

**PRAIRIE VIEW A&M UNIVERSITY**

*A Member of the Texas A&M University System*



**Faculty Handbook**

**2007 - 2008**

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## About Prairie View A&M University

### *A Brief History of Prairie View A&M University*

Prairie View A&M University is a member of the Texas A&M University System. Other parts of the System are Texas A&M University at College Station with a Galveston campus as part of the College of Geoscience and Maritime Studies, Texas A&M University - Corpus Christi, Texas A&M International University, Texas A&M University - Kingsville, West Texas A&M University, Tarleton State University, Texas A&M University - Commerce, Texas A&M University - Texarkana, Texas A&M University Health Science Center, Texas Agricultural Experiment Station, Texas Cooperative Extension Service, Texas Engineering Experiment Station, the Texas Engineering Extension Service, Texas Animal Damage Control Service, Texas Forest Service, Texas Transportation Institute, and the Texas Veterinary Medical Diagnostic Laboratory.

Prairie View A&M University, the second oldest public institution of higher education in Texas, originated in the Texas Constitution of 1876. Having already established the Agricultural and Mechanical College of Texas (later to be named Texas A&M University) in 1871, legislators pledged in the Texas Constitution of 1876 that "separate schools shall be provided for the white and colored children, and impartial provisions shall be made for both." On August 14, 1876, the Texas Legislature established the "Agricultural and Mechanical College of Texas for Colored Youths" and placed responsibility for its management with the Board of Directors of the Agricultural and Mechanical College at Bryan. The A&M College of Texas for Colored Youths opened at Prairie View, Texas on March 11, 1878.

The University's original curriculum was designated by the Texas Legislature in 1879 to be that of a "Normal School" for the "preparation and training of Colored teachers." This curriculum was expanded to include the arts and sciences, home economics, agriculture, mechanical arts, and nursing after the University was established as a branch of the Agricultural Experiment Station (Hatch Act, 1887) and as a Land Grant College (Morrill Act, 1890). Thus began the tradition of agricultural research and community service which still continues today. In 1919, the four-year senior college program was begun, and in 1937, a division of graduate studies was added, offering master's degrees in agricultural economics, rural education, agricultural education, school administration and supervision, and rural sociology.

In 1945, the name of the institution was changed from Prairie View Normal and Industrial College to Prairie View University, and the school was authorized to offer, "as need arises," all courses offered at the University of Texas. In 1947, the Texas Legislature changed the name to Prairie View A&M College of Texas and provided that "courses be offered in agriculture, the mechanics arts, engineering, and the natural sciences connected therewith, together with any other courses authorized at Prairie View at the time of passage of this act, all of which shall be equivalent to those offered at the Agricultural and Mechanical College of Texas at Bryan." On August 27, 1973, the name of the institution was changed to Prairie View A&M University, and its status as an independent unit of the Texas A&M University System was reconfirmed.

In 1981, the Texas Legislature acknowledged the University's rich tradition of service and identified various state-wide needs which the University should address, including the assistance of students of diverse ethnic and socioeconomic backgrounds to realize their full potential, and assistance of small and medium-sized communities and businesses in their growth and development.

In 1983, the Texas Legislature proposed a constitutional amendment to restructure the Permanent University Fund to include Prairie View A&M University as a beneficiary of its proceeds. (The Permanent University Fund is a perpetual endowment fund originally established in the Constitution of 1876 for the sole benefit of the Agricultural and Mechanical College--Texas A&M University--and the University of Texas). The 1983 amendment also dedicated the University to enhancement as an "institution of the first-class" under the governing board of the Texas A&M University System. The constitutional amendment was approved by the voters on November 6, 1984.

In January 1985, the Board of Regents of the Texas A&M University System responded to the 1984 Constitutional Amendment by stating its intention that Prairie View A&M University becomes "an institution nationally recognized in its areas of education and research." The Board also resolved that the University receive its share of the Available University Fund, as previously agreed to by Texas A&M University and the University of Texas.

In 2001, the Texas Priority Plan Agreement initiated a broad-based strengthening and enhancement program at the University. It identified components such as facilities, programs, endowed professorships, scholarships, a capital campaign project, faculty recruitment, human resource support, and other areas as those to be added or improved in a manner that could increase the University's capability of attracting students on the basis of quality and access and not on the basis of racial or other educationally unrelated characteristics. As of Fall 2005, the University had approved four doctoral level programs and had been advanced from a level III to Level V comprehensive degree-granting institution by the Commission on Colleges, Southern Association of Colleges and Schools.

#### *The Texas A&M University System*

The Texas A&M University System is made up of eleven universities. These are:

- Prairie View A&M University
- Tarleton State University (Stephenville)
- Texas A&M International (Laredo)
- Texas A&M University (College Station)\*
  - Texas A&M University at Galveston
  - Texas A&M University at Qatar
- Texas A&M University-Commerce
- Texas A&M University-Corpus Christi
- Texas A&M University-Kingsville
- Texas A&M University-Texarkana
- West Texas A&M University

*\* Texas A&M University, College Station, is the main campus for the branch campuses of Galveston and Qatar*

The system also includes The Health Science Center, and the following agencies:

- Texas Agricultural Experiment Station
- Texas Cooperative Extension
- Texas Engineering Experiment Station
- Texas Engineering Extension Service
- Texas Forest Service
- Texas Transportation Institute
- Texas Veterinary Medical Diagnostic Laboratory

### *Governance and Administration*

The **Board of Regents** is the governing body over the Texas A&M System. A **Chancellor** oversees the entire system, reviews system guidelines, and makes recommendations to the Board of Regents. The Board delegates operational control of Prairie View A&M University to the **President**, who follows Board policies and procedures. In turn, the President delegates certain authority to other **Officers of the University**. Therefore, governance of Prairie View A&M University resides in the Board of Regents, the President, and designated officers.

The Faculty Senate is comprised of elected faculty representatives that report to and advise the President of Prairie View A&M University. They play an influential role in its governance through the recommendation of rules and procedures, providing advice, facilitating discussion, voicing faculty concerns and disseminating information to the academic community. The general election for the Faculty Senate is held in the spring semester of each academic year, at which time nomination information will be distributed to all faculty. All full-time faculty below the level of department head are eligible to vote for and to become members of the Faculty Senate. The officers of the Faculty Senate include the Speaker, Vice Speaker, Secretary, Treasurer, Parliamentarian, three members-at-large and the Immediate Past Speaker, who serve on the Executive Council. Established within the Senate are the following standing committees: Faculty Development, Promotion Tenure and Due Process Procedures, University Facilities, Academic Standards, Administrator Evaluations, Budget Information, Committee on Committees, Constitution and Bylaws, and Elections. Meetings are held monthly from September through May, and at least one General Faculty Assembly is held during the spring semester. For more information about the Faculty Senate, see the website at <http://facultysenate.pvamu.edu>.

