration and Finance.

#### **4.4.2 Syllabi**

Prior to the seventh day after classes start (the first week of class) or as designated by the academic school, faculty members will submit a copy of the syllabus for each class to the school secretary and provide one to students.

Syllabi shall contain at least the following:

1. Course name, number, and term, required/recommended textbooks and course materials, instructor's name, office hours, and when and how the instructor can be reached at other times;
2. A brief description of major learning objectives for the course and of any unusual or distinctive requirements (e.g., a field trip);
3. A statement of the instructor's policies on grading, attendance, late assignments, makeup work, and any other such matters; and
4. A schedule of assignments for the term--which need not be day-by-day but which should indicate what will be coming up when by way of assignments, examinations, due dates, and course expectations.
5. A general description of the subject matter of each lecture or discussion;
6. A description of how student learning outcomes will be assessed during the course.
7. A statement about accommodations for students with disabilities.

Each syllabus must also contain the following two (2) statements, verbatim, in order to comply with university or system policies, and to meet legal requirements.

#### **Services for Students with Disabilities**

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments / auxiliary aids for students who have a disability. In accordance with Section 504 and ADA guidelines, the University of Houston-Victoria strives to provide reasonable academic adjustments / auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustment/auxiliary aid, please contact the

UHV Office of Disability Services  
Cheryl Worley, Manager  
University North, Suite 214 -H  
Office – 361-570-4287  
Fax – 361-580-5504  
[worleyc@uhv.edu](mailto:worleyc@uhv.edu)  
[www.uhv.edu/disability-services](http://www.uhv.edu/disability-services)

## Title IX: Sexual Misconduct

The University of Houston System including UHV seeks to provide an educational environment free from sex discrimination, including non-consensual sexual contact, sexual assault, sexual harassment, interpersonal violence and stalking. We encourage you to report any sexual misconduct to UHV Title IX Coordinators (361-570-4800; University West 117). If you report any sexual misconduct to me, I am required to share that information with our Title IX Coordinators. For more information about the UHS Sexual Misconduct policy and counseling and support resources available to you, go to <http://www.uhv.edu/title-ix>.

A syllabus is a course plan for the term, not a contract. However, if changes are desirable, faculty should announce them well in advance, preferably in writing and after consultation with the class. Graduate syllabi must ensure that course standards are appropriate for graduate-level studies. In no case may the same syllabus be used for an undergraduate and a graduate course. The deans are responsible for ensuring compliance with this policy. Syllabi for newly-proposed courses are also reviewed and approved by the appropriate committee of the Faculty Senate.

### 4.4.3 Internet Access to Course Information

Texas Education Code 51.974 requires that all state public institutions make specific undergraduate syllabus and faculty information be available through the university's website.

Required undergraduate syllabus information includes student learning outcomes for the course, a brief description of each major course requirements including assignments and exams, a list of required and recommended reading, and a general description of the subject of each lecture or discussion. This information is submitted via a web interface prior to the seventh day after classes start each semester.

Required CV information includes the instructor's post-secondary education, teaching experience, and a list of significant professional publications. UHV has defined this as books and journal articles published in the last 5 years. The CV may not contain any personal information, including home address or home phone number. CV information is entered into PeopleSoft, and faculty members are responsible for keeping this information up-to-date.

### 4.4.4 End of Semester Evaluations

As unanimously approved by the Faculty Council (February 6, 1987) and subsequently by the president, student evaluations are to be a "required, formal part of the faculty evaluation procedure." All courses will be evaluated every semester for all full-time and part-time faculty, including summers.

Faculty members shall use the form for student evaluations recommended by the Faculty Council or other appropriate faculty voice. They may also use an additional form. In that case,

it is the responsibility of the dean to assess the value of the additional information. If the faculty member substitutes another form for the recommended one, the burden of proof of the value of the alternative form rests with the faculty member.

#### **4.4.5 International Students and Online Courses**

It is a federal requirement that international students who hold F-1 or J-1 student visas may take no more than one online course within a full course load during the fall and spring semesters. There is no limit during the summer. Students that hold other types of visas are not affected by this requirement.

The following policy is intended to provide basic guidance to faculty and staff who may be recruiting, advising, or teaching students on J-1 or F-1 visas.

1. The university must have a means of verifying compliance with the federal requirement.
2. The academic deans will be responsible for verifying that all classes listed as face-to-face are actually conducted in that manner for at least 51% of the scheduled meetings.
3. Since courses or sections scheduled may be cancelled occasionally and the students then be accommodated in other courses or sections, it is important that the schedule of any international students affected remains in compliance.
4. Any instances of non-compliance must be corrected immediately; otherwise, the student's visa status and the university's visa authority are jeopardized.
5. Independent study or special topic courses meet the requirement only if the student must attend regularly scheduled conferences or meetings, since the intent of the requirement is that the student in fact be located where he or she is taking courses.
6. When recruiting international students, recruiters must be clear about the UHV degree programs that international students can complete and still take no more than one online course per semester.
7. The Office of Admissions maintains a list of degree programs that can be completed by international students within the current federal restrictions. The list is available from that office and is published on the [UHV Admissions](#) webpage.
8. Once international students have been enrolled, they must be provided with the courses necessary to comply with federal requirements and to complete their degree expeditiously.
9. Student advisors in the academic schools and international-admissions staff in student affairs should maintain communications when international students are choosing or changing their course schedules or degree programs, so that the student does not receive conflicting information.

As the university adds residential students in Victoria, the availability of face-to-face courses will increase, as will the number of degree programs that can be completed by international students within the current federal restrictions. Thus, the list of programs that international students can complete will need to be revised periodically, and it is likely that the list will vary

by location. As noted above, the list is available from the Office of Admissions and is published on the UHV Admissions webpage.

The Texas Higher Education Coordinating Board also has definitions and reporting requirements that apply to online courses, and the university must comply with those requirements, as well.

#### **4.4.6 Textbooks**

Faculty will let appropriate school personnel know as early as possible of any textbooks to be ordered for their courses. Faculty are also responsible for requesting desk copies, instructor manuals, and test banks, if available.

Instructors should use all required textbooks listed in the course syllabi.

#### **4.4.7 Classroom Utilization**

Classroom space assignments are influenced by factors such as course enrollment and/or the need to accommodate special needs students. Faculty are expected to use the assigned classroom for the duration of the class.

#### **4.4.8 Minimum Length of Courses**

All UHV courses comply with Texas Higher Education Coordinating Board policies with regard to course length. The “typical” three-semester credit hour course contains at least 15 weeks of instruction (45 contact hours) plus a week for final examinations so that the course contains at least 45-48 contact hours, depending on whether a final exam is included in course requirements. Summer courses, or other shortened course formats, must still meet the contact hour requirements. The final exam schedule is posted in the [Academic Calendar](#) maintained by the Office of Admissions and Records. Online courses are expected to contain sufficient content to meet these requirements for contact hours. Instructors are required to be available when classes start and to have regularly-scheduled course meetings through finals week. Departures from this schedule shall be approved in advance by the dean.

#### **4.4.9 Course Formats**

In keeping with the SACS requirements for reporting distance education programs, and course definitions from the Texas Higher Education Coordinating Board, UHV uses the following definitions to describe instruction modes (where 50% or more of the instruction is delivered via a single mode).

1. Face-to-Face - The instructor and the students are in the same physical location at the same time
2. Fully Distance Education Course - A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time.

3. Video Tape/DVD and/or Broadcast TV
4. Two-way Interactive Video
5. Multiple or Other Electronic Media (use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above)
6. Hybrid/Blended Course - A course in which a majority (at least 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

The deans are responsible for ensuring courses are meeting as described in the class schedule.

#### **4.4.10 Absences**

Faculty members are expected to meet classes as scheduled for the full period and to meet other scheduled commitments, such as office hours. In case of absences, faculty must make arrangements to make up missed class time. They should seek approval of their dean or department chair in advance for any class absences, unless owing to illness or prevented by emergency. In case of the latter circumstances, they should provide notification to the dean's office as soon as possible, so that students can in turn be notified. Deans should notify the Office of the Provost in the event of any unscheduled absences extending more than a day.

Faculty members accrue and are obligated to report sick leave (medical documentation is necessary for leave of more than three days). Faculty members do not accrue vacation days or personal-leave days.

#### **4.4.11 Grades**

All faculty are responsible for inputting grades into the electronic student record system in accordance with UHV policy and deadlines.

##### **Grading System**

A	Excellent superior achievement
B	Good, exceeding all requirements
C	Average, satisfactorily meeting all requirements
D	Poor, passing
F	Failing or withdrawal while doing failing work
I	Incomplete
S	Satisfactory
U	Unsatisfactory
W	Withdrawal from course

Each faculty member or instructor has his/her own grading scale for determining numeric/letter grade equivalencies.

## **Explanation of Grades**

Passing grades awarded are A,B,C,D and S. No semester hours of credit are awarded for the failing grades of F and U.

**S and U** -- The grades of S and U may be awarded in certain specified courses.

**I** -- The grade of I is a conditional and temporary grade given when a student is passing a course but, for reasons beyond the student's control, has completed all but a relatively small part of the course requirements.

### **4.4.12 Release of Student Records**

Student records are released only for use by faculty and professional staff for authorized university-related purposes. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are as follows:

1. Students have the right to inspect and review their education records within 45 days of the day the university receives the written request.
2. Students have the right to request the amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the university denies a student's requested amendment, the student has the right to a records' hearing regarding the requested amendment to the education record.
3. Students have the right to provide written consent before the university discloses personally- identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. Students have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

Questions regarding FERPA policies shall be directed to the [Office of Admissions and Records](#).

### **4.4.13 Administrator Observation of Courses**

Academic administrators wishing to observe a class within their assigned area of direct supervision should first notify the faculty member teaching the course and consult on arrangements. Anyone else wishing to observe a class should first secure the permission of the faculty member. In all cases, the faculty member should be informed of the purpose and, as



relevant, the results of the observation, and the faculty member should inform students in the class in advance of an observation.

Online delivery of instruction presents circumstances and opportunities significantly different from face-to-face delivery, but the applicable principles and procedures remain the same. Care should be taken to identify elements to be observed, so that these can provide a sufficiently complete and accurate representation of the online course, and if online student discussion is to be observed, the students should be informed that an observer will be present. Staff members, who must have access to online courses to provide necessary technical support, are expected to be professional and discreet in their work with both faculty and students. Any observer in an online course should be logged in with an ID that reflects their name and with a privilege level that limits access to confidential information (i.e. grades) and allows the instructor of record to track activity. Observers in online courses should have time-limited access.

#### **4.5 Program Development and Curricular Approval Process**

Faculty has the primary responsibility for program development and approval. Program development encompasses course development and changes, the creation of new

academic programs, certificates, and minors, as well as modifications to existing program and course offerings. Depending on the type of program being created or changed, multiple levels of review and reporting may be necessary, including the UH-System, Texas Higher Education Coordinating Boards, and the Southern Association of Colleges and Schools-Commission on Colleges (SACS COC).

In curricular changes of any significance, early communication is critical. Prior to school approval, intended changes shall be communicated to those likely to be affected, including, as appropriate, colleagues at community colleges and other UH System universities. Those who shall be routinely involved or informed in most cases include the following:

1. Deans of other schools;
2. Library, Information Technology, and Office of Admissions and Records; and
3. Provost.

Faculty involved in the curriculum development/change process through the school administration should contact the Office of the Provost as early in the process as possible to discuss the reporting requirements associated with SACS and external accrediting agencies for different types of changes. Approval at any level shall not be assumed.

##### **4.5.1 Course Development and Changes**

Departmental and school faculty must approve all course developments and changes before further review at the university level. New course development should be linked to specific degree programs and aligned with the university's mission, vision, and long-term goals. Once

the need for a new course has been established, a sample course syllabus shall be developed which includes detailed learning goals and an explanation of how the course will be assessed. When creating core courses, the content shall be consistent with the [Texas Core Curriculum](#) as defined by the Texas Higher Education Coordinating Board.

After approval by the departmental and school faculties, the course syllabus and completed Request for Changes in the Inventory of Courses form is submitted to the Office of the Provost at least one week prior to the Undergraduate Affairs/Graduate Studies Committee meeting for distribution and review by the respective committees. Course changes (for example, changes to pre-requisites or course numbering) follow a similar process.

#### **4.5.2 New Degree Program Development**

Although curricular development may go on throughout the year and may be initiated in various ways and for various reasons, the approval process for new programs is considerably more formal and fixed. With new programs, the complete program review/approval process may take 18 months or more. All new programs shall meet the [Standards for masters' and bachelors' programs](#) established by the Texas Higher Education Coordinating Board. New or significantly altered programs and concentrations are not considered approved and cannot be included in the UHV catalog or opened to students until SACSCOC approval is received.

All new programs must be approved by the departmental and school faculties before further review. New program development shall be linked to specific degree programs and aligned with the university's mission, vision, and long-term goals. Departments shall also

consider the needs of any licensing agencies or external accreditation in new program development. Once the need for a new program has been established, a preliminary proposal request shall be developed and submitted to the University of Houston System for review. If approved by UH System, this preliminary proposal shall be expanded to include course syllabi and degree plan, assessment plan, and clearly stated learning objectives.

The completed program proposal should be submitted to the Office of the Provost at least one week prior to the Undergraduate Affairs/Graduate Studies Committee meeting for distribution and review.