### *Major Academic Administrative Units*

- College of Agriculture and Human Sciences (Linda Williams-Willis, Dean)
- School of Architecture (Ikhlas Sabouni, Dean)
- College of Arts and Sciences (Danny R. Kelley, Dean)
- College of Business (Munir Quddus, Dean)
- College of Education (M. Paul Mehta, Dean)
- College of Engineering (Kendall T. Harris, Dean)
- Graduate School (William H. Parker, Dean)
- College of Juvenile Justice and Psychology (Elaine H. Rodney, Dean)
- College of Nursing (Betty N. Adams, Dean)
- University College (Lettie Raab, Executive Director)
- University Library (Rosie L. Albritton, Director)
- Undergraduate Medical Academy (Dennis E. Daniels, Director)

- Distance Learning (John R. Williams, Director)
- Center for Teaching Excellence (Laurette B. Foster, Director)
- Effectiveness Programs (Donald R. Collins, Director)

### *Library and Instructional Support*

The John B. Coleman Library's mission is to support and enhance instruction, learning, and research in ways consistent with the philosophy and evolving curricular programs of the University and to be an integral part of the educational community. The John B. Coleman Library, houses the largest and most important information resources with the academic community, constitutes the central foundation of the entire educational program and assists in the cultural development, personal enrichment, and recreation of all patrons.

The Library seeks to achieve excellence by encouraging, facilitating, and coordinating the active participation of patrons in identifying and acquiring resources that support present and anticipated curricular and research needs. The Library also seeks to instruct patrons in all aspects of information retrieval for current and future needs and to provide consistently high quality service in answering the needs of the community.

Circulation staff will charge and discharge materials, answer directional questions, locate items in the stacks, assist patrons with routine problems, and refer patrons to the appropriate library departments.

### *Services for Distance Learners*

The JBCL Distance Education Services web page at <http://www.tamu.edu/pvamu/library/-de/index.html> is the best way for distance learners to take advantage of the services and materials offered by the John B. Coleman Library.

### *Library Cards*

Circulation staff will charge and discharge materials, answer directional questions, locate items in the stacks, assist patrons with routine problems, and refer patrons to appropriate library departments. Students, faculty and staff may check out circulating items by presenting a valid PVAMU ID card. Community residents may obtain a library courtesy card for \$10/year. TexShare and HARLiC member patrons may use special ID cards obtained from their home institutions to check-out materials from the Coleman Library. All patrons are responsible for any materials checked out on their ID cards and for any fines incurred related to those materials. **LOST OR STOLEN ID CARDS SHOULD BE REPORTED AT THE CIRCULATION COUNTER IMMEDIATELY.** Faculty check-out period for items owned by John B. Coleman Library is for 120 days.

### *Inter-Library Loan (ILL)*

Books and articles not owned by the John B. Coleman Library and not available to the Library online may be borrowed from other libraries upon request. An ILL form must be submitted for each item requested. Request forms are available at the Circulation counter in the Library or online on the Library's home page. Please note that all forms must be filled out as completely as possible.

Library patrons are expected to abide by the regulations of Copyright Laws of the United States (Title 17, United States Code).

## *TexShare & HARLiC Cards*

### TexShare Cards

Prairie View A&M University students, faculty and staff are eligible for TexShare library cards which will allow them to borrow materials from any of the other participating institutions. TexShare cards may be obtained at the Circulation Counter. More information about TexShare programs and a list of participants can be found at <http://www.texshare.edu/>.

### HARLiC Cards

Graduate students, faculty and staff are eligible for HARLiC (Houston Area Research Library Consortium) cards which will allow them to borrow materials from any of the seven other member libraries: Houston Public Library, Rice University Library, Texas A&M University Libraries, Texas South University Library, University of Houston Libraries, Houston Academy of Medicine-Texas Medical Center Library, and the UT Medical Branch Library at Galveston. HARLiC cards may be obtained at the Circulation Counter.

## **Appointment and Advancement**

All faculty members have received an appointment letter that states the initial terms and conditions of employment. If the appointment is tenure-accruing, the letter also indicates the length of the probationary period. (Note that the probationary period does not constitute the term of the initial appointment. All appointments during the probationary period are for a fixed term of one year or less, subject to renewal or non-renewal each year of the probationary period.)

Faculty rank recognizes qualifications including degrees held; professional experience; research; creative and scholarly productivity; and depth and breadth of service to the discipline as well as the academic or related community; and attributes that support the institution's mission and purpose.

The broad categories of faculty at Prairie View A&M University are **Regular** and **Special**. Regular faculty are tenured and tenure-track faculty; Special faculty are temporary, non-tenure faculty who are employed on a time limited contract generally ranging from one to three years. They are employed in response to an emergency such as unexpected enrollment increase, a release time requirement associated with a research contract or grant, or a need for expertise not available in existing faculty.

### ***Regular Faculty***

#### Graduate Teaching Assistant

Earned by a student who has completed, at minimum, a bachelor's degree and 18 semester hours in the teaching discipline; has shown potential to organize instruction and interact positively with students and faculty.

#### Lecturer

Assigned to a faculty member with limited experience. Appointment generally limited to three years or less.



### Instructor

Assigned to a faculty member with basic academic qualifications to teach and advise students. Part-time faculty are generally assigned the rank of instructor or lecturer.

### Assistant Professor

Rank earned by a faculty member who has completed the terminal degree; acquired at least three years of teaching or related professional work; demonstrated a commitment to serve students as evidenced by effective advising, sponsoring student organizations; contributing to the University community; showing potential for engagement in creative and scholarly work; and upheld the core values of the school/college and the University.

### Associate Professor

Earned by a faculty member who generally has at least six years of successful experience in higher education or in related professional work; produced research, creative and/or scholarly work at a level that meets the standards of the employing department; participated actively in advancing the field of specialization; contributed service to the profession and/or community; demonstrated a commitment to student development; and upheld the core values of the school/college and the University.

### Professor

Earned by a faculty member who generally has at least eight years of outstanding service in higher education or in a comparable industry, organization, or profession; produced a substantial body of research, creative and/or scholarly work; gained recognition in professional organizations; contributed substantially to higher education and the larger community; consistently engaged students in research and service; demonstrated a student-centered commitment to teaching and learning; and upheld the core values of the school/college and the University.

### Distinguished Professor

Reserved for faculty who have generally been full professor or equivalent for a decade or more and whose contributions in teaching and/or research have been noteworthy at a level that has earned the individual national recognition in his or her field. Holders of this rank are respected for having become exemplars of the type professionals the University desires to have its students and faculty emulate.

### Endowed Professor

This rank is reserved for nationally and internationally renowned professionals of truly exceptional productivity in teaching, research, and service. The endowed professor occupies a professorship supported by special funding usually from philanthropist who have high expectations of the University's capability to advance knowledge and to change the culture of a department or college.

### ***Special Faculty***

#### Clinical Faculty

Clinical faculty status are special, term limited faculty who generally serve in field or other practice settings. This rank will reflect the comparability of training and experience to that of regular faculty with such titles as instructor, assistant professor, associate professor, or professor.

### Research Faculty

Assigned to professionals whose normal titles include the following: research assistant professor, research associate professor, and research professor. Individuals at each level will have research experience and competence comparable to that of a regular faculty member at the equivalent level. Research faculty will not normally be paid from the state teaching budget. However, where external funding agencies permit, a research faculty may be offered a shared appointment budgeted proportionately from both research and other sources.

### Adjunct/Visiting Faculty

Assigned to professionals who are primarily identified with another institution of higher education and who assume a teaching responsibility at Prairie View A&M University for a specified period. Visiting professors are usually appointed for either a semester or an academic year. They possess unique attributes and contribute to the marketing of the University's academic image. A visiting faculty member may hold the rank of instructor, assistant professor.

### *Promotion in Rank*

Promotions from one rank to a higher rank or from special faculty to regular faculty must be reviewed by the faculty in the respective unit. The department head is to present to the dean the benefits of making the appointment and forward a written recommendation to the dean who is to present the case to the Provost and Senior Vice President for Academic and Student Affairs for action.

**Appointment or promotion to regular faculty (tenure-track and tenured faculty) shall be based on clear, convincing and cumulative evidence of significant continuing achievement in each of the categories of performance expected of a faculty member in his or her teaching field or outlined in TAMUS Policy 12.02 and 12.06.**

### *Annual Review*

To facilitate and encourage dialogue between Department Head and faculty member, and to aid in the constructive development of faculty members, an annual review will be conducted for faculty members with an appointment as a professor at any rank, an instructor, a lecturer at any rank, or a librarian.

For lecturers, the annual review will focus on performance and potential for continued appointment. Reviews for other non-tenure track faculty (such as research or clinical faculty) will focus on performance in areas aligned with what is stated in the faculty member's appointment or reappointment letter. For tenured or tenure track faculty, the annual review focuses on their progress in a long-term scholarly career (and the review will be conducted differently depending upon the different stages of the faculty member's career). For tenure track assistant professors and instructors, the annual review process must also provide an indication as to their progress toward tenure and promotion.

After an annual review is completed, a letter is sent by the Department Head to the Dean of the College (with a copy going to the Provost and Vice President of Academic Affairs). The Department Head must also provide the faculty member with a written statement regarding progress and performance. Annual reviews will also serve as documentation for determination of merit salary increases. For more information about the annual or mid-term review process, refer to Prairie View A&M University Rule 12.01.99.P1, Sec. 2.5:

[<http://www.pvamu.edu/pages/1234.asp>].

### *Tenure and Promotion*

Since 1984, Prairie View A&M University has continually improved its tenure review policies and procedures. As a result, each faculty member who applies for tenure is evaluated by a departmental committee, department head, school/college committee and dean. The Provost and Senior Vice President for Academic and Student Affairs reviews recommendations and submits intended actions to the President who acknowledges receipt of notification of actions and acknowledges and affirms the review of actions to be taken or requests additional information or clarification.

Tenure means the entitlement of a faculty member to continue in the academic position held unless dismissed for good cause. Tenure is based on the need to protect academic freedom and is irrevocable except as specified in Prairie View A&M University Rule [12.01.99.P1 – University Statement on Academic Freedom, Responsibility, Tenure Procedure](#). If a faculty member's appointment is tenure-accruing, the appointment letter will indicate the length of the probationary period and will state the credit agreed upon for appropriate service to other institutions. For faculty subject to a probationary period of four years or more at Prairie View A&M University, a mid-term review is mandatory, as is a review in the penultimate year of probationary service (regardless of the probationary period).

The three categories of performance that are examined for tenure and promotion are:

- Teaching (classroom and laboratory instruction, development of new courses, labs and teaching methods, publication of instructional materials, supervision of graduate students)
- Research (creation and dissemination of new knowledge, publication, or other creative activities)
- Service (to the institution, to students, colleagues, the department, the college, and the University—as well as beyond the campus)

Guidelines and further details on the tenure and promotion process can be found through your department or college, and by referencing the *Tenure and Promotion Package Submission Guidelines* published by the Office of Academic and Student Affairs. You may also wish to review Prairie View A&M University Rule 12.01.99.P1 at <http://www.pvamu.edu/pages/1234.asp>.

### *Post-Tenure Review*

The rigor of the hiring and review process, the demands of quality teaching and student advising, the necessity and value of research, and the obligations of service to the public are clearly understood within the university community. The post-tenure performance review of a faculty member provides a mechanism to gauge the productivity of the individual and should be designed to encourage a high level of sustained performance. Post-tenure evaluations are made on the basis of typical criteria and factors such as teaching, research/creative activities, student advising, committee and administrative service, and service to the profession, community, state or nation. Deans notify faculty of their post-tenure review outcomes. **Implementation of post-tenure review is expected to positively impact on-going improvement in the overall faculty review process.** In August 1996, the Faculty Senate unanimously adopted the University's post-tenure rules and procedures. Following a review by the Texas A&M University System legal staff, the rules and procedures were approved.

Continued productivity of tenured faculty is pivotal to the preservation and advancement of institutional quality. A system of post-tenure review strengthens the faculty evaluation process by making it consistent, objective, and outcome-oriented. Such a plan makes professional development the shared responsibility of faculty and of the University through its divisions, departments, and schools/colleges where faculty are assigned. The results of post-tenure review at Prairie View A&M University will assure (a) taxpayers that their investment in higher education is worth sustaining; (b) the University that the status of tenured faculty will be reserved for persons most deserving based upon their productivity in teaching, research, and service; and (c) tenured faculty members that there will be provided an informed, timely performance assessment designed to identify strengthening needs of tenured faculty. The post-tenure review process will facilitate early identification of diminishing productivity that warrants attention and amelioration. It will greatly reduce tolerance of substandard performance. In the final analysis, persistent unsatisfactory performance will result in termination.

System Policy 12.06: Post-Tenure Review of Faculty and Teaching Effectiveness, can be viewed at <http://tamus.edu/offices/policy/12-06.pdf>.

#### *Procedure for Review and Appeal*

Any appeal to the tenure decision and promotion procedures, or according to TAMU rules, should be referred to the Provost and Senior Vice President for Academic and Student Affairs who will initiate a review. The Faculty Due Process Committee of the Faculty Senate or a three to five person ad hoc committee of tenured faculty including at least two faculty senators may be asked to conduct a review and report findings to the Provost and Senior Vice President for Academic and Student Affairs within twenty (20) business days of receiving the request for review.