After review and approval by the appropriate committee, the program will be forwarded to the Faculty Senate for approval. The same process applies for new minors and certificate programs. Once approved by all university levels, the completed program proposal will be sent to the UHS System Provosts' Council for approval, then the Board of Regents, the Texas Higher Education Coordinating Board, and SACSCOC

#### **4.5.3 New Core Course**

Any new core course proposal must be consistent with the [mission, rules and guidelines](#) established by the Texas Higher Education Coordinating Board. All potential changes to UHV's

core curriculum must be initially approved by the proposing academic area's/division's and school's curricular change process.

After being approved through the school's curricular change process, the course must be submitted to the Core Curriculum Committee. Each course submission should provide: 1) a justification for the addition; 2) a statement of feasibility addressing existing resources for offering the course; and 3) an explanation of how the newly proposed course would affect other core courses offered in the proposed course's foundational component area. Any new course proposal must also be submitted with a completed 'UHV Core Course Alignment' form explaining appropriate learning objectives and a plan for assessment. A syllabus and representative assessed learning activities must also be provided as part of the proposal.

The Core Curriculum Committee will examine the proposal for its alignment with Coordinating Board guidelines. The Committee will approve it or send it back to the proposing school for revision. In order for the course to be approved by the Core Curriculum Committee, it must be passed by at least 70% of the committee's members.

Once new course proposals have been approved by the Core Curriculum Committee, they will then be submitted to the Undergraduate Affairs Committee. Any core course proposals approved by UHV will subsequently be sent to the Coordinating Board for final approval.

All core curricular changes for the ensuing academic year must be submitted to the Core Curriculum Committee by December 1<sup>st</sup>. Any new core course proposal submitted after December 1<sup>st</sup> will need to wait until the following academic year to be approved by the Core Curriculum Committee.

#### **4.5.4 SACSCOC Substantive Change Policy**

Substantive Change refers to a policy of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requiring that changes that represent a "significant modification of the nature and scope of an accredited institution" be reported to and receive approval from SACSCOC prior to implementation of the change. [SACSCOC policy](#) complies with federal law and Department of Education requirements. Failure to adhere to the Substantive Change policy may result in UHV losing Title IV funding or being required to return money received for programs related to the unreported substantive change.

To ensure that all curriculum changes which may require substantive change are identified in a timely fashion, the Provost and/or SACSCOC liaison will review every curriculum change before it is submitted to Faculty Senate for approval. If a substantive change prospectus or letter must be prepared, the Provost and/or SACSCOC liaison will work with the faculty to prepare the documents. This may happen concurrently with the Faculty Senate's curriculum approval process. The full [UHV Substantive Change policy](#) is available on the Institutional Effectiveness website.

Programmatic changes which require new courses and/or new faculty are probably a change significant enough to require a prospectus. Every new academic program, including concentrations and minors which share a CIP with existing programs, will be recorded in the Office of Institutional Effectiveness, along with the status (date letter/prospectus sent; date approval/acknowledgement received; or date of decision to submit neither).

#### **4.5.5 Catalog Changes**

Once all needed approvals are obtained, the curricular changes must be prepared and submitted for inclusion in the forthcoming university catalog. Minor editorial changes in the catalog may be made by those with responsibility for given sections, but any change in substance must have gone through the approval process described above.

Catalog copy is prepared in accordance with instructions provided by Admissions and Records to ensure timely and efficient preparation of print-ready copy. The timetable is ordinarily as follows:

1. Early February: Final draft copy of changes to Admissions and Records;
2. Late February: Copy submitted to printer by Admissions and Records;
3. April-May: Page proofs received from printer (small, essential changes are possible but expensive at this point); and
4. June: New catalogs received.

Approved changes may be implemented before they appear in the catalog.

#### **4.6 Academic Program Review**

Program review is intended to be a positive, collegial undertaking conducted for the purpose of improving the quality of academic programs and the stewardship of institutional resources. Its major purposes are to improve the effectiveness of each academic program and to make timely, well-informed decisions about program priorities and resource utilization. The program review is shall be conducted by the Undergraduate Affairs Committee or Graduate Studies Committee as appropriate to the level of the program.

##### **4.6.1 Process**

Each degree program is reviewed on a regular cycle by the Undergraduate Affairs/Graduate Studies Committee in cooperation with the program faculty, school dean, and Office of Institutional Research. Recommended changes in program content or standards will proceed through the established academic governance process. Recommended changes to supporting resources will proceed through the established budgetary process.

Annual assessment reports from the school dean are combined with other data to provide the information base for a comprehensive review of designated programs when they come up in

the cycle. Other data include number of majors and graduates, formula revenues, costs, credentials of the program faculty, and survey on learning support.

Program review materials are distributed by the Office of Institutional Research by June 1. Annual assessment reports are due from the schools to Institutional Research by August 25. Program review information is due from Institutional Research to the Undergraduate Affairs/Graduate Studies by September 1. Committee recommendations are due to the provost by October 15.

The [Academic Program Review](#) schedule is available through the Office of the Provost.

#### **4.6.2 Criteria and Evidence**

Program review materials will be evaluated based on the following criteria: quality, enrollment demand and graduation rates, cost/productivity, need/relevance, and graduate level standards, if applicable.

1. Quality indicators
  - a. Student performance: Types of evidence include achievement of stated learning expectations, comparative test scores, admission to a higher level degree program, employment, student and alumni satisfaction.
  - b. Faculty qualifications: Types of evidence include terminal degrees and professional achievements.
  - c. Learning support: Types of evidence include student and faculty satisfaction; data on access, use, services, and equipment or holdings.
  - d. Evidence of on-going assessment and continuous improvement.
2. Enrollment Demand and Graduation Rates evaluation Types of evidence: enrollment and graduation trend data
3. Cost/Productivity  
Types of evidence: Since state formula funding is intended to track average program costs, the student-faculty ratio, adjusted for graduate/undergraduate mix, will be used as a comparative productivity measure. Other considerations include operating costs particular to a given program, as well as any corresponding fees. Collaboration that results in resource sharing is also worth noting. Routine operating expenses for each school are budgeted in accordance with an institutional formula and do not differ from program to program.
4. Need/Relevance  
Types of evidence: course support to other degree programs; assistance in meeting critical workforce needs; relation to institutional mission and priorities.
5. Graduate-level Standards  
If the program is a graduate one, the academic school shall provide indication of how the expectations and standards of the program are appropriate for that level, as distinguished from undergraduate programs. Evidence may include reference to faculty credentials, admission standards, student assignments, evaluation procedures, etc.

6. Assessment Plans

Each degree program shall submit an assessment plan detailing program goals, expected learning outcomes, assessment measures, timeline, and how results will be used for program improvement.

#### **4.6.3 Committee Recommendations**

The Undergraduate Affairs Committee or Graduate or Studies Committee should

1. Review criteria, process, and information provided.
2. Develop any questions and concerns and consult with program faculty, dean, and/or Provost, as relevant.
3. Make recommendations to Provost, to be shared with Academic Council, and Report to Faculty Council.

The analysis should include a brief summary of perceived strengths and weaknesses of the program with regard to the program-review criteria. Recommendations should note any changes that appear to be desirable with regard to program quality, effectiveness, cost, and resource support.

#### **4.7 Miscellaneous University Policies**

##### **4.7.1 Advertising and Use of University Seal, Name, and Logos**

The names, logos, trademarks, and other identifying marks of the board, the system, and the component universities shall be protected and cannot be used without the express approval of the board or its designated representative. The chancellor shall take whatever steps are reasonable and necessary to effect and enforce this policy. The Office of Communications and Marketing is responsible for determining whether the institution's name may be used in conjunction with a particular project or service, for internal use and external use, as described in [UHV Policy A-1](#).

Approved designations of this institution include

1. University of Houston-Victoria
2. UH-Victoria
3. UHV

##### **4.7.2 Emergency Notifications**

Emergency campus closures can occur as a result of severe weather, flooding, hurricane, fire, terroristic threats, chemical spills or other events. The decision to close the university or cancel classes is made by the president or the president's designee. The decision to cancel classes or

close a campus will be communicated as soon as possible, considering the circumstances at hand. Decision choices will generally be reduced to one of three events:

Event 1: Classes and office hours continue as usual.

- Students, faculty, and staff should use discretion in determining when or if they can safely commute to and from the campus.
- Students are not penalized for discretionary absences.
- Student class time, assignments and missed tests are to be made up as arranged between the instructor and students.
- Staff and faculty should notify their supervisors or department heads if they will be absent.
- Staff employees must use vacation and/or compensatory time unless the president authorizes administrative leave.
- Faculty who cancel classes at their discretion must attempt to inform students and their divisional secretary of the cancellation. The divisional secretary must keep the Office of Student Success and Enrollment Management informed of class cancellations (to keep the public updated).

Event 2: Classes have been canceled and all offices have been closed by site (i.e. University of Houston System at Sugar Land, University of Houston System at Cinco Ranch, or UHV Campus only).

- Make up time and assignments may be required at the discretion of the instructor at the affected site.
- Employees at affected sites will be allowed administrative leave.

Event 3: All classes have been canceled and all offices have been closed at all sites.

- Make up time and assignments may be required at the discretion of the instructor.
- Employees will be allowed administrative leave.

The latest available emergency management communications and information will be posted on the UHV Emergency Information website. Notices will also be sent out via phone, text message, and email.

The Business Continuity Plan contains UHV's complete emergency management plan.

#### **4.7.3 Classroom Emergencies – Victoria Campus**

The [Emergency Evacuation Preparedness Plan](#) is administered by the Business Services Office. The following policies apply to emergency situations at the Victoria campus.

#### **4.7.3.1 Building Evacuation Due to Fire, Bomb Threat, or Similar Alert**

1. Indicate to students whether class will resume if it is possible to return within a specified time.
2. Ask that they assemble at a given place outside to receive any further instructions.
3. Ensure that any disabled students are assisted to the outside. If on an upper floor, take wheelchair students to a stairwell, since all stairwells are fireproof. Notify EMS personnel that the students are waiting for assistance.
4. Ascertain whether all students are accounted for.
5. Faculty members who are themselves disabled should make advance arrangements for assistance.

#### **4.7.3.2 Medical or Other Emergency Posing an Immediate Risk**

1. Call 911. Then call Security, and leave a voice message, which will be forwarded immediately.
2. Use your judgment about whether to dismiss the class.

In case of a lesser emergency or need for assistance, call Security and leave a voice message, which will be forwarded immediately. If more appropriate to the circumstances, call Facilities Services or contact the night clerk.

#### **4.7.4 UH System Centers Emergencies – Cinco Ranch and Sugar Land**

Faculty teaching at the UH-System Centers in Fort Bend County are asked to complete an

emergency contact form, which will be kept on file at the front desk. Additional campus safety information is available online for the UHS Sugar Land campus and for the UHS Cinco Ranch campus.

1. Building evacuation due to fire, bomb threat, or similar alert: Follow same instruction as above and alert the front desk.
2. Medical or other emergency posing an immediate risk: Call 911 and alert the front desk.
3. Lesser emergency or need for assistance: Contact the front desk.

#### **4.7.5 Drug and Alcohol Abuse Policy**

The university's Drug and Alcohol Abuse policy is maintained by the Department of Business Services and can be found in [UHV Policy C-19](#).

#### **4.7.6 Equipment Removal Policy**

State law requires each agency of higher education to maintain an account of real and personal property owned by the state and in the possession of each agency. Fixed assets are defined as non-consumable articles costing \$500 or more. The Facilities Services department has been designated by the Chancellor as the office responsible for property management for the



University of Houston-Victoria. Following are the policies and procedures to be used in handling fixed assets:

1. When an article meeting the definition of a fixed asset is received by the university, a property control number will be attached, and the article will be added to the department's fixed asset list.
2. After an article has been assigned to a department, it becomes that department's responsibility to account for it. The article can be moved within the department, but cannot be given to another department without first notifying the Facilities office in writing.
3. At no time will any tagged fixed asset be removed from the University of Houston-Victoria without prior written approval of the Property Manager.
4. When required, but at least once a year, a complete inventory listing will be issued to each department. At this time, it is the responsibility of each Property Manager to physically identify and account for each item on the list.
5. If a department has an article that has become obsolete or unserviceable, the department should notify the Facilities Services Department which will remove the article and delete it from the department's list.

Property maintenance and inventory control are addressed in [UHV Policy H-3](#). Questions regarding the proper handling of fixed assets should be addressed to the Facilities office prior to taking any action.

#### **4.7.7 Fundraising and Gifts**

The solicitation and administration of contributions are centralized in the Office of University Advancement, and the objective is to obtain the maximum in useful and needed gifts of all types without undue conflicts among system components. It is recognized that specific components of the system may be more able than others to solicit and obtain certain contributions.

Prior approval for all solicitations on behalf of UHV resides in the Office of the President. In addition, all gifts and grants are reported to the Office of University Advancement, which incorporates the data in a report to the Regents. Staff in the Office of University Advancement are responsible for record keeping, issuance of official receipts, designation of the number and name of the account to which the money is deposited, and preparation of appropriate acknowledgments. See [UHV Policy A-9](#) for additional information.

#### **4.7.8 HIV/AIDS Workplace Guidelines**

As mandated by [UH System Board of Regents Policies](#), Section III, 29.01, the University of Houston-Victoria has adopted a policy consistent with the Human Immunodeficiency Virus Services Act, Texas Health and Safety Code, Section 85.001. The purpose of the policy is to address the issue of Acquired Immune Deficiency Syndrome (AIDS) and to establish guidelines

for responding to AIDS within the university community. The university acknowledges its responsibility to promote a safe, healthy, and supportive university community. AIDS has become a global health issue; the university addresses related university issues in this policy statement.