If procedural irregularities are found to have occurred, the Provost may ask each level to review the faculty member again, or may formulate an ad hoc committee of three (3) to five (5) tenured faculty to review the procedures.

If a faculty member believes that the denial of tenure has been based upon an illegal reason or in violation of academic freedom, he or she should file an appeal as outlined in Section 9. The Office of Human Resources and/or the Office of Equal Employment Opportunity may be asked to review the appeal.

Tenure track faculty not recommended by the President to the Board of Regents shall be notified of their status via certified mail.

## **Classroom Responsibilities & Information**

### *Academic Calendar*

The academic calendars for the current and upcoming semesters are available at <http://www.pvamu.edu/registrar> (or go to the PVAMU main web page at <http://www.pvamu.edu>). The calendars will help you plan the scheduling of assignments and exams in your course. It shows the dates when the term begins and ends, the mid-term date, the last day for add/drops, withdrawal from courses, scheduled “reading days” (study day before

final exams, when no classes are held), “dead days” (classes are held but no major exams may be given), “redefined days” (students attend their class on a different day of the week than normally held), and official holidays.

*Accommodations for Students with Disabilities (ADA Guidelines)*

During the first week of a class, faculty are to inform students of their responsibility to self-report any disabilities that they believe require accommodation in order for them to participate in and benefit from instruction. It is the responsibility of a student to provide the instructor with documentation showing that they have registered with Disability Services and requested accommodation. Instructors then have the responsibility to work with Disability Services to provide reasonable accommodations. If a student who has not registered with Disability Services requests accommodation from an instructor, the instructor should refer the student to Disability Services.

The Office of Disability Services publishes an explanation of the rights and responsibilities of instructors who work with students with disabilities on their website, at <http://disability.tamu.edu/faculty.asp>. Below are some guidelines to keep in mind:

Arranging suitable accommodations involves shared responsibilities between the instructor and the student. For questions about student accommodation issues, please contact Diagnostic Testing and Disability Services:

Diagnostic Testing and Disability Services  
Evans Hall, Room 315  
(936) 857-2610  
<http://www.pvamu.edu/pages/1479.asp>

Dr. Kay F. Norman  
[kfnorman@pvamu.edu](mailto:kfnorman@pvamu.edu)  
Prairie View A&M University  
Administrator for Diagnostic Testing and Disability Services/ADA Compliance Officer  
P.O. Box 519 - MS 1032  
Prairie View, TX 77446  
(936) 857-4625  
(936) 857-4151 Fax

*ADA Policy Statement*

The official ADA Policy Statement should be included on all syllabi (see the “*Syllabus Requirements*” section, below).

*Confidentiality*

All records and requests pertaining to a student with disabilities must remain confidential.

*Desk and Seating Space*

Desk and seating space must be made available to any student with a physical disability (such as those who are wheelchair-users) who is enrolled in your course, provided that they have given you an accommodation form from Disability Services. Many classrooms are equipped with wheelchair accessible desks or tables, sometimes with chairs that can be removed or replaced, as

needed. Able-bodied students must be asked to vacate these seats if a student with a disability needs the desk space. Consideration should be given to both accommodation and safety. Please remember that wheelchairs or removable chairs that block aisles and exits create an unacceptable fire and life safety hazard.

### *Class Meetings*

Instructors are expected to hold class each week of the semester for the specified number of days/periods designated in the official schedule. Class meetings should be held at the time and place designated on the official schedule unless a change is approved by the Registration Office. Such requests can be made through your department. See the “Academic Calendar” section (above) for an explanation of how reading days, dead days, and redefined days affect class meetings.

### *Days of Religious Observance*

Texas House Bill 256, which became effective 9/1/03, states:

“An institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused.”

Each fall semester you will receive from the Office of the Registrar a memo that includes the list of dates (also appearing below) of which you should be aware for the upcoming academic year, as you may have students who will be absent on these dates. The list is not meant to be exhaustive, and is based upon the following criteria:

- It is recognized as a tax-exempt religion by the state of Texas
- The date of observation occurs on or includes a weekday (**dates that occur only on a Saturday and/or Sunday are *not* listed**)
- It is a day of obligation generally requiring followers of the faith to miss class/work
- It occurs on a day when students are normally expected to attend classes (**days of religious observance falling on reading days, during semester breaks, or on previously scheduled State holidays and PVAMU breaks are *not* included in the list**)

The 2007-08 list of holy days falling on a regular class day is as follows:

#### ***Fall 2007***

Sept 22—Yom Kippur (Jewish)

Sept 27-28—Sukkot (seven day observance) (Jewish)

Oct 5—Simchat Torah (Jewish)

Oct 20—Birth of the Bab (Baha’i)

Oct 13—Eid al-Fitr (Islam; Ramadan Ends)

#### ***Spring 2008***

March 20-21—Naw Ruz (Baha’i New Year)

April 20—Pesach/Passover (Jewish; eight day observance)

April 21—Twelfth Day of Ridvan (Baha’i)

The student is not required to notify you prior to the day of the absence. For those students who request accommodations, please work to fairly accommodate them, and give every indication that we recognize the importance of the day to them.

### *Office Hours*

A faculty member is expected to be available outside of class for consultations with students for the purpose of discussing a student's work, or progress in the course, and to answer questions. Your office hours should be posted, and you should make yourself available at a central location on campus (such as your departmental office or the library) during those posted times. Office hours normally should occur during the university business hours, 8:00 am and 5:00 pm, M-F. Your department will advise you on the minimum number of office hours that you should hold, and any other guidelines related to consultations with students outside of class.

### *Syllabus Requirements*

It is the responsibility of a faculty member teaching a course to distribute to students, at the beginning of each semester, the course syllabus and requirements. The Faculty Senate lists the following as the minimum to be included on any course syllabus:

- Course Title and Number
- Instructor Information (Name, Office Location, Telephone, Email)
- Prerequisites for the Course (if any)
- Calendar or Listing of Course Topics for the Semester
- Grading (how grades will be assessed; the value-in points or percentages-of the assignments)
- A Listing of Assignments, Tests, etc.
- Textbook(s) and/or Resource Materials Listing
- Americans with Disabilities Act (ADA) Policy Statement (exactly as written, below):

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Diagnostic Testing and Disability Services, Evans Hall, Room 315, or call (936) 857-2610.

In addition to the above bulleted items you may provide additional information on your syllabus, including your policies on attendance, etc. However, no statement on a syllabus may contradict university rules regarding attendance, approved absence, etc.