HIV destroys a person's defenses against infections. These defenses are known as the immune system. Once infected with HIV, a person may remain without symptoms for a long time but is able to infect others through sexual or direct blood contact. As the disease progresses, the immune system can become so weakened that a person may eventually develop life-threatening infections and cancers. AIDS (Acquired Immunodeficiency Syndrome) is the final stage of HIV infection.

Current scientific and medical technology has determined that there is no risk of HIV/AIDS transmission in the normal work setting. Routine daily encounters with co-workers and agency clients pose no risk of transmitting the fragile, blood-borne virus. Because modes of transmitting HIV do not involve environmental factors, but rather particular behaviors, HIV/AIDS- infected individuals should not only be allowed, but encouraged to remain contributing members of the work force. As long as they are reasonably able to function in the job duties assigned, their right to continue working or attending school is protected by law.

For more information on HIV/AIDS Workplace Guidelines, consult the [UHV Student Handbook](#).

#### **4.7.9 Parking Regulations**

Campus parking regulations are maintained by the Business Services Department. See [UHV Policy A-19](#) for additional information.

#### **4.7.10 Smoking Policy**

The Smoking Policy is described in [UHV Policy A-15](#).

#### **4.7.11 Soliciting Funds on Campus**

The University of Houston-Victoria's policy on [soliciting funds](#) on campus can be found in the Student Handbook.

#### **4.7.12 Instructional Travel**

Mileage reimbursement may be available for off-campus teaching and other instruction-related activities. All travel requires prior approval by the dean. [UHV Policy F-1-8](#) provides guidance on reimbursement of travel and other expenses. School secretaries can provide assistance with completing travel documents.

Ordinarily, expenses shall be paid in advance by the traveler. Travel which requires an overnight stay requires a travel request to be completed by the traveler. The travel request can be found on the Finance Travel website. Expenses incurred during preapproved travel will be reimbursed after travel has occurred and appropriate documentation is provided. Per diem for meals shall involve an overnight obligation. The state does not permit reimbursement for meals for day trips, regardless of when one leaves or returns.

#### **4.7.13 Weapons on Campus [Campus Carry]**

Section 411.2031 of the Texas Government Code allows carrying of handguns by license holders on college campuses beginning on August 1, 2016. The law gives public universities some discretion to regulate campus carry including designating certain areas on campus where concealed handguns are prohibited. The law authorizes the University to adopt and receive approval of the Board of Regents by August 1, 2016.

The UHS Board or Regents has approved a [Campus Carry Policy](#), which establishes university policies and procedures for implementing campus carry at the University of Houston-Victoria (UHV). These policies and procedures are compliant with campus carry legislation and address the safety and welfare of university staff, faculty, students, and visitors.

#### **4.7.14 Scheduling of Facilities**

Faculty should contact the school secretary for scheduling of rooms.

#### **4.7.15 Computer Acceptable Use Policy**

The policy on acceptable computer use can be found in [UHV Policy G-2](#).

## **Chapter 5: Employment Policies**

### **5.1 Academic Freedom**

As a state supported university, UHV is a public trust. Its administrators have a responsibility to the citizens of Texas to assure the intellectual freedom of its faculty in conducting research and in instruction. Academic freedom is the cornerstone of public universities and is the most important value in assuring that knowledge advances, is effectively taught and learned and is used to enhance society. The UH-System Board of Regents Policy is available online in [Policy 21.03: Academic Freedom](#).

The university faculty's most fundamental purposes are to advance human knowledge, transmit and nurture human understanding and use knowledge to serve society. University faculty can best expand human knowledge, provide the highest level of education to students and use expertise to improve society when they are free to responsibly investigate, teach, and provide their expertise without restraint from persons or agencies who might seek to suppress or discourage them in their professional work. Academic freedom, then, is a vital prerequisite for research and scholarship, for a university education and for the application of expertise in the larger community. The following applies the concept of academic freedom to university faculty in their roles as scholars and researchers, as teachers, and in their professional service to the larger community.

#### **5.1.1 Scholarly Activity and Research**

University faculty are experts in one or more curricular areas. Each area of the higher education curriculum has a base of knowledge and skills but is also dynamic and constantly expanding and undergoing redefinition. Innovative faculty are often leaders in the generation of new knowledge and the refinement of existing knowledge. They participate in examining, re-examining, defining, re-defining, studying and re-studying, creating and re-creating within and across curricular areas. The unfettered capacity to responsibly examine, explore, debate, reflect and investigate is both a principle and a prerequisite to achieving the greatest advances in knowledge, skill and expression. Academic freedom encourages faculty in this vigorous process with the result that American university education is the most prestigious and sought-after education system in the world. Its prestige rests on academic freedom. Fear of political or other pressures by those who would limit academic freedom can and does sharply reduce the productivity of faculty as they engage in their research and scholarly work. University administrators have an obligation to assure faculty that they will strongly and consistently support the freedom of their faculty to engage in this important part of their professional role.

#### **5.1.2 Teaching**

Students and faculty participate together in a community of learning. Learning at UHV, a public university, occurs through examination, discussion, debate, and reflection together. The expertise of the faculty and their standards of student achievement are vital. Learning within a

university is most productive when faculty can select learning materials freely, can articulate their expertise as they see fit and when they and their students are free to question, think, reconsider, explore and acquire knowledge and skills without fear of reprisal and without threat. Since human knowledge is dynamic and constantly expanding, university administrators need to be committed to ensuring that their faculty and students can engage one another in learning even when doing so involves new, emerging and controversial areas of study and discourse. University administrators should ensure that faculty and students can learn openly through discussion, debate, and exposure to as broad a range of media and literature as their faculty deem appropriate.

### **5.1.3 Service**

Universities and their faculty have significant responsibilities to the larger community. Faculty are frequently asked to apply their expertise to challenges in scientific, business, economic, cultural, educational, governmental and other settings and to address individual concerns.

The academic freedom that is the cornerstone of scholarship and research and teaching within the university is of significant benefit to society. Faculty who responsibly share their expertise must be free to do so whether or not their insights and knowledge agree with accepted opinion. Those agencies and individuals who seek faculty expertise must be confident that the faculty member's professional judgments are of the highest quality and as free of bias from special interests or a priori thinking as possible.

## **5.2 Affirmative Action**

It is the policy of the University of Houston-Victoria that all applicants shall be treated equally in all respects regardless of race, color, religion, sex, age, national origin, sexual orientation, disability or veteran status. This policy applies, but is not limited, to the following personnel actions: recruitment, appointment, employment, training, reclassification, promotion, retention, discipline, termination, tenure, demotion, total compensation, education, or other assistance and benefit programs, or any other aspect of the terms, conditions and/or privileges of employment. For a more complete policy statement, refer to [UHV Policy C-5](#).

For information on Title IX and other discrimination complaints and grievance procedures, refer to [UHV Policy C-22](#).

## **5.3 Employment of Aliens**

Federal law prohibits the employment of all aliens who are not registered as "resident aliens" with the Immigration and Naturalization Service of the Department of Justice. Exceptions to this rule are made for the employment of any person paid from instructional accounts and for students employed as student assistants or in similar positions for a period not to exceed 90 days.

## 5.4 Nepotism

Relatives of members of the Board of Regents or the chancellor shall not be employed by the university unless the employment took place at least one year prior to the appointment of the Board member or the chancellor. Relatives of other university officers shall not be employed by the university in positions where the officer has the official authority to hire or recommend or approve the hiring, salary or promotions of the relative. Relatives shall not be employed in a supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed. The provisions of this policy apply to all System programs regardless of funding source. For more detailed policy statements, refer to [UHV Policy C-6](#) or [UH System Board of Regents Policy 57-07](#).

## 5.5 Legal Protection for Faculty

Faculty members and UHV employees may be named as defendants in a lawsuit or otherwise involved in legal proceedings related to their UHV employment. To encourage state employees and officers to perform their duties without fear of liability, the State has enacted certain laws to safeguard state employees and officers from lawsuits brought against them in their official capacities. However, these laws do not prevent the filing of lawsuits.

When UHV faculty members are sued because of acts taken in the course and scope of employment, the State provides legal representation. Any faculty member served with a summons and lawsuit shall immediately contact the [Office of General Counsel](#). The Office of General Counsel will advise them and in turn request representation for that faculty member through the Texas Attorney General's Office. Faculty members can choose to hire their own attorneys at their own cost.

While acting in the course and scope of employment, UHV employees generally are covered by the Official Indemnity Act, Tex. Civ. Prac. & Rem. Code § 104.001 et seq., which grants a limited indemnification to state employees and officers for acts of alleged negligence or deprivation of rights. Any judgment up to the statutory limits of \$100,000 per person or \$300,000 per occurrence entered against faculty members in their individual capacity for acts or omissions in the course and scope of employment will be paid by the State, unless a specific finding of bad faith or gross negligence is entered.

## 5.6 Faculty Searches and Appointments

The Dean, in consultation with faculty, writes a position advertisement for a national search to attract a diverse and qualified applicant pool, specifying the terminal degree in the academic discipline. Terminal degrees in current UHV disciplines are listed below.

### **School of Arts and Sciences Programs and Terminal Degree**

Biology, BS

PhD in Biology or related field

Communication, BA/BS

PhD in Communication (except for the journalism related areas of communication where it is an MA or MS degree)  
 Communication Design, BA  
     MFA in Communication Design or related field  
 Computer Science, BS  
     PhD in Computer Science or related field  
 Creative Writing, BA  
     MFA or PhD in Creative Writing  
 Criminal Justice, BS  
     PhD in Criminal Justice or related field  
 English, BA  
     PhD in English  
 Humanities, BA  
     PhD in Humanities or related field  
 Math BA/BS  
     PhD in Mathematics  
 Psychology BA/BS  
     Doctorate in Psychology (PsyD, PhD, & EdD)  
 Spanish, BA  
     PhD in Spanish or related field  
 Computer Information Systems, MS  
     PhD in Computer Science or related field  
 Counseling Psychology, MA  
     Doctorate in Psychology (PsyD, PhD, & EdD)  
 Forensic Psychology, MA  
     Doctorate in Psychology (PsyD, PhD, & EdD)  
 Interdisciplinary Studies, MA  
     PhD in Humanities or related field  
 School Psychology, MA  
     Doctorate in Psychology (PsyD, PhD, & EdD)  
 Publishing, MS  
     MA/MS in Publishing or Journalism

### **School of Business Administration Programs and Terminal Degrees**

Accounting, BBA  
     PhD in Business Administration or DBA with Accounting concentration, PhD in Accounting  
 Finance, BBA  
     PhD Business Administration or related field or DBA with Finance concentration, PhD in Finance  
 Health Care Administration, BBA  
     PhD in Business Administration or DBA  
 General Business, BBA  
     PhD in Business Administration or DBA

Management, BBA

PhD in Business Administration or DBA with Management concentration, PhD in Management

Marketing, BBA

PhD in Business Administration or DBA with Marketing concentration, PhD in Marketing

Strategic MBA

PhD in Business Administration or DBA with Management concentration, PhD in Management

Global MBA

PhD in Business Administration or DBA, PhD in International Business

MS in Economic Development and Entrepreneurship

DBA, PhD in Business Administration, Economics, Economic Geography, Urban Sociology, Urban Regional Planning, Rural Sociology, Political Science with International Development concentration

### **School of Education, Health Professions, and Human Development Programs and Terminal Degrees**

Adult and Higher Education, MEd

PhD or EdD in Adult and/or Higher Education or related field

Bachelor of Science in Interdisciplinary Studies

PhD or EdD in Teacher Education or related field

Counselor Education, MEd

PhD in Counselor Education

Curriculum & Instruction, MEd

PhD or EdD in Curriculum and Instruction or related field

Educational Leadership and Supervision, MEd

PhD or EdD in Educational Leadership

Special Education, MEd

PhD or EdD in Special Education or related field

The dean proposes new or replacement faculty positions to the Provost, following consultation with the school's faculty. The dean completes a Request to Fill Vacant Faculty Position form found on the Office of the Provost's [Forms website](#), indicating field, rank, salary range, effective date, and suggestions for advertising publications. The dean bases the request on the credentialing guidelines for faculty as outlined by the Southern Association of Colleges and Schools Commission on Colleges.

If the position is approved by the Budget Committee, the dean appoints a faculty search committee which may include three members from the hiring school or two members from the hiring school and one from a school other than that in which the search is located. The dean shall appoint the search committee, with consideration for diversity in terms of both gender and ethnicity. When possible, the chair of the search committee should be tenured in the program or department advertising the position.



The dean, in consultation with faculty, writes a position advertisement for a national search to attract a diverse and qualified applicant pool. The provost and the Director of Human Resources/Affirmative Action (HR/AA) approve the advertisement. The director HR/AA then places the ad in publications recommended by the school and informs the dean and chair that the ad was posted. The following may be requested in the advertisement:

1. Letter of application
2. Resume
3. Current teaching evaluations
4. Copies of unofficial transcripts. Official transcripts will be required before employment begins, if offer is made.
5. List of references and/or reference letters

A standard format with succinct phrasing shall be used for each advertisement, which is to include the basic job requirements for the position. Additional information about the job, school, institution, or location may be provided on request, with the acknowledgment, or on the web. The university AA/EEO statement shall be included in all advertisements: "The University of Houston-Victoria is an affirmative action/equal opportunity employer committed to cultural diversity."