## **Development Opportunities for Faculty**

### *Center for Teaching Excellence (CTE)*

The Center for Teaching Excellence (CTE) at Prairie View A&M University strengthens the academic experience of its diverse faculty and professional staff through a campus-wide service dedicated to assisting faculty in improving instruction. CTE provides support for teaching and learning by:

- Providing faculty sabbatical support
- Providing consultative services to faculty members and professional staff by facilitating workshops and seminars

- Providing technical assistance and equipment to support departmental and classroom effectiveness
- Supporting improvement plans for faculty and professional staff to attend workshops and seminars to enhance skills utilized in their field

The CTE provides resources to faculty so that they can thrive as teachers and grow professionally. The Center offers an array of programs and services including individual consultations on teaching-related issues, mid-semester feedback on teaching, assistance with teaching portfolio preparation, support for scholarly investigation of questions related to teaching and learning, and workshops on a variety of topics. Past workshops have included “Improving Large Class Teaching,” “Syllabus Development,” and “Assessment of Student Learning.” The Center also maintains a library of books on teaching and learning that faculty are welcome to borrow. Faculty are invited to stop in to browse the library, see sample teaching portfolios, or to pick up a brochure of services. For more information, contact:

Center for Teaching Excellence  
 (Dr. Laurette Foster, Director)  
 (936)261-3533/1973  
[lbfooster@pvamu.edu](mailto:lbfooster@pvamu.edu)

*Off-Campus Travel to Workshops/Conferences*

Faculty may have many opportunities to attend off-campus professional workshops and conferences. The authority of approval for faculty to travel for development opportunities is delegated to the departmental level in most cases, and your department will work with you on permissions and travel arrangements. (Note: Travel to Washington D.C. and International travel require special processing.) Resources to fund such travel are managed by the departments and, in some cases, the colleges. For any questions regarding travel reimbursement, you may contact:

Travel Office  
 (Yadira Perez)  
 Harrington Science Building  
 (936)261-1736  
[yaperez@pvamu.edu](mailto:yaperez@pvamu.edu)

*Faculty Development Leave*

Prairie View A&M University does not have an official sabbatical program; however, the University, with the assistance of the Association of Former Students, funds a Faculty Development Leave Program. Faculty development leaves are funded at full pay (with full benefits) for one semester or at one-half pay (and half benefits) for two semesters. For details of the policies and restrictions related to development leave, contact the Office for Academic and Student Affairs.

Qualifications for receiving a development leave include the following:

- The faculty member must be employed at the University for at least three years if full time or five years if part-time.
- The faculty member must be in good standing as an employee.



- The faculty member must be a recipient of a Statement of Support signed by the department head and the dean.

Proposals for leave are endorsed by the College Dean or by the Director of the Library and submitted to the Office of Academic and Student Affairs for further review by the Faculty Development Leave Committee. The committee makes their recommendations to the Provost. The Board of Regents has final approval of all Faculty Development Leaves. After their return, leave recipients must submit a 1-3 page report on their leave activities to the College Dean or Director of the Library by the conclusion of the first long semester after returning from leave.

Further information about TAMUS policies on Faculty Development Leave can be found at [System Regulation 31.03.03, \*Leave of Absence With Pay\*](#) and <http://sago.tamu.edu/policy/12-99-01.htm>. Applications are generally due at your College Dean's office early in the fall semester. Please check with your college for their deadline.

#### *Annual Leave*

Taking annual leave is an important part of faculty development. For information regarding the policies on annual leave for faculty, see the Human Resources Information section of this document.

#### *University Awards and Recognition*

Awards for faculty performance in teaching, scholarly creativity and research, and professional service are awarded at numerous levels by campus units as well as nominations presented to national and international competitions. Faculty members should investigate the guidelines for nominations with their department and college, to make sure they are appropriately considered. Examples of awards at the University level include:

#### *Regents Professor Award*

The purpose of The Texas A&M University System (A&M System) Regents Professor Award is to honor individuals at the rank of professor or equivalent who have provided exemplary service as faculty members not only to their university or agency, but also to the community, the State of Texas, the nation, and/or internationally. Faculty are evaluated in the areas of teaching, research, and service. Regents Professors may be selected every year. The award consists of the following:

- Recipients are designated as "Regents Professor" and retain the title of "Regents Professor" for the duration of their service at the University or agency.
- Each Regents Professor will be awarded a non-base award of \$3,000 annually for 3 years for a total of \$9,000.
- The Regents Professor shall receive a medallion bearing the seal of the System, as well as an inscribed plaque. The medallion is to be worn on occasions when academic regalia is required. Each recipient shall also be presented with a certificate dated and sealed by the System, and signed by the Chancellor and the Chairman of the Board of Regents, designating the person as a Regents Professor.

#### *Emeritus Status*

The title emeritus or emerita is reserved for faculty and staff members who have retired from the University after lengthy meritorious performance that exemplifies excellence in their

professions, communities, and higher education. It may be conferred only upon approval of a recommendation to the Board of Regents by the President. Faculty and staff granted emeritus or emerita titles will be recognized at public events, invited to participate in events, provided office space when available, and cited appropriately for their contributions.

## **Equal Employment Opportunity & Affirmative Action Statement**

*(from Dr. George C. Wright, President, Prairie View A&M University)*

Prairie View A&M University is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual employee. The Vice Presidents, Deans and Directors are responsible for achieving an equal employment opportunity environment, and each employee is accountable for creating an atmosphere that values and nurtures community, collegiality and accessibility.

Prairie View A&M University is committed to serving the state's students and citizens through education, leadership development, research and service. I am committed to meeting our goals through a dynamic and diverse workforce that effectively responds to our constituents.

It is my firm commitment to ensure that equal employment opportunity and access will be provided throughout the University to all students, employees and prospective employees. The University has adopted a policy of affirmative actions in order to create an environment which fosters diversity.

If you have any questions related to equal employment opportunity, access, or affirmative action, please direct them to Ms. Renee R. Williams, Equal Opportunity Officer & Title IX Coordinator, (936) 261-2123 or by email at [rrwilliams@pvamu.edu](mailto:rrwilliams@pvamu.edu). Please join me in this commitment.

***George C. Wright, President***  
***Prairie View A&M University***

## **Ethics and EEO Training (Mandatory for all employees)**

The State mandates that all new employees complete online Ethics Training and Equal Opportunity Employment Training ("Creating a Discrimination Free Workplace"), both of which can be found at the TAMU Human Resources page for new employees: [<http://www.pvamu.edu/pages/555.asp>]. If you have not been asked to complete this training, contact your Department Head. All employees *must* complete the online training within 30 days of employment, and complete supplemental training every two years.