Electronic documents will ordinarily be used for advertising. The director HR/AA may also advertise using a print ad in the Chronicle of Higher Education.

The chair of the search committee consults with the director HR/AA to review search guidelines. Guidelines include provision of stated criteria for evaluating applicants and common interview questions to be asked of all candidates. Refer to Guidelines for interviewing found in [UHV Policy C-7 Appendix A](#). The search committee will provide the ranking and screening procedures to the director of HR/AA prior to screening applications. Interview questions will be provided to the director of HR prior to the interview process.

Faculty applications will be available online through Taleo for the search committee to review. Search committee members will be given a "guest user" account to access the applications online. Hiring managers and search committee members will only be able to access applicant data for assigned search.

Applications completed by closing date or commencement of screening are evaluated and ranked by committee members. Written evaluations of all candidates are kept and filed with the Human Resources office on appropriate forms after completion of the search process.

The search committee determines a short list of potential candidates to be interviewed by telephone or video conference, which is recommended prior to campus interviews. References are also checked prior to setting up campus interviews.

The search committee generally recommends two to five candidates for potential campus interviews to the dean.

The school dean communicates to the provost the candidates proposed for campus interviews. Candidates to be interviewed may be narrowed to an initial three or fewer. Depending on the strength of the pool, that number may be expanded.

The dean invites candidates and sets dates for visits and, with the help of the school administrative secretary, plans the campus interview schedule taking into consideration cost effectiveness.

After all candidates have been interviewed, the search committee recommends a ranking of candidates to the dean. The dean, after consultation with the search committee and faculty, makes a recommendation to the provost. The Office of the Provost confirms with the director, HR/AA that the search process has been duly followed before an offer is extended.

The school dean is then authorized to extend an offer by telephone. The school dean notifies the provost in writing if a candidate accepts an offer in order for an appointment letter to be prepared.

The terms and conditions of every faculty appointment will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. If the appointment is to be considered a tenure-track position, it must be so stated in the letter of appointment. "Tenure track" does not imply award of tenure or promotion. The university promotion and tenure process must be followed before an employment offer with a commitment of tenure and rank is made. Any subsequent extensions or modifications of an appointment and any special understanding, or any notices incumbent upon either party to provide, will be stated in writing with a copy provided to the faculty member.

Human Resources will notify candidates via email as to the final status of their application. This email is through the applicant tracking system. Affirmative Action forms are completed by the search committee chair and forwarded to the director HR/AA.

#### **5.6.1 General Hiring Procedures**

Faculty searches commence as early as possible once the position is approved. Salary range should be competitive for all positions.

If the candidate lacks terminal qualifications, the dean and provost must agree on the appropriate rank, salary, and conditions.

#### **5.7 Employing Adjunct Faculty**

Adjunct faculty members are important and valued contributors to the university's instructional effort. The university seeks to provide them with the guidance and support needed to carry out their teaching duties effectively. Deans or their designees are responsible for ensuring that new adjunct members receive sufficient orientation, including

1. “General Information” sheets for faculty that explain processes, services, and expectations.
2. Sample syllabi for the course being taught and/or similarly relevant materials.
3. Responses to frequently asked questions on where to go, who to see, and what to do.

The dean may assign an experienced full-time or part-time colleague to serve as a mentor on instructional issues and questions. Adjunct members have access to the same administrative, instructional-support, and library services as full-time faculty members. All adjuncts shall receive a UHV email account. Shared office space may be provided for adjunct faculty members, including computer and telephone.

Evaluation of instruction includes mandatory student surveys for each course, as well as review of syllabi and other course materials. It may include class visits with appropriate notification to the faculty member.

Adjunct members are reimbursed for approved expenses related to the performance of their instructional duties.

## **5.8 Reappointment and Procedures**

Reappointment of all full-time faculty members (tenure or non-tenure track) will be in accordance with the following procedures.

### **5.8.1 Reappointment of Non-Tenure Track Faculty**

Non-tenure track faculty will be re-appointed on an annual basis in accordance with the terms of the appointment letter.

### **5.8.2 Reappointment of Tenure Track and Tenured Faculty**

The appointment of non-tenured faculty who are on the tenure-track is renewable from academic year to academic year. The school dean, following procedures established by the school, informs the faculty member of reappointment decisions in accordance with the established notification dates:

Year 1 .....	March 1 <sup>st</sup>
Year 2 .....	December 15 <sup>th</sup>
Year 3 and all subsequent years .....	May 31 <sup>st</sup> (of the previous year)

The decision to reappoint a non-tenured faculty member is made at the discretion of the provost upon recommendation of the appropriate school dean.

Tenured faculty may expect to be reappointed each academic year, except when the following conditions exist: adequate cause, financial exigency, medical reasons, discontinuance of a program of instruction, or resignation/retirement.

1. Adequate cause is interpreted as demonstrated (1) professional incompetence; (2) dishonesty in teaching or research; (3) willful neglect of duty; or (4) conduct involving moral turpitude or otherwise grossly in violation of the ethics of the national university community. Dismissal or the threat of dismissal shall not be used to restrain faculty in the legitimate exercise of their academic freedom or civil rights.
2. Where there is a bona fide financial exigency--as when the state legislature fails to appropriate funds to support the current faculty--a tenured faculty member may be dismissed. In such cases, a responsible effort will first be made by the university to reappoint the faculty member to another position for which the faculty member is qualified and for which there is adequate funding.
3. Termination of employment may be justified by clear and convincing medical evidence that the faculty member cannot fulfill professional and academic obligations, or the terms and conditions of appointment, with reasonable accommodation.
4. When a program of instruction is discontinued, the faculty appointments involved in that program may be terminated. As noted in [UHS Board of Regents Policy 21.07.2 Section D](#), tenured faculty in such instances must be given 18 months prior notice. However, the university's responsibilities to the faculty in such cases are the same as in cases involving financial exigency, and a serious attempt to retain the faculty members in other capacities for which they are qualified shall be undertaken.
5. A tenured faculty member may resign or retire effective at the end of an academic year, provided that notice is given in writing at the earliest possible opportunity. A voluntary modification of employment contract is another option available to tenured faculty with the concurrence of the institution.

### **5.8.3 Terminal Notice of Salary**

If an appointment is terminated, the faculty member shall receive salary until the day of termination. On the recommendation of the provost to the president, the length of service may be considered in determining the date of termination. Notice of the date of termination shall normally be given in accordance with the schedules stated in [UHS SAMS Academic Personnel Policy, 06.A.09](#). The provision for terminal notice of salary need not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude or conduct grossly in violation of the ethics of the university community.

### **5.9 Grievance Procedures**

The Grievance Committee consists of faculty members from each academic school. Each member shall be a full-time tenured faculty member at the rank of associate professor or professor. No member of the administration, including deans, shall be eligible for membership on the committee; nor shall any current member of the Promotion and Tenure Committee be

eligible for membership. Members of the committee are elected annually through Faculty Senate procedures.

This committee shall hear grievances concerning any academic matter, including promotion and tenure, in accordance with System and University of Houston-Victoria faculty grievance policies and procedures. Regarding promotion and tenure grievances, this committee shall make a recommendation only on due process. Grievance of non-renewal decisions is limited to procedural matters and does not extend to considerations of judgment (see Section 5.10, Grievance Procedures in the Faculty Manual). However, faculty members may request reconsideration. It should be noted that non-renewal decisions do not constitute dismissal and do not necessarily imply unsatisfactory performance. The university is not obligated to show cause or give reasons in the case of non-renewal of a probationary appointment.

### **5.9.1 Dismissal Procedures**

Dismissal applies to the termination of tenured or to untenured faculty members during the term of their appointment. Dismissal does not apply to non-renewal of an untenured faculty member.

A faculty member, when conduct warrants, may be dismissed under the provisions for "adequate cause." In such cases, the provost shall present the faculty member with a written statement of the charges supporting the decision for dismissal. Upon receiving this statement, faculty members may

1. accept the decision upon the grounds indicated;
2. discuss the matter informally with the provost and present their side of the case with a view toward arriving at a mutually satisfactory settlement; and/or
3. file a formal written denial with a rationale and request a review by the Grievance Committee within the proscribed period of time.

If the faculty member takes no action within 30 days of receiving the notification of dismissal from the provost, he/she forfeits the right of appeal, and the dismissal shall be effected as stipulated in the notification.

In the case of a formal hearing, notice of the hearing with the specific charges in writing shall be presented to all parties at least 20 days prior the hearing. Specific details concerning

the hearing procedures are enumerated below:

1. Grievance Committee members deeming themselves disqualified for bias or conflict of interest shall remove themselves from the case, either at the request of a party or on their own initiative. Each party shall have a maximum of one challenge without stated cause.
2. The faculty member may waive the formal hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing but

- denies the charges or asserts that the charges do not support a finding of adequate cause, the Grievance Committee shall evaluate all available evidence submitted by the faculty member or dean and rest its recommendation upon the grievance in the record.
3. The Grievance Committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to simplify the issues, effect stipulations of facts, provide for the exchange of documentary or other information, and achieve such other appropriate pre-hearing objectives as may make the hearing fair, effective, and expeditious.
  4. The hearing shall be public or private, in accordance with the faculty member's wishes. If the faculty member declines to express a preference, the hearing shall be private.
  5. The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
  6. During the proceedings, the faculty member shall be permitted to have an academic advisor and observer of his/her choice.
  7. An accurate typewritten record of the hearing(s) shall be taken and made available to the faculty member, without cost, at the faculty member's request.
  8. The Grievance Committee shall grant adjournments to enable either party to investigate evidence to which a valid claim of surprise is made.
  9. The faculty member shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration shall cooperate with the Grievance Committee in securing witnesses and in making available documentary and other evidence in compliance with legal constraints.
  10. The faculty member and the administration shall have the right to question and cross examine all witnesses. Where the witnesses cannot or will not appear but the Grievance Committee determines that the interests of justice require admission for their statements, the Committee shall identify the witnesses, disclose their statements, and, if possible, provide an affidavit.
  11. In the hearing of charges on incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.
  12. The Grievance Committee shall not be bound by rules of evidence and may admit any evidence which is of probative value in determining the issues involved. Both the grievant and members of administration are expected to cooperate with the Grievance Committee in providing reliable, relevant, and valid evidence for the committee to make an informed judgment.
  13. The findings of fact and the decision of the committee shall be based solely on the hearing record.
  14. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the proceedings by either the faculty member or administrative officers shall be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Regents of the university.
  15. Pending a final recommendation by the Grievance Committee, the faculty member may be suspended, or assigned to other duties in lieu of suspension. Before suspending a faculty member and pending an ultimate determination of status through the

institution's hearing procedures, the administration shall consult with the Grievance Committee concerning the propriety, length, and other conditions of the suspension. A suspension that is intended to be final is a dismissal and shall be treated as such. Except in extreme circumstances, salary may be continued during the period of suspension.

16. The provost and the faculty member shall be notified of the recommendation of the Grievance Committee in writing and shall be given a copy of the record of the hearing.
17. If the Grievance Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it shall so report to the president.
18. If the committee concludes that adequate cause has been established, it shall recommend to the provost either dismissal or a lesser academic penalty. In either case, it shall provide a rationale for its recommendation. After studying the Grievance Committee report, the provost shall make a recommendation to the president. If the recommendation of the committee is not accepted by the provost, the rejection shall be put in writing to the faculty member and to the Grievance Committee. The provost shall provide an opportunity for response by the faculty member before transmitting the case to the president. This step, along with steps 16 and 17, is omitted if the provost is one of the respondents.
19. The president shall review the recommendation of the provost and issue his/her decision and shall notify the Grievance Committee chair, the faculty member and the provost. If the president's decision differs from that of the Grievance Committee, specific reasons must be stated, unless prohibited by law. The president shall transmit his/her decision to the chancellor.
20. If dismissal or other severe sanction is recommended, the president may transmit to the chancellor the record of the case. The chancellor may either accept or reverse the judgment of the president or send the matter back to the university Grievance Committee or president for reconsideration.
21. The chancellor shall make a recommendation to the Board of Regents, whose decision is final.

## **5.10 General Grievance Procedures**

The following procedures for redress of grievance shall be available to all faculty members. The types of grievances covered under this general category include, but are not limited to, matters of salary, hours, teaching assignments, allotment of resources, and facilities. Grievance procedures pertaining to dismissal of faculty members, whether tenured or untenured, during the term of the appointment, are covered in the previous sections.

### **5.10.1 Informal Resolution**

The grievance will, as a rule, first be presented by the grievant to the appropriate supervisor for deliberation. Every attempt shall be made to resolve the matter directly with the appropriate supervisor. If the grievance cannot be resolved informally with the supervisor, every attempt shall be made to resolve the issue with the supervisor's supervisor. The informal resolution should be completed within not more than 30 calendar days of the grieved event.

### 5.10.2 Formal Resolution

If informal deliberation doesn't resolve the matter, the grievant may file a formal grievance in writing within 45 calendar days of grieved event, either personally or through a representative.