## **Ethics Policy**

The Board of Regents has set forth certain ethical principles and standards for all employees of Prairie View A&M University (regardless of rank or position). These policies address the following topics:

- Principles of Ethical Conduct
- Conflicts of Interest
- System Property and Services
- Benefits, Gifts and Honoraria

- Holding Dual Offices
- Public Officials and Political Activities
- Travel
- Employment

For a full description of the ethics principles and policies, reference System Policies Section 07.01 (“Ethics Policy, TAMUS Employees”) at <http://tamus.edu/offices/policy/07-01.htm>. Below is a brief explanation of some of the components of the Ethics policy. These are not comprehensive, and are only meant to provide a general understanding of the policy. They should not be considered a substitute for official policy.

#### *Principles of Ethical Conduct*

This principle is the basis of all of the ethical policies related to TAMUS employment. A TAMUS employee must avoid any appearance that he or she is violating the ethical standards set forth by the Texas A&M System, or violating the law. For example, you may not use your position in a public office (A&M) for private gain; you cannot use information you have access to in the course of your employment to further personal financial gain; you should be honest and forthright in the performance of your duties. (See System Policy 07.01, Sec 2.)

#### *Conflicts of Interest*

You must disclose any involvement that might constitute a conflict of interest. A conflict of interest is any situation in which you have significant financial or other personal considerations that may compromise (or have the appearance of compromising) your professional judgment in teaching or otherwise performing University obligations. In addition, any TAMUS employees who have supervision of, or input with regard to the investment of funds under control of the System must file an Annual Financial Disclosure Report. (See System Policy 07.01, Sec 3.)

#### *System Property and Services*

Employees of the Texas A&M System may not abuse their official capacity for gain or with intent to harm, and they may not misuse official information, state equipment or vehicles. It is acceptable to use your office equipment for incidental purposes that are not for personal gain, such as using the telephone to make local calls unrelated to Texas A&M business. An employee may not, however, use A&M resources (phone, computer, copy machines, etc.) to perform work for or advertise for another business or entity. (See System Policy 07.01, Sec 4.)

#### *Benefits, Gifts and Honoraria*

State law says that an employee may not accept any gift or benefit in exchange for his or her opinion, recommendation, vote, etc. Any benefit given in exchange for an official action is prohibited. However, food, lodging, and transportation (or reimbursement for them) may be accepted by faculty who, for example, have been invited to be guest speakers at an event, within specific guidelines as stated in the System Policies & Regulations (System Policy 07.01, Sec. 5). Faculty and staff of the TAMU system may accept plaques and other recognition awards from TAMUS. In addition, honoraria for speaking engagements may be accepted under certain conditions, specifically, that the faculty member is being asked to speak because of his or her personal expertise on a subject, and not because of his or her official position at Texas A&M.

#### *Dual-Office Holding*

Texas A&M Employees may hold non-elective offices that benefit the State of Texas and do not conflict with TAMU employment. The arrangement must have approval from the appropriate administrator. (The identity of the “appropriate administrator” depends upon the nature of the dual appointment. Begin by notifying your Department Head.) Some positions of employment with other government agencies are permitted. (See System Policy [07.01, Sec. 6.](#))

#### *Public Officials and Political Activities*

These policies, found at System Policy [07.01, Sec 7](#), contain several examples of allowed and disallowed activities by TAMUS employees. These include such things as:

- If you provide a ticket (to a public official) to attend an event, you or another employee of TAMUS must accompany them to the event.
- A TAMUS employee may not use his or her official authority to influence or interfere with an election result by permitting the use of a program administered by TAMUS.
- A TAMUS employee may not influence or interfere with (positively or negatively) payment, loans, or contributions of value to a political organization or person for political purposes.
- A TAMUS employee may not use or authorize TAMUS funds, services, or supplies to finance or support a political candidate.
- Employees are allowed sufficient time off to vote in public elections without a pay deduction or having to use personal leave time.
- TAMUS employees may run for and serve as non-salaried members of school boards, and city or town governing bodies. However, campaign activities may not be conducted during official business hours unless permission has been obtained and leave time is being used for that purpose. For other examples and further details, refer to System Policy [07.01](#).

#### *Travel*

To qualify for a travel reimbursement, a trip must be for “state business” or “official business” of the Texas A&M System. Check with your department’s business office (or the person who is in charge of travel reimbursements) to find out the requirements and procedures for being reimbursed. Reimbursements cannot be made unless the correct forms have been filled out and the correct procedures followed. Note: Foreign travel and travel to Washington DC have special requirements. See Supplemental System Policy 25.02.01: “Travel Regulations” [<http://tamus.edu/offices/policy/25-02-01.htm>] for further regulations regarding travel, or see System Policy [07.01](#), Section 8, on Travel.

#### *Supplemental Compensation and Outside Employment*

Although a TAMUS employee is permitted to have additional employment or a consulting business outside of the university, you must disclose this (even if the business is conducted outside of your normal working hours, such as on weekends or evenings), and have the arrangement administratively approved. The form for getting approval of outside employment (which must be signed by your Department Head) can be downloaded from <http://www.pvamu.edu/pages/1940.asp>.

Employment with other State agencies, dual-employment that occurs on-campus, and employment with another TAMU system agency must also be approved. The Human Resources Department FAQ (Frequently Asked Questions) on “Additional and Outside Jobs” will be able to

address many of the questions you may have, and will be able to guide you to additional resources. Their website is: <http://hr.tamu.edu/employment/faq.html>.

In addition, System Policy 31.01.99: “Approval Procedures for Supplemental Compensation and Dual Employment” [<http://tamus.edu/offices/policy/policies/pdf/31-01-09.pdf>] can provide you with more complete information.

Prairie View A&M University wants to make compliance with ethics policies as streamlined and easy as possible for faculty. You should feel free to contact the appropriate offices if you have any questions. Further assistance on compliance in matters of ethical conduct and employment at Prairie View A&M University (forms, reporting, etc.) can be found at the following:

Human Resources  
Employee Relations Office  
(936)261-1730  
<http://www.pvamu.edu/pages/555.asp>

In addition, links to all System Policies and University Rules can be found at <http://www.pvamu.edu/pages/532.asp>. For questions regarding interpretation of system policy, contact:

Office of Business Affairs  
P.O. Box 519, Mail Stop 1300  
Alvin I. Thomas Bldg., Suite 116  
Prairie View, Texas, 77446  
Phone: (936) 261-2150  
Fax: (936) 261-2159

## **Faculty as Academic Advisors**

Academic advising provides the direct liaison between the curriculum and the student and serves to ensure that the student's passage through academic requirements is planned and purposeful. Some departments include academic advising among the duties of faculty members, others are staffed with full-time professional academic advisors, others have graduate assistant advisors and some utilize a combination. Regardless of the department's formal advising structure, individual faculty members are often consulted by students looking for advice and assistance in meeting degree requirements, choosing internships, and making course selections. Knowledge of the requirements for the degrees in one's home department, along with the academic advising services available to students, is critical.

## **Grievances**

### *Governing Policies and Regulations*

These procedures are subject to the requirements contained in [System Policy 12.01](#) - Academic Freedom, Responsibility and Tenure and in [System Regulation 32.01.01](#) - Complaint and Appeal Procedures for Faculty Members.

### *Application of Procedures*

The procedures apply to all members of the faculty and apply only to complaints for which procedures are not specifically established elsewhere. Complaints related to academic tenure, sexual harassment, equal employment opportunity, and reduction in force will be handled under separate procedures provided for in the System Policy and Regulation Manual.

### *Informal Complaint Resolution*

As per Section 3 of [System Regulation 31.01.01](#), a faculty member believing he/she has cause for a grievance should discuss the matter in a personal conference with his/her department head. If the matter cannot be resolved by mutual consent with the department head, the issue should be discussed with his/her dean.

### Formal Complaint Resolution

#### *Submission of Formal Complaint*

A faculty member who believes he/she has cause for a grievance and who has been unable to obtain satisfactory resolution through the informal complaint resolution procedures may submit a formal (written) complaint to the Human Resources Office. The formal complaint must contain:

- (1) the names of the parties involved in the complaint,
- (2) the specific issues and actions upon which the complaint is based,
- (3) the desired outcome or remedy,
- (4) documentation supporting the basis for the complaint. Within five working days of receipt of the formal complaint, the Director of Human Resources will forward the complaint to the applicable dean and will provide a copy to the Provost.

#### *College/School Grievance Committee*

Within ten working days of receipt of the formal complaint, the dean will appoint a College/School Grievance Committee to hear the complaint.

Within 30 working days from receipt of the complaint, the committee will hold a hearing on the complaint. The committee's findings and recommendations will be submitted to the dean in a formal report within 15 working days of the hearing. The dean shall issue a decision in writing within 15 working days of receipt of the committee's report. Any delays in processing of the complaint will be communicated to the faculty member bringing the complaint. Copies of all documentation and reports relating to the complaint will be provided to the Human Resources Office for inclusion in the faculty member's complaint file.

#### *University Grievance Committee*

If resolution cannot be reached at the college/school level, the faculty member may formally appeal (in writing) the dean's decision to the Office of the Human Resources. The formal appeal must contain:

- (1) a copy of the College/School Grievance Committee report
- (2) a copy of the dean's decision
- (3) the basis for the appeal
- (4) any additional information or documentation not considered by College/School Grievances Committee.

Within five working days of receipt of the appeal, the Director of Human Resources will forward the appeal to the Provost. Within ten working days of receipt of the appeal, the provost will forward the appeal to the University Grievance Committee for review. Within 20 working days from receipt of the appeal, the committee will review the appeal and make a determination as to whether the grievance has sufficient merit. If the committee determines there is insufficient merit, it will notify the Provost in writing of its determination. If the committee determines that there is sufficient merit, it will hold a hearing within 20 working days to allow the faculty member to present his/her case. The committee's findings and recommendations will be submitted in writing to the Provost in a formal report within 20 working days of the hearing.

The Provost will issue a decision in writing within 20 working days of receipt of the committee's report. The Provost's decision will be final. Any delays in processing of the complaint will be communicated to the faculty member bringing the complaint. Copies of all documentation and reports relating to the complaint will be provided to the Human Resources Office for inclusion in the faculty member's complaint file.

#### *Composition of University Grievance Committee*

The faculty of each college or school will elect one tenured faculty member to serve on the committee for one year. No administrative officer (i.e. department head, dean, or director) may serve on the committee. The committee membership will elect a chair and a vice chair.

Once assigned to hear a case, membership of the committee will remain intact until completion of its work. In the event that the term of office of the members expire, their term will be extended until completion of the case. A quorum of five committee members must be present at all meetings and hearings.

All committee hearings will be recorded and will be closed (unless otherwise requested by faculty member filing grievance).

#### *Salary Grievances*

The faculty member should first discuss the matter in a personal conference with his/her department head. If the matter cannot be resolved by mutual consent with the department head, the faculty member should discuss the matter with his/her dean.

If the matter cannot be resolved by mutual consent with the dean, the faculty member may file a formal grievance with the Office of Human Resources. The grievance must include:

- (1) the basis for the grievance,
- (2) the desired outcome or remedy,
- (3) documentation supporting the basis for grievance. Within five working days the Director of Human Resources will forward the salary grievance to the Provost.

The Provost will review the grievance and will consult with the Director of Human Resources and/or Director of institutional Research, as deemed necessary, to obtain data required to assess the merits of the grievance. The Provost may request additional information from the faculty member, department head, and dean to complete his/her review and assessment. The Provost may, as his/her option, appoint an ad hoc advisory committee of three faculty members to review the grievance and provide advice. Upon completion of review, the Provost will make a decision

regarding the grievance and will notify all parties in writing. If reasonable, the Provost will issue his/her decision within 60 working days of receipt of the grievance.

If the Provost finds sufficient grounds to support the salary grievance, the Provost will consult with the department head and dean, and make a recommendation to the President on the appropriate corrective action.

## **Human Resources Information**

New Employees can find important information about the University and community resources by viewing the Human Resources homepage <http://www.pvamu.edu/pages/555.asp> on the PVAMU webpage under Faculty and Staff link.

The Human Resources page includes information on Employee Benefits, Mandatory State Training, University parking policies, TAMU Support Networks, and Campus and Community resources.

The Human Resources Department main website is located at <http://www.pvamu.edu/pages/555.asp> online. Important information is organized by subject matter and responsible HR unit (e.g., Benefits, Classification & Compensation, Employee Assistance Program, Employee Development, Employee Relations, and Employment Services). To locate any HR service or to obtain correct contact information for your needs, go to <http://www.pvamu.edu/pages/555.asp> or see the list of “Contacts for Further Information & Assistance” in this handbook.

### *Employee Benefits*

Employees, and their dependents, who work at least 50% time for at least 4 months (or a semester of at least 4 months) are eligible for benefits from the Texas A&M System. As employees of the state of Texas, all eligible new employees are automatically enrolled on the first day of the month after their 90th day of employment in an A&M Care plan and provided Basic Life/Basic Accidental Death and Dismemberment coverage. Employees may choose other available insurance coverage besides the A&M Care plan during the first 60 days from their date of hire. Eligible employees are also enrolled automatically in a retirement plan on their 91st day of employment. For more details of the benefits offered, and an explanation on who is eligible for benefits, see the Human Resources website at <http://www.pvamu.edu/print/685.asp>.