1. Within 10 business days of receipt of the written grievance, the supervisor shall respond to it in writing, with a copy of the response to be sent to the supervisor's immediate superior. If the supervisor fails to respond within this time limit, the grievant may send the grievance to the Grievance Committee within 10 business days after the deadline for the supervisor's response.
2. If the grievant is not satisfied with the response of the supervisor, within 10 days of receipt of that response, he or she may submit the grievance to the Grievance Committee. A grievant who fails to submit the grievance to the Grievance Committee within this time limit loses the right to grieve.
3. In reviewing the grievance, the Grievance Committee shall first decide whether the evidence submitted in support of the complaint warrants a detailed investigation or a formal hearing.
4. If the committee decides that the complaint does not merit its consideration, the rationale for this recommendation shall be stated in writing and presented to the grievant, the supervisor, and the superior of the supervisor within 10 business days of receipt of the grievance.
5. If the committee decides that the formal complaint has merit and contains sufficient information for the committee to make a recommendation on the matter, it shall review the matter and send its written findings to the grievant, the supervisor, and the superior of the supervisor within 10 business days of receipt of the grievance.
6. If the committee decides to conduct an investigation or hold a formal hearing in which both sides are invited to present their sides of the matter, it shall notify the grievant and the supervisor of the decision to do so within 10 business days of receipt of the grievance. Any participation in the process is voluntary. Both the grievant and members of administration are expected to cooperate with the Grievance Committee in providing reliable, relevant, and valid evidence for the committee to make an informed judgment. The investigation or hearing shall begin within 10 business days of the decision to conduct it and shall proceed as expeditiously as possible. A recommendation shall be sent in a written report to the grievant and provost with copies to the supervisor and immediate supervisor of the supervisor within five business days of the end of the investigation or hearing.
7. If either the grievant or the supervisor believes the Grievance Committee findings to be unacceptable, he or she may provide the provost with a written rebuttal within 10 business days of receipt of the Grievance Committee decision. Copies of the rebuttal shall be sent to the committee and to the other party in the grievance. Within 10 business days of receipt of this rebuttal, the decision of the provost shall be transmitted in writing to the grievant and the supervisor. If the grievant or the supervisor is not satisfied with the decision of the provost, the grievant or supervisor can appeal to the president. This decision of the president is the final stage of the UHV formal grievance process.



8. At any stage of the grievance process, and if both parties agree, the institution may appoint or employ a third party for mediation. The timelines listed for the stages above may be extended to facilitate the process of mediation.

#### **5.11 Grievances Pertaining to Non-Reappointment of Untenured Faculty**

Untenured faculty whose appointments have not been renewed may request the review of the Grievance Committee. Such requests must be made subsequent to the faculty member's receiving written notification that the appointment will not be renewed; further, the appeal must be made within 30 days after the receipt of notification from the provost.

The faculty member shall set forth, in writing, the nature of the grievance and factual evidence pertinent to the case for the Grievance Committee's deliberation. The appeal shall include a statement of the faculty member's agreement to the presentation before the Grievance Committee of such reasons and evidence as the university may wish to bring forth in support of its decision. When the Grievance Committee has reviewed the case and arrived at a decision, it shall transmit the notification in writing to the faculty member, the school dean, and the provost.

Please note restrictions specified in the charter of the Faculty Grievance Committee. (See Sections 5.8 and 5.9.)

#### **5.12 Grievances Pertaining to Termination of Tenured Faculty**

The termination of faculty with tenure may occur only in special circumstances--resignation or retirement, medical reasons, financial exigencies, discontinuance of a program in which the faculty member serves, or dismissal for adequate cause (see the Faculty Manual, Section 5.12). In all cases, the faculty member shall be informed in writing of the rationale for the

decision to terminate his/her appointment and shall be permitted to appeal the decision before the Grievance Committee.

When the decision for termination is based upon a bona fide financial exigency or the discontinuance of a program, the university will provide the faculty member, in writing, with the rationale and other evidence in support of the decision. The faculty member may request, within 30 days, that the case be reconsidered by the Grievance Committee, with the faculty member maintaining the right to present evidence in support of his or her appeal. After hearing both sides of the case, the committee will make a recommendation to the provost, with copies forwarded to the faculty member and the school dean.

When, in the faculty member's judgment, adequate consideration of the evidence was not given in the decision for termination, he/she may file an appeal for re-consideration of the case to the Grievance Committee within 30 days of the notification of termination. The term "adequate consideration" encompasses essentially procedural rather than substantive issues.

After reviewing the case with a view toward rectifying the alleged procedural irregularities, the Grievance Committee shall make its recommendation, in writing, to the provost, with copies forwarded to the faculty member and the school dean. When, in the faculty member's judgment, considerations that violate academic freedom or civil rights have significantly influenced a decision for termination, he/she may file an appeal, within 30 days of the notification of termination, for a hearing before the Grievance Committee. In such cases, the faculty member is responsible for stating the grounds upon which the allegations are based; the burden of proof shall rest upon him or her. Participants in the decision for termination shall be permitted to present the evidence in support of the decision and otherwise to answer the allegations brought by the aggrieved faculty member. When both sides of the case have received an adequate hearing, the Grievance Committee shall make a recommendation in writing to the provost as to the disposition of the case, with copies forwarded to all the parties concerned and the school dean.

### **5.13 Resignation and Retirement**

Faculty members shall address letters of resignation or retirement to the school dean or the provost with a copy to the other. Cabinet-level administrators shall address such letters to the president with a copy to their immediate supervisor, as applicable. All others shall address letters to their immediate supervisor. Faculty and staff shall let their dean or supervisor know of their intention as far in advance as possible, so that plans can be made for their replacement. The recipient of the original letter shall forward it to the Human Resources office, retaining a copy if desired.

### **5.14 Emeritus Status**

The following establishes general System guidelines for the development of individual campus policies and procedures for determining emeritus eligibility, privileges, and responsibilities. The titles "emeritus" and "emeriti" will be conferred only upon those retired tenured professors who have made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service. In addition to the title Professor Emeritus, the university will recognize the title President Emeritus, Chancellor Emeritus, and Provost Emeritus, as recommended by the Board of Regents.

While each campus will formulate its own nomination procedures, all nominations shall originate at the departmental or school level and shall be based upon the recommendation of colleagues in the department, school, or college.

All emeritus appointments are subject to approval by the Board of Regents upon recommendation by the president. Approval by the Regents will normally occur in the spring of each year.

In addition to library and parking privileges, emeritus faculty shall receive invitations to and announcements of appropriate campus and university functions and shall be listed in

appropriate catalogs and directories. Each campus will determine any additional courtesies or privileges accorded emeritus faculty.

Emeritus faculty are expected to remain willing to assist and advise the university or campus as requested, particularly in their areas of competence.

#### **5.14.1 UHV Policy on Emeritus Status**

"Professor Emeritus" is to be considered a title of distinction conferred by colleagues upon one who has served this institution and the profession well for a number of years.

To be eligible for emeritus status, a retired faculty member shall ordinarily

1. Have completed a minimum of 10 years of full-time service at the institution, at least five with regular teaching duties of two or more classes each year.
2. Have achieved the rank of associate or full professor.

These prerequisites may be waived upon recommendation of the school, a two-thirds majority vote of the faculty, and concurrence of the president. To be selected, the member shall meet these criteria:

1. Have first received the recommendation of the school--based upon a simple majority vote with the concurrence of the school dean or upon a two-thirds majority vote.
2. Have then received the recommendation of the Faculty Council--based on a simple majority vote and the concurrence of the president of the institution.
3. Have finally received the approval of the Board of Regents.
4. Professors Emeriti may use the title in professional correspondence and activities. They may attend faculty meetings and, if selected, serve as voting members on committees. They may attend university functions, use university facilities, enjoy parking privileges, and participate in university activities (e.g., marching with the faculty at graduation). They will also be listed under "Emeriti" in the university catalog.

Professors Emeriti have no obligations but are expected to continue to conduct themselves as professional teachers and scholars and to represent or otherwise assist the institution from time to time.

Librarians may also be accorded emeritus status in keeping with the same criteria outlined above but as recommended by their library colleagues and director. Also, administrators of long and distinguished service may be recommended for emeritus status by action of the president of the university.

#### **5.15 Voluntary Modification of Employment**

Modified employment agreements may be negotiated on an individual basis, modeled upon previous agreements on file. Faculty members contemplating Voluntary Modification of

Employment should inquire carefully into the impact on their benefits, since policy on these may change from time to time. Note that an individual on modified employment contract is limited to participation in health and life insurance programs only "to the extent provided... for retirees." They also lose any accumulated sick leave and do not further acquire sick leave. In previous instances, the university has, however, extended the following provision, taken from the guidelines adopted by the Texas Higher Education Coordinating Board.

The participant and university agree that should the participant become physically or mentally unable to continue the reduced workload, the university will continue to pay the participant's salary as provided herein until the end of the academic year in which the participant could not perform his or her workload. At the end of such academic year, the obligation of the university under this policy shall terminate.

Faculty members in the Teacher Retirement System of Texas (TRS), as opposed to an Optional Retirement Program (ORP), should be aware of the special conditions applicable to their workload arrangements if they intend to draw retirement benefits while on modified employment.

The Human Resources Office can provide a statement of benefits available whenever a member is considering Voluntary Modification of Employment.

#### **5.16 Leave of Absence Without Pay**

The Board delegates to the chancellor or his/her designee the authority to grant extended leaves of absence to employees of the System. Leaves may be granted for such purposes as research and writing, education, other personal development, or extended illness, according to System guidelines. Leaves will be limited in duration to 12 months.

Unless otherwise provided by state law or agreement between the university and the employee, the following apply to leaves of absence and shall be clearly communicated to all faculty and staff:

1. Seniority is not interrupted but pay increases and associated benefits are;
2. Group insurance may be continued by advance payment of full premiums by the
3. employee;
4. Teacher Retirement and Optional Retirement programs are suspended unless provided by another eligible employer;
5. Social Security coverage ceases unless the employee is covered by the employer;
6. Vacation and sick leave do not accrue;
7. Funds cannot be withdrawn from Teacher Retirement and Optional Retirement programs;
8. If required by state law, all accrued paid leave entitlements shall be exhausted; sick leave is included only if the employee is eligible for sick leave;
9. Leaves will be limited in duration to 12 months; and

10. Exceptions to these provisions may be granted for such reasons as interagency agreements or educational purposes.

### **5.17 Faculty Sick Leave**

Full-time employees accrue sick leave at a rate of 8 hours per month. Faculty members must submit appropriate prescribed leave forms for all sick leave the faculty member takes if the absence occurs during the normal workday for regular employees, even if no classes are missed.

Faculty members on nine-month contracts do not accrue sick leave during the summer months. Faculty members who have recurring nine month contracts, and who are also employed during the summer in non-benefits eligible positions with the university, may not use accrued sick leave from their nine-month contract, during their non-benefits eligible summer employment.

### **5.18 UH System Benefits**

The University of Houston System provides a number of standard benefits programs for eligible employees. Please consult with the Human Resources Office for information or the [UHS Administrative Memorandum Policy 02.C.01: Fringe Benefits](#).

### **5.19 Assignment of Faculty Offices**

Faculty offices that become available are assigned on the basis of seniority as a full-time faculty member at UHV, regardless of rank or title. An office becomes available any time a faculty member is moving out of it for any reason. Faculty members may not trade offices without reference to seniority or without clearance through the Office of the Provost. In practice this policy applies primarily to the preferred offices--first, those with windows and second, those that are larger. The seniority list will be consulted when one of these offices becomes available. The person with the highest seniority who wants it may request it.

Other offices will be assigned as they become available to new faculty members or current faculty who wish to move. In either case, faculty members shall inform the Office of the Provost. The seniority list will apply as need be. Requests and assignments are handled by the Office of the Provost in consultation with school deans. Faculty offices are not designated by schools.

### **5.20 Personnel Files**

#### **5.20.1 Human Resources**

The Human Resources Office retains the official faculty personnel file. The original file contains the application letter, application, resume, original appointment letter, official transcripts, IRS I-

9 documentation, and copies of the English proficiency forms. The dean will provide these to the Human Resources Officer once the newly hired person has returned the signed appointment letter. The Human Resources Office also receives copies of subsequent letters concerning reappointment, annual salary, and any alterations of a contractual nature, including promotion, tenure, and separation.

#### **5.20.2 Office of the Provost**

During the hiring process, the Office of the Provost maintains a duplicate hire-in file which contains the candidate's resume and curriculum vitae. The hire-in file is destroyed after the search is completed.

Once an offer is accepted by a new faculty member, the Office of the Provost creates an academic personnel file that contains the original and any subsequent appointment letters; faculty annual evaluation reports; pay, promotion, and tenure recommendations; the original English Proficiency form; and copies of any formal adjustments to workload, compensation, or conditions of employment, etc.

Faculty members may have access to their own file--as may deans and others as approved by the president or the faculty member.

#### **5.20.3 School Dean**

Deans may keep copies of such faculty personnel materials as may be helpful to their work, but need not duplicate the official files indicated above.

School dean's personal notes for evaluation or other purposes shall not be shared or passed on to the next dean unless the dean wishes these to be considered part of the official faculty personnel record--in which case the originals or copies shall be given to the provost for inclusion in the official file, which is open to the faculty member.

School deans will maintain files on part-time faculty members.

#### **5.20.4 Public Records**

Most of the information in a faculty member's file is subject to open records' provisions. Any written request for records will be considered a request under the Texas Public Information Act and appropriate procedures in accordance with State law and university policy.

### **5.21 Sexual Harassment**

The University of Houston-Victoria (UHV) is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. UHV will not tolerate any form of sexual harassment.

Furthermore, UHV is committed to providing the training to educate the staff, faculty, and students about sexual harassment issues. [UHV Policy C-12](#) includes complete information.

## **5.22 University ID Cards**

Identification (ID) cards will be issued to all permanent, full-time/part-time employees: administrative, staff, and faculty. The ID card also provides electronic access to UHV buildings after-hours and on weekends. An ID card may be required for admission to or participation in various university programs or events and/or to access and use UH System-wide facilities and services. The ID card is also the employee's library card.

## **5.23 Additional Earned Degrees and Tracking Process for Faculty Credentials**

All correspondence to faculty members concerning requests for transcripts, etc., shall be copied to the deans for their information.

The deans will notify HR when a faculty member's doctorate is conferred or when a faculty member has completed an additional degree or qualifying coursework.

## **5.24 Reasonable Workplace Accommodation for Employees with Disabilities**

It is the policy of the University of Houston-Victoria (University/UHV) that all qualified employees with disabilities are afforded equal employment opportunity in compliance with federal and state laws. Please refer to [UHV Policy C-31](#), Reasonable Workplace Accommodation for Employees with Disabilities, for policy and procedures for making a request.

## **Appendix A: UHV Campus Councils and Committees**

### Internal Councils and Committees

- Academic Council
- Business Dean's Advisory Council
- Commencement Committee
- Criminal Justice Advisory Board
- Executive Committee
- External Council and Committees
- Facilities Planning Committee
- Faculty Advisory Committee on Technology
- Faculty Council and Faculty Senate
  - Budget Oversight Committee
  - Faculty Council
  - Faculty Council and Faculty Senate Executive Committee
  - Faculty Senate
  - Graduate Studies Committee
  - Grievance Committee
  - Promotion and Tenure Committee
  - Teaching Excellence Committee
  - Undergraduate Affairs Committee
  - Universities Faculties Executive Council
- Faculty Research and Service Awards Committee
- Human Subjects Committee
- Institutional Compliance Committee
- International Education Committee
- Marketing Committee
- President's Cabinet
- President's Regional Advisory Board
- Recruitment Committee
- Safety and Risk Advisory Committee
- Scholarship Committee
- Sexual Harassment Hearing Committee
- Staff Council
- Staff Grievance Committee
- Student Senate
- Title IX Grievance Committee



## **Appendix B: Faculty Council Constitution and By-Laws**

### **CONSTITUTION**

The Faculty Council operates under its own constitution and bylaws to consider matters of interest to the faculty and to make recommendations to the provost and president. Faculty Council committee members operate as officers of the university with authority delegated by the president.

To address the needs of faculty issues more efficiently, a smaller group representing the Faculty Council (smaller group henceforth called the Faculty Senate) was created.

### **Preamble**

The Faculty Senate is the elected body of the Faculty Council and is its representative between its meetings: (1) providing a forum wherein any matter associated with the institution can be freely discussed by any faculty member; (2) enabling the faculty to reach informed decisions on academic matters; (3) advising the administration on non-academic matters; and (4) giving the faculty voice in issues of academic freedom, professional rights, and professional responsibilities in the university community.

### **Article I: Membership**

The Faculty Council consists of all persons holding a current non-administrative appointment to a full-time faculty position (lecturer or clinical or tenured assistant professor, associate professor, or professor) of at least one academic year. All are eligible to serve in the Faculty Senate and on any Faculty committee with full voting rights and privileges in Faculty assemblies and on Faculty committees. Persons holding a faculty appointment for a period of less than one academic year shall be non-voting members of the Faculty Council, may attend Faculty assemblies, and, at the discretion of the Faculty Council/Senate president, may serve as voting members of Faculty committees. Non-voting members have the privilege of speaking from the floor in Faculty assemblies, at the discretion of the president.

### **Article II: Officers**

#### **Section I**

The Faculty Senate/Council shall have a president, vice president, and secretary. Council members shall elect the vice president and secretary for terms of one year. The vice president shall serve for one year and shall then serve as president of the Faculty Senate/Council for the following year. The duties of these officers are established in these bylaws.

## **Section 2**

If the office of the president becomes vacant, the vice president shall become president for the remainder of the president's term. An election will be held immediately to fill the vacant vice president position.

### **Article III: Executive Committee**

The Executive Committee shall consist of the president, vice president, secretary, and immediate past president of the Faculty Council. When an academic school(s) has no member on the committee, one member from the unrepresented school(s) shall be elected to the committee by the Faculty Council immediately following the election of the officers of the Faculty Council. The Executive Committee shall prepare an agenda for meetings of the Council and Senate and conduct other Council and Senate business. The Senate, by a majority vote, may empower the Executive Committee, or any other committee of the Council, to act for it and the Council in any particular matter, or well-defined class of matters. A majority of the Council or Senate may rescind such power at any time by vote of the respective body.

### **Article IV: Faculty Senate**

The Faculty Senate shall serve as the representative body of the Faculty and shall comprise nine members. The members shall be elected from the three academic schools (three from each) and will serve along with the duly elected Executive Committee. The three representatives from each school must include at least one tenured and one untenured member. Members of the Faculty Council within each of the academic schools will choose their respective senators.

## **Section 1: Voting**

All matters voted on shall be determined by a majority of the quorum except where this constitution or its bylaws provides otherwise.

## **Section 2: Elections**

All elections of the council and its committees, including the election of representatives to the senate, will be the responsibility of the Secretary and/or the Vice President.

1. All nominations and elections shall be conducted using web-based media with the assistance of the director of Instructional Design.
2. Elections will be held during spring semester and will begin the week following Spring Break.
3. Elections will be conducted in three phases.
  - a. Phase 1: Senate Executive Committee
  - b. Phase 2: Senate
  - c. Phase 3: Senate Committees
4. Each phase will last for two weeks.

- a. Week 1: Call for nominations and creation of candidate list
- b. Week 2: Elections

### **Section 3: Web-based discussions**

All postings to the Faculty Senate discussion board should identify the author.

### **Article V: Meetings**

The Faculty Council shall meet at least once in the fall semester and once in the spring semester. The Faculty Senate shall meet at least once each month during a regular academic year. The Executive Committee may cancel regular meetings of either body when no items of business are pending. The Executive Committee may call additional legitimate meetings of either body at its discretion with a three working-day Email notice. A quorum of the Faculty Council shall be defined as the members attending a legitimate meeting. A quorum of the Senate shall be defined as two-thirds of the members of the Senate. All meetings of the Faculty Council and Senate shall be conducted in accordance with this constitution and its bylaws. When a question of procedure that cannot be resolved by these documents is raised, the guide shall be Robert's Rules of Order.

### **Article VI: Adopting Procedures**

This constitution and its bylaws shall be effective when approved by a simple majority of the Faculty Council members.

### **Article VII: By-Laws and Constitution**

The Faculty Senate may adopt or amend the bylaws or constitution only as follows:

1. at a regularly scheduled Senate meeting by a two-thirds vote of the members present provided that the proposed bylaw or amendment, having been read at a prior meeting, is newly amended; or;
2. at a regularly scheduled meeting by unanimous consent;
3. or at a regularly scheduled Senate meeting by a majority vote of the members, provided that the bylaw or amendment has been read at a prior meeting of the Senate in the exact form in which it is to be finally adopted; and;
4. approval by a majority of a quorum of the Faculty Council attending a legitimate meeting.

## **BY-LAWS**

### **Article I: Membership**

When an individual's membership in the Faculty Senate or Council is in doubt, the facts of the individual's status shall be gathered by the secretary and presented to the President at a regular meeting. The President shall decide the issue.

### **Article II: Meetings**

Meetings of the Faculty Council and Faculty Senate shall be open to any Faculty Council member and shall be open to any visitor except in cases where the privacy of an individual is likely to be at issue. In these cases, the Senate may restrict a Senate meeting to senators only with a majority vote. Faculty Council may also be restricted in these cases by a majority vote of the Council members present. Non-members may be asked to address the Council or Senate or to speak at meetings. The President may request non-voting members and non-members to address the appropriate groups or to speak at the appropriate meetings.

### **Article III: Duties of Officers**

The duties of the officers shall be as follows:

#### **President**

The president shall

1. Preside over all meetings of the Council and Senate,
2. Be ex-officio non-voting member of all Council committees,
3. Chair the Executive Committee,
4. Transmit decisions, recommendations, and resolutions passed by the Senate or Council to appropriate administrative personnel,
5. Receive requests and responses from administrative personnel,
6. Propose and supervise the budget and expenditures of the Council and Senate,
7. Serve as a representative to the Texas Council of Faculty Senates and the UH System University Faculties Executive Council, and
8. Deliver the "President's State of the Council" address to the Faculty Council at the regularly scheduled fall and spring meetings.

#### **Vice President**

The vice president shall

1. Assume the duties of the president in his/her absence,
2. Assist the president and the secretary with their duties,
3. Act as parliamentarian in Council and Senate meetings, and

4. Serve as a representative to the Texas Council of Faculty Senates and the UH System University Faculties Executive Council, and
5. Serve as Chair of the Policy Review Committee

### **Secretary**

The secretary shall

1. Record, publish and maintain a file of minutes of each meeting of the Council, Senate, and Executive Committee,
2. Keep a roll of members and guests present at each meeting,
3. Carry on correspondence for the Council and Senate, and
4. Act as treasurer when necessary.

### **Immediate Past President**

The immediate past president shall

1. Advise and consult with other Executive Committee members.
2. Assist Executive Committee members with other duties as assigned by the President

## **Article IV: Standing Committees**

All committees are to report the name of the committee chair to the President of the Faculty Council by September 30.

All committees are to provide to the secretary of the Faculty Council a schedule of meeting times and a summary of each meeting within three days following the meeting, to the extent that privacy is not violated.

The standing committees of the Council are as follows:

### **The Senate/Council Executive Committee**

#### **Composition**

The Executive Committee shall consist of the president, vice president, secretary, and immediate past president of the Faculty Senate/Council. When an academic school(s) has no member on the committee, one member from the unrepresented school(s) shall be elected to the committee by the Faculty Council immediately following the election of the officers of the Faculty Senate/Council.

#### **Election**

The election of the Executive Committee members, excluding the president, shall be held during the spring semester of the academic year prior to the year of their service.

This election will be carried out by secret and/or electronic ballot. The vice president of the preceding year and the other newly elected members of the Executive Committee assume their offices two weeks prior to the beginning of classes in the academic year of service.

### **Duties**

In addition to duties specified under Article III of the Faculty Council constitution, this committee shall

1. Call all meetings of the Council and Senate by written announcement and circulate an agenda to each Council member no fewer than three working days prior to any regular meeting and no fewer than two working days prior to any additional meeting;
2. Place on the agenda any issue presented in writing by a Council member;
3. Appoint members of all ad-hoc committees of the Council;
4. Consult with any members about matters of possible interest to the Council or Senate; and
5. Conduct all elections of the council and its committees including the election of representatives to the Senate.

## **Core Curriculum Committee**

### **Composition**

The committee shall consist of four Faculty Council members from the School of Arts and Sciences, two from the School of Business Administration, and two from the School of Education, Health Professions and Human Development. Members shall, in accepting nomination, verify that they have regular undergraduate teaching assignments. (Ideally, members should teach regularly in the core curriculum.) In addition to the elected members, the chair of the committee shall be appointed for the academic year by the President of the Faculty Senate in May. The chair shall preside over the meetings and set the agenda; however, he or she shall only vote in case of a tie or other deadlock. The chair of the committee shall be a Faculty Council member in good standing, be regularly assigned as instructor of a core course, and shall have had experience on the Core Curriculum Committee.

### **Election**

The school representatives will be elected annually to staggered two year terms by the faculty of the respective school during the spring semester of the year prior to service.

### **Duties**

This committee shall

1. Review school policies and procedures for core course design and assessment.
2. Advise schools and individual faculty teaching core curriculum courses on alignment of course-level learning objectives with state-mandated standard learning objectives.
3. Advise schools and individual faculty teaching core curriculum courses on assessment of student learning outcomes in compliance with external mandates.
4. Facilitate dissemination and discussion of best practices in general education pedagogy.
5. Address concerns of faculty teaching core curriculum courses and make appropriate recommendations to the Faculty Senate.
6. Review any proposal for adding, deleting, or changing courses in the University of Houston-Victoria core curriculum and either forward an approved proposal to the Undergraduate Affairs Committee for further action or return the proposal to the originating school for revision and resubmission.
7. Produce an assessment report of the core curriculum according to standards set by the Texas Higher Education Coordinating Board and university policy.

#### **Additional responsibilities and powers of the chair of the Core Curriculum Committee**

1. The chair shall have the power to call resource members to the committee meetings to assist in assessment and other curricular needs. Resource members are non-voting members of the committee who are permitted to make reports and give advice to the committee.
2. The chair shall have the power to call for meetings of all instructors currently teaching in the core (or representatives thereof based on the discretion of the chair) in order to fulfill the aforementioned duties.
3. The chair shall make the contributions of resource members known to their supervisors, in writing when appropriate, in order to recognize their service.

### **Undergraduate Affairs Committee**

#### **Composition**

This committee shall consist of two Faculty Council members from each academic school to be elected to staggered two-year terms. Members of this committee must be tenured, hold tenure-track appointments, or be on clinical track. The committee shall elect its own chair from the returning members at its first meeting each academic year.

#### **Election**

Members from each academic school shall be elected by their schools not later than the end of the spring semester of the academic year prior to the year of their service.

#### **Duties**

This committee shall

1. Recommend to the Faculty Senate for or against all proposed curricular changes, including new courses, changes in existing courses, new degree programs, changes in existing degree programs, and deletion of courses or degree programs;
2. Work with the administration on long-range curricular needs and the design of programs to meet those needs;
3. Monitor and recommend to the Faculty Senate actions concerning requirements for student admission and retention;
4. Monitor and recommend to the Faculty Senate actions concerning academic honesty policies in consultation with the Graduate Studies Committee;
5. Conduct academic program review and make program recommendations to the Faculty Senate and the provost;
6. Conduct academic program review jointly with the Graduate Studies Committee and make program recommendations to the Faculty Senate and the provost (Chairs of the two committees will appoint two members each, representative of the four schools, to serve on a joint program-review subcommittee); and
7. Meet monthly during the fall and spring semesters. If possible, the meeting should be one week prior to the regularly scheduled Faculty Senate/ Council meeting.

### **Graduate Studies Committee Composition**

This committee shall consist of two Council members from each academic school to be elected to staggered two-year terms. Members of this committee must be on the graduate faculty and must be tenured, hold tenure-track appointments, or be on clinical track. The committee shall elect its own chair from the returning members at its first meeting each academic year.

### **Election**

Two members from each academic school shall be elected by their schools not later than the end of the spring semester of the academic year prior to the year of their service.

### **Duties**

This committee shall

1. Develop and maintain criteria that distinguish graduate-level study;
2. Recommend to the Faculty Senate for or against all proposed curricular changes, including new courses, changes in existing courses, new degree programs, changes in existing degree programs, and deletion of courses or degree programs;



3. Work with the administration on long-range curricular needs and the design of programs to meet those needs;
4. Monitor and recommend to the Faculty Senate actions concerning requirements for graduate admission and retention;
5. Monitor and recommend to the Faculty Senate actions concerning academic honesty policies in consultation with the Undergraduate Affairs Committee;
6. Review academic school recommendations for the awarding of graduate faculty status and submit its views to the provost;
7. Conduct academic program review jointly with the Undergraduate Affairs Committee and make program recommendations to the Faculty Senate and the provost (Chairs of the two committees will appoint two members each, representative of the four schools, to serve on a joint program-review subcommittee); and
8. Meet monthly during the fall and spring semesters. If possible, the meeting should be one week prior to the regularly scheduled Faculty Senate/ Council meeting.

## Promotion and Tenure Committee

### Composition

This committee shall consist of six tenured members each of whom must be full-time with the rank of associate professor or higher in a non-administrative position. The committee shall include two members from each academic school. Where possible, the representatives from a school should include one associate professor and one professor. Members ***do not serve as school representatives*** but are to bring to their deliberations an institutional perspective combined with the standards of the academic professoriate in the broadest sense. Members voting on promotion recommendations must have a rank equal to or be higher than the rank requested by the candidate. The term of service shall be two years. One member from each school shall be replaced each year. The committee shall elect its own chair (with voting privileges) from among those in their second year of service. Faculty members currently serving on the university P&T committee will have voting privileges on the university committee but will not have voting privileges on their school wide P&T committee.

The following are ineligible for membership on the committee:

1. members of the administration, including deans and any chair who has faculty evaluation duties;
2. current members of the Faculty Grievance Committee; and,
3. candidates for promotion.

## **Election**

Nominations for membership on the committee and elections shall be conducted by the faculty of the respective school by web, or electronic mail during the spring semester of the academic year prior to the year of service on the committee, and following the election of the executive committee.

## **Duties**

This committee shall

1. Receive and evaluate
  - a. faculty applications for promotion and tenure;
  - b. third year review packets, and;
  - c. post tenure review packets
2. Make recommendations to the Provost;
3. Follow the procedures for promoting and awarding tenure as stipulated in the appropriate sections of the Faculty Manual.

## **Grievance Committee**

### **Composition**

This committee shall consist of six tenured members each of whom must be full-time with the rank of associate professor or higher in a non-administrative position. No current member of the Promotion and Tenure Committee be eligible for membership. The term of service shall be two years. One member from each school shall be replaced each year. The committee shall elect its own chair (with voting privileges) from among those in their second year of service.

### **Election**

Nominations for election to the committee and elections shall be conducted by the faculty of the respective school by web, or electronic mail during the spring semester of the academic year prior to the year of service on the committee, and following the election of the P&T committee.

### **Duties**

This committee shall hear grievances concerning any academic matter, including promotion and tenure, in accordance with System and University of Houston-Victoria faculty grievance policies and procedures. Regarding promotion and tenure grievances, this committee may rule only on due process, according to System policy.

### **Limitation on Grievances**

Once a grievance has been considered and a decision has been rendered by the

committee on a particular issue, faculty members may not file the grievance again unless they can present substantive new evidence. When refiling a grievance, the faculty member must include a copy of the committee's previous report on the issue.

## **Budget Oversight Committee**

### **Composition**

This committee shall consist of two Council members from different schools and at least one member must be tenure-track or tenured faculty. The term of service shall be one year and no member shall serve on this committee for more than two consecutive years.

### **Election**

The members shall be elected by the Faculty Council during the spring semester before their year of service.

### **Duties**

This committee shall

1. Review planned spending by UHV from all revenue sources. The president will forward the preliminary annual budget to the committee chair prior to adoption. The committee shall review the budget, item by item, for its relationship to academic programs, and make recommendations to the Faculty Senate/Council for
  - a. Approval of items that support academic programs including equipment, plant, and space allocations, and
  - b. Change of items that do not contribute adequately to the support of academic programs;
2. Review all proposed additions or deletions of positions relating to academic programs at faculty, administrative, staff, or clerical levels. The committee shall assess the need and feasibility of such changes in institutional staffing and shall make a recommendation to the Senate;
3. Make semi-annual reports to the Senate on the current status of budget planning and implementation;
4. Work with the appropriate administrative officers of the institution to enable those officers to better understand the priorities of the faculty in budgeting and financing within the institution and to provide the Faculty Senate with a source of information about budgeting procedures; and
5. Receive or solicit information from other Faculty Council committees (especially the Academic Affairs Committee) in order to prepare balanced recommendations to the Senate.

**Faculty Awards  
Awards Committee  
Composition**

This committee shall consist of the past recipient of each of the awards (Service, Research, and Teaching), one of whom shall chair the committee, as well as faculty member from each academic school.

**Election**

The members of this committee shall be elected by their respective academic schools in the spring.

**Duties**

The duties of the committee are to select the winner of the Enron Teaching Excellence Award, Distinguished Faculty Service Award, and the Research and Scholarly Activity Excellence Award. The committee shall consult the Faculty Manual as a guide to their activities. The Awards Committee shall receive nominations, evaluate the qualifications of the nominees, and announce the recipient of the award to the Faculty Senate, the Provost, and the University President.

**Timelines**

A call for nominations for the Teaching Excellence Award will be made at the beginning of the Spring semester via a LMS announcement and UHV email. A call for nominations/applications for the Distinguished Faculty Service Award, and the Research and Scholarly Activity Excellence Award will be made via e-mail to the faculty listserv in the spring semester.

**Award Dates and Activity**

by February 1 (Enron Teaching Excellence Award)  
Announcement posted in LMS and to Student Listserv informing students of the nomination process (with a close date of March 15)

by February 15 (Research and Scholarly Activity Award Service Award)  
Announcement posted to Faculty listserv regarding awards, nomination process, submission process, and deadlines

February 15- March 15  
Applications and nominations accepted

March 15- April 1  
Committee screens all the eligible submissions; requests additional document from nominees as necessary. Committee reviews finalists' materials, selects a winner

By April 15

Committee notifies Provost office of the winners; sends announcements to UHV listserv. Marketing department is notified of the winners for inclusion in the program for Spring Commencement

### **Voting**

Each member of the Award Committee has one vote. The chair may vote and decisions are made by simple majority vote. Voting may be open or secret, as determined by a simple majority prior to the vote. Further voting procedures may be determined by the committee.

### **Notification**

Immediately upon conclusion of voting and prior to notification of finalists, the chair will forward the name of the winner to the UHV Provost and Vice-President for Academic Affairs. The chair then notifies the winner and the other finalists and makes a university-wide announcement about the recipients.

### **Records**

The Provost's Office retains the nomination materials for six months under security. After this time, the materials will be destroyed.

## **Specific Award Considerations**

### ***Enron Teaching Excellence Award***

#### **Eligibility criteria**

To qualify for the Teaching Excellence Award faculty members must satisfy all of the following criteria:

- Be a full-time member of the teaching faculty on a non-administrative appointment (Visiting and Adjunct Professors are not eligible)
- Have a minimum of three consecutive years (i.e., six long semesters) of full-time teaching experience at UHV by the beginning of the spring semester in which the award is given
- Have not received the Enron Teaching Excellence Award in the previous five (5) years
- Be available for teaching observation during the spring semester if the committee members wish to observe their classes or instructional materials.

## Nomination procedure

Only students may nominate a faculty member for the teaching award. Each student may nominate only one of their professors for this honor. The nomination process begins by February 1 and ends on March 15, and shall be conducted exclusively online.

1. By February 1, a nomination form is created in Survey Monkey online which includes:
  - Information to students about the award and nomination process
  - A list of eligible faculty from which they can select their nominee
  - Fields to enter their personal information
  - Fields to enter their reason(s) for selecting their nominee
  - Dates that nomination form will be open
2. A draft announcement is finalized by the award committee (based on the previous year's award announcement)
3. The announcement is sent to students via email (using the Student-L listserv) by the administrative assistant in the Provost's office
4. The announcement is also posted to the LMS (Blackboard) announcement module by the LMS administrator
5. Reminder emails to students are sent monthly during the nomination period (using the Student-L listserv)
6. At the close of the nomination period, the survey is closed and survey results are sent to committee chair.

## Evaluation criteria and procedures

The results of student voting (i.e., the number of votes/nominations received by a particular faculty member) should be considered *nominations* and may not necessarily be the sole criterion for selecting the winner of the Enron Teaching Award. In making the selection, it is important for the Faculty Awards Committee to consider that those teaching primarily in graduate programs may interact with fewer students (per class) than those teaching primarily undergraduates, thereby resulting in fewer potential nominators/voters.

Therefore, at the close of the nomination period, the Faculty Awards Committee will compile a list of finalists from among the top five (or six, in the event of a tie) nominees, based on votes/nominations received through the survey, from which the winner will be selected, taking into strong consideration student comments that were submitted with the nominations.

If, there is not a clear consensus (based on the student survey) of the faculty member who should be selected for the award, the Awards committee may engage in further evaluation of the nominees and request additional information from finalists. In this event, the Awards committee will look for evidence of a record of consistent superlative teaching and a strong commitment to impacting student learning and to ultimately fostering the academic success of students. Blind review is recommended.

## Finalist Selection Criteria

- Significant command of subject matter including the incorporation of recent developments in knowledge into teaching
- Enthusiasm and passion in undertaking teaching
- Ability to organize course material and present it cogently and imaginatively
- Creativity and innovation in the course design and teaching methods
- Provision of appropriate assessment with worthwhile and timely feedback to students on their learning
- Ability to arouse curiosity, to inspire interest in the subject and to engage students in the learning process by making learning an enjoyable and rewarding experience
- Ability to impart critical thinking skills to students, to challenge students intellectually, and to guide them toward independent, original and creative thinking and problem solving
- Help and supportive assistance (in and out of the classroom) to students to promote and enhance their academic performance and achievement
- Professional advice and counseling for future career and employment opportunities

Following selection of the finalists, the committee notifies candidates and requests supporting information and materials (i.e., a teaching portfolio). The submission must refer to teaching over the previous three long semesters (at least) and may also refer to teaching achievements over a longer period (but focused on teaching achievements at UHV). The portfolio must be submitted electronically to the committee chair by April 1.

The portfolio may include, but is not limited to, the following:

- Current curriculum vitae
- Philosophy of teaching statement
- Implementation and outcomes of the teaching philosophy  
For example, how the teaching philosophy is implemented in teaching and related activities; how student feedback has been incorporated; descriptions of evaluation methods; student successes, student work that received national/international recognition, student comments on evaluations, student thank-you notes; course syllabi and other relevant course materials; etc.
- Responsibilities and accomplishments in teaching  
For example, list of courses taught at UHV over the entire time of employment; contributions to curriculum such as development of completely new courses, initiatives, innovations, leadership; grants, directly related to the enhancement of teaching and student learning at UHV; student supervision / working with students; teaching awards or nominations; etc.
- Student evaluation of teaching  
With class size indicated for the previous three long semesters and any additional semesters if necessary to provide a representative sample. Comparative data within the department/school may strengthen the portfolio.

- Scholarship in teaching and learning  
For example, attendance at workshops, seminars, and other professional development activities directly related to the improvement of teaching at UHV; research into teaching and learning; contributions to the literature on teaching and learning; scholarly publications and presentations directly related to the teaching responsibilities at UHV; mentoring colleagues, invitations to teach elsewhere, participation in teaching committees.
- References  
Names of two or three colleagues from UHV who are familiar with the nominee's teaching methods and from whom the selection committee may request evaluations; class rosters so current students may be contacted.

The committee chair makes the information received from finalists available to committee members. Each member is responsible for carefully evaluating the material and for visiting face-to-face classes or observing the nominees' online courses. Each member then prepares a ranking of finalists with a rationale. Thorough discussion of the qualifications of finalists is expected to occur.

### ***Distinguished Faculty Service Award***

The Distinguished Faculty Service Award is given to a faculty member, who while in the employment of the University of Houston-Victoria, has given outstanding service to the university, the community and the region or their profession. Accomplishments being reviewed should be those which occurred while the nominee was employed by the University of Houston-Victoria. The nominee shall be employed by the University of Houston-Victoria with full time status for a minimum of three years. Once a faculty member has received the award, he or she will not be eligible for the same award for a period of three years.

The university's mission statement shall be a basis for defining many of the activities which can be considered service. Service is a contribution of professional talents and expertise to support both the public and internal services including but not limited to:

- Serving on university committees and councils
- Participating in the recruitment and professional placement of students
- Serving as an officer or committee member in professional organizations and providing the benefits of their expertise and service to community and regional organizations
- Making public professional contributions such as appearances or performances
- Consulting with governmental agencies, business industries, educational systems, and community service or arts organizations in either the local community or the region.

Annually, the Awards committee welcomes the assistance of the university, community, region and other interested in nominating a faculty member who has provided distinguished service. The invitation to nominate will be published by February 15. Self-nominations are also appropriate. Nominations and submissions/applications will be accepted between February 15



and March 15. The award committee screens all the eligible nominations and selects several finalists based on the criteria below by April 15. Blind review is recommended.

### **Evaluation criteria and procedures**

*The primary criterion should be one of impact.* There should be substantial evidence that a nominee's service activities have had a significant positive effect on the University of Houston-Victoria and on the community.

*The scope of a UHV faculty member's service activities is a second criterion.* There should be substantial evidence that the nominee's professional life has been characterized by a commitment to service activities as opposed to a one-time major involvement in such activity. In addition to evidence of a pattern of service over time, there should also be evidence of recent and or current service contributions. Examples of recommended criteria would include:

- Community service, related to the individual's area of expertise (local, regional, state, national, or international)
- Professional organizations and societies (local, regional, state, national, or international)
- Program, Department, School, University, and System committees
- Service and leadership that contributes to the growth and stature of UHV
- Service and leadership that extends the impact and presence of UHV into the larger community
- Service and leadership through innovative and effective programs
- Substantial evidence that the nominee's service and leadership activities have had a significant positive impact on the community at-large and/or the university
- Substantial evidence that the nominee's professional life has been characterized by a commitment to service activities
- Service and contributions to Faculty Governance at all levels, internal and external

The nominee shall have a *consistent excellent performance in professional service* as evidenced by the level of professional service activity, commitment to the quality of the service provided and breadth and depth of the service record.

The nominees shall have *evidence of outstanding leadership in a major service activity* and of sustained leadership in multiple professional service activities.

*Accomplishments may be directed at improving* the internal functioning of the university, the university's image in the eyes of the community and region it seeks to serve, or serving the nominee's professional community.

*Accomplishments need not be restricted to those for which no remuneration was accepted by the nominee.* Both paid and unpaid service should be reviewed. However, the most desirable nominee would be a person whose primary motivation for involvement in service activities does not appear to be a pecuniary one. Service should entail at least some semblance of "giving of one's self."

## Nomination Process

Documentation submitted in structuring the case for a nominee should:

*Provide sufficient evidence that the nominee did, in fact, engage in the consistent excellent performance in professional service as evidenced by the level of professional service activity, commitment to the quality of service provided and breadth and depth of the service record.*

*Provide sufficient supporting material to establish the significance/ worth (impact) and scope of the nominee's accomplishments during the last three (3) calendar years in the form of a vita.*

The nominee shall provide evidence of sustained leadership in multiple professional service activities, or in exceptional cases evidence of outstanding leadership in a major service activity.

*Be prepared specifically for consideration by this award committee.* Portfolios prepared for other purposes will not be persuasive unless revised to specifically address the criteria for this award. For example, the Service Award Portfolio may include:

- A checklist cover sheet (name and school) or table of contents (if the length of the portfolio warrants)
- A brief narrative, describing the impact of the service activities on the community and on the nominee's own professional development
- A recent curriculum vitae
- A description of achievements and contributions, noting, in particular
  - dates
  - duration of activity
  - role of participation/involvement
- statement of whether the work was conducted pro bono or non-pro bono
- Letters of support from entities
- Any other items selected by the nominee as a demonstration of service excellence.

### ***Research and Scholarly Activity Excellence Award***

To honor the commitment of the university to research and scholarly activities, the university selects one professor each year who—among many outstanding researchers and scholars—has earned special respect from his or her peers. This professor receives the Research and Scholarly Activity Excellence Award.

Annually, the Awards committee welcomes the assistance of the university, community, region and other interested in nominating a faculty member who has engaged in exemplary research and scholarly activity. The invitation to nominate will be published by February 15. Self-nominations are also appropriate. Nominations and submissions/applications will be accepted between February 15 and March 15. The award committee screens all the eligible nominations and selects several finalists based on the criteria below by April 15. Blind review is recommended.

## Evaluation criteria and procedures

The types of activities to be considered by the committee include, but are not limited to, the following (not given in rank order):

### *Publications (Published or fully accepted for publication)*

- Books, monographs, and chapters
- Articles in peer-reviewed journals
- Books, monographs, and journal articles
- Proceedings of peer-reviewed conferences

### *Presentations*

- Formal presentations at professional meetings and workshops
- Participation in regional, national, and international meetings as an invited speaker, session chair, or moderator
- Receipt of best presentation or research award

### *Ongoing Projects and Research*

- Funded research grants at the regional, state, or national levels
- Reviews of grant proposals at the regional, state or national level
- Current research projects
- The award of intellectual property protections, including copyrights, trademarks, and patents

### *Programs and Participation*

- Organization of regional, national, or international research meetings, conferences, seminars, workshops, consortia, or colloquia
- Consulting in the discipline of the faculty member
- Editorship or membership on editorial boards

## Nomination process

Documentation submitted in structuring the case for a nominee should:

*Provide sufficient evidence that the nominee is engaged in consistent, excellent performance in research and scholarly activity as evidenced by the level of research activity, commitment to the research endeavor, and participation in the dissemination of knowledge over several years.*

*Provide sufficient supporting material to establish the significance/worth (impact) and scope of the nominee's accomplishments.*

*Be prepared specifically for consideration by this award committee.* Portfolios prepared for other purposes will not be persuasive unless revised to specifically address the criteria for this award. For example the Research and Scholarly Activity Excellence Award Portfolio may include:

- A checklist cover sheet (name and school) or table of contents (if the length of the portfolio warrants)
- A brief narrative, describing the individual's current and emerging research agenda, including any efforts made to engage students in research, publication, or presentation
- Description of research and scholarly activity achievements and contributions, noting:
  - title of the project/publication/presentation
  - duration of activity
  - scope of the project
  - breadth of the audience (e.g., local, state, regional, national, international)
  - role of participation/involvement
  - basis for selection (peer-reviewed, editorial selection, open admission, etc.)
  - statement of whether the work was conducted pro bono or non-pro bono
  - complete citation information (including doi number, whenever possible)
- Electronic versions of representative publications
- A recent curriculum vitae
- Any other items selected by the nominee as a demonstration of research and scholarly activity

In preparing a portfolio, nominees should keep in mind that these activities, publications, and presentations will be evaluated by UHV faculty who may be unfamiliar with a particular academic discipline, and the committee may not automatically recognize the significance of a particular publication or presentation. Therefore, any information provided regarding the impact factor, prestige, or audience of a particular publication or presentation will be helpful.

Also note: For presentations made at conferences that also publish proceedings, for the sake of consistency (across submitted portfolios), please include only one or the other. In other words, a presentation at a conference that does not publish proceedings should be listed as a presentation. A presentation at a conference that does publish proceedings could be included as either a presentation *or* a publication, but should not be included as both. The committee recognizes that articles and other publications often follow from proceedings and presentations; publications that follow from a particular presentation or set of proceeding can (and should) be included as a separate publication, as long as the later work represents a distinct document and venue.

## **Development Leave and Research Committee**

### **Composition**

This committee shall consist of one tenured Faculty Council member from each academic school to be elected to staggered two-year terms. The committee shall elect its own chair from returning members.

### **Election**

The members of this committee shall be elected by the Faculty Council members in their respective academic schools in the spring to receive the applications from the Office of the Provost. The at-large elections will be for a tenured faculty member from each school, none of whom may be applicants,

### **Duties**

The purview of this committee shall be Faculty Development Leave, Junior Faculty Summer Research Grants, Faculty Internal Research Grants. The committee is formed to review proposals and to make recommendations to the provost, who shall in turn make recommendations to the president.

## **Policy Review Committee**

### **Composition**

This committee shall consist of one tenured or tenure-track faculty member from each academic school and the vice president of the Faculty Senate. The vice president shall chair the committee.

### **Election**

Except for the vice president, the members shall be elected by the faculty members in their schools during the spring semester of the academic year prior to the year of service on the committee.

### **Duties**

The committee chair shall confer monthly with the Senate president and the provost to determine which policies or Faculty Manual changes are being considered and will call a meeting of the committee each month to review the proposals. Those proposals that the committee considers relevant shall be brought before the next meeting of the Faculty Senate or Council. Relevancy to the faculty should be viewed in the sense that all matters affecting students, courses, and the duties, responsibilities, and professional commitment of the faculty are relevant to the faculty.

## **Appendix C: General Expectations of Faculty**

The following list of expectations is not all-inclusive and is intended to serve as a guide. Please talk with your dean if you are unsure about expectations or institutional policies.

### **General Expectations**

1. Effective teaching.
2. Responsiveness to students.
3. Continued participation in the intellectual life of one's discipline and profession.
4. Participation in school and institutional governance, as need and opportunity arise.
5. Contribution to public service related to one's professional expertise, as feasible.
6. Ability to work constructively in a collegial environment and contribute to collective efforts.
7. Compliance with the established policies and procedures of the institution, including timely completion of duties.
8. Ethical behavior in relations with students, in the use of institutional resources, in scholarly activities, and in the discharge of all professional responsibilities.

### **Specific Expectations**

1. Meet classes on time and use the full period.
2. Conduct exams as scheduled during the regular examination period (or notify your Dean of any departures).
3. Check class rosters carefully and report discrepancies to the Registrar's Office.
4. Post a curriculum vitae on the university website by the seventh day after classes start. The CV should not contain the faculty's personal information, including home address or home phone number.
5. Have a syllabus for each course and distribute it at or near the beginning of the term, as well as post it appropriately on the university website by the seventh day after classes start.
  - a. Stick to the syllabus (especially grading procedures) unless you provide advance notice, preferably in writing, to the class.
  - b. Have at least one graded assignment early in the term (prior to the withdrawal deadline).
6. Post and keep regular office hours (a minimum of one hour per course per week.)
7. Get book orders in on time and consider cost to students. Check to see whether your texts are in. Do not ask the bookstore to order texts that are optional.
8. Get final grades in on time.
9. Check your UHV email account on a regular basis.
10. Change a final grade only in case of a clerical error in calculation or well justified student appeal. Final grades should represent your best, carefully considered judgment. Changing them after the fact may be unfair to other students in the class and to your colleagues.

11. Provide appropriate notification and, as applicable, seek approval if you are:
  - a. Unable to meet your classes (as soon as possible in cases of emergency).
  - b. Going to be absent for conference travel or other reasons.
  - c. Changing classrooms (the Registrar's office should also be informed).
  - d. Taking students on a field trip.
  - e. Engaging in outside employment (a form and instructions are distributed each year).
  - f. Missing or changing office hours.
12. Take reasonable precautions to prevent academic dishonesty, and follow up on instances of it that can be documented or otherwise corroborated (it is a good idea to consult with your dean before taking any action).
13. Become reasonably familiar with the contents of the college catalog, schedule booklet, Student Handbook, and *Faculty Manual*.
14. Become acquainted with institutional effectiveness documents on planning, assessment, and budgeting and with the Administrative Policies and Procedures Manual.
15. Be mindful of student diversity. We have students who are full-time and part-time; who commute near and far; who are employed and not; who are old and young; who are of different races, nationalities, genders, sexual preferences, and family backgrounds; and who have different physical and learning abilities and disabilities.
16. Be prudent about personal relations with students or with employees who are directly or indirectly under your supervision. Also, be prudent about the use of possibly offensive language, allusions, or humor in the classroom or work place. The university seeks to maintain an environment in which there is freedom of inquiry and expression but also freedom from discrimination and intimidation. It has policies and processes related to students' rights, ADA requirements, sexual harassment, identity discrimination, professional ethics, and other important issues. These policies and processes are intended to protect students and employees from unjust treatment, as well as from unjust allegations.
17. Keep in mind that you are an officer of an institution of higher education, a teacher, and a member of a learned profession. Your words and conduct are influential.

## **Appendix D: Timeline of Employment Decisions**

### **Tenure-Track Assistant Professor**

Annual Performance Evaluation: February, each year for the first six years

Renewal/Non-Renewal Consideration:

February of the 1<sup>st</sup> year

November of the 2<sup>nd</sup> year

May of the 3<sup>rd</sup> year

Third-Year Review: Spring of the 3<sup>rd</sup> year

Promotion and Tenure Consideration: Fall of the 6<sup>th</sup> year

### **Tenure-Track Associate Professor**

Annual Performance Evaluation: February, each year for the first three years

Renewal/Non-Renewal Consideration:

February of the 1<sup>st</sup> year

November of the 2<sup>nd</sup> year

Tenure Consideration: Fall of the 3<sup>rd</sup> year

Promotion Consideration: After a minimum of 6 years

### **Tenured Faculty**

Annual Performance Evaluation: February, each year for the first three years

Promotion Consideration: After a minimum of 6 years

Post-Tenure Review: at 3-year intervals