### *Employee Assistance Program (EAP)*

The Employee Assistance Program assists faculty and staff with personal and workplace problems through educational workshops, problem identification, crisis intervention, assessment, and referral to appropriate clinical resources. Services provided by the EAP staff are confidential and available without charge. The EAP also manages the Prevention of Workplace Violence Program and Alcohol and Drug Abuse and Rehabilitation Program. Visit <http://www.pvamu.edu/print/685.asp> for additional information about the EAP.

### *Employee Development (ED)*

The Employee Development office offers employees a variety of workshops, programs, and services designed to enhance personal/professional growth. ED also provides online tutorials, resources for new employees, and a range of workshops to fit needs of employees at PVAMU. The website listing programs and schedules of classes is found at <http://hr.tamu.edu/ed/> online.



### *Holidays*

TAMU employees generally receive from 12 to 15 holidays each year which are set by the Texas state legislature. Based on the recommendations of the Chancellor, TAMU's chief executive officer, the A&M System Board of Regents approves the specific days a holiday is celebrated. There are typically 6 official holidays when Texas A&M will be closed. These are:

- Thanksgiving
- Christmas-New Year's
- Martin Luther King, Jr. Day
- Spring Break
- Memorial Day
- Independence Day

In addition, special holidays are sometimes declared by the Governor of Texas. The Academic Calendar [<http://www.pvamu.edu/>] shows the scheduled dates for official employee holidays during the academic year.

### *HR Connect*

HR Connect is an online system that is available 24-hours a day from your work or home computer. HR Connect allows you to:

- View and copy your pay stubs
- Review insurance coverage and costs
- Review your benefits summary and costs
- Make changes to your benefits coverage during July, the annual enrollment period
- Update personal information (mailing address, telephone and email address)

The login screen for HR Connect can be accessed directly at <https://sso.tamu.edu/logon.aspx>, and through the Human Resources main website [<https://hrc.tamu.edu>]. You will need your Universal Identification Number (UIN) to log in.

### *Sick Leave and Vacation Accrual*

A faculty member is eligible to use and accrue sick leave as long as the member is in a 50% position for at least four and one-half months, and has a twelve-month appointment. A faculty member may accrue and use sick leave as per System Policy [31.03.02 – Sick Leave](#). System Regulation 31.03.02 may be viewed at the following internet website: <http://tamus.edu/offices/policy/policies/pdf/31-03-02.pdf>.

Vacation leave will only be accrued by faculty with twelve-month appointments. A faculty member with an appointment of fewer than twelve months, as stated in the annual appointment letter that reflects terms and conditions of his or her appointment for the next fiscal year, does not accrue vacation leave unless official action is taken to revise his or her appointment to twelve-month. A faculty member with an appointment of fewer than twelve months, even if they happen to be employed during the summer (for example, to teach a summer session course), will

not be considered a twelve-month employee unless his or her annual appointment letter (or revised letter) states the length of their employment to be twelve-month.

Faculty members who are eligible to accrue vacation leave must request approval to utilize accrued vacation leave whenever the vacation days requested occur during days when the university is open for normal business. However, any faculty member with a less than twelve month appointment may take time off during scheduled university holidays or on days when no classes are meeting on the university (including Reading days, Spring Break, and inter-semester days when the university is open but classes do not meet) without an obligation to request or report the leave. The system policy on vacation accrual is [31.03.01 - Vacation](#). This policy may be viewed at the following address: <http://tamus.edu/offices/policy/policies/pdf/31-03-01.pdf>.

### **Office of Academic and Student Affairs**

The Office of Academic and Student Affairs exist to provide support, assistance and administration of services addressing many issues of importance to faculty. These include consultation, mediation, grievance process, promotion & tenure, Faculty Development Leave, and faculty development & awards programs. The Provost, Dr. Joahanne Thomas-Smith has the authority and access to information to facilitate resolution to situations of faculty concern. Confidentiality is maintained, and no action is taken on the behalf of a faculty member without that faculty member's express consent. In addition to serving as Faculty Ombudsperson, Dr. Thomas-Smith has primary responsibilities in the following areas and programs:

- Promotion, Tenure, and Development of Faculty
- Appointment, Evaluation, and Development of Academic Administrators
- Advocacy for Women and Minority Faculty
- Recruitment and Retention of Faculty
- Faculty Development Leave
- Appointment and Evaluation of Endowed and Distinguished Professors
- Awards Programs

Many of these programs and services are described in detail elsewhere in the handbook. The "Contacts" section also offers a list of staff and contact information for Faculty. Prairie View A&M University faculty may use of the services of this office at any time.

Dr. E. Joahanne Thomas-Smith  
Provost and Senior Vice President  
for Academic and Student Affairs  
A.I. Thomas Administration Bldg., Ste. 219  
(936) 261-2175  
[ejtsmith@pvamu.edu](mailto:ejtsmith@pvamu.edu)

### **Research Information and Guidelines**

#### *Research Studies Involving Human Subjects*

Any research done under the auspices of Texas A&M University System in which human subjects are involved must be reviewed and approved by the Institutional Review Board (IRB). This is true even if the limit of human involvement is answering surveys or participating in

interviews with the researchers. You may schedule an appointment for a protocol consultation or pre-review with the Office of the Vice President for Research at (936)261-1550.

Research design must have gender and/or minority representation that is appropriate for the objectives of the research. (If inclusion of one gender or minority is not appropriate or feasible, the rationale must be explained and justified. In addition, be aware that there are special rules dealing with the protection and rights of certain special populations used as human subject, including university students, dependents, laboratory personnel, and foreign cultures. For detailed explanations, see System Policy 15.99.01, "Human Subjects in Research" (<http://tamus.edu/offices/policy/policies/pdf/15-99-01.pdf>).

Forms for IRB approval, as well as other research-related forms, can be found at <http://www.pvamu.edu/pages/744.asp>. To schedule an appointment for a protocol consultation or pre-review, you may call the office at 936.857.2431 or send an e-mail to [irb@pvamu.edu](mailto:irb@pvamu.edu).

#### *Ethics in Research and Scholarship*

Guidelines for gathering, storage, and retention of data and for authorship and publication practices are available from the Office of the Vice President for Research. Because the reputation of Prairie View A&M University and its employees depends upon the establishment and enforcement of ethical standards, there exists a system regulation, plus related university rules and standard administrative procedures related to ethics in research and scholarship. These outline the standards of honesty and integrity that are expected of any PVAMU employee conducting academic research and/or scholarship, provide specific definitions of violations, and describe the procedures and consequences if there is an allegation of misconduct. Faculty are encouraged to read through these policies. The system regulation can be found at <http://tamus.edu/offices/policy/policies/pdf/15-99-03.pdf>.

#### *Guidelines for Authorship & Publication Practices*

These guidelines have been established to prevent the publication of papers for which no single author is prepared to take full responsibility. The guidelines state that the primary author should be able to show that he or she has reviewed the data on which the report is based and can specify the role of each co-author. The primary author must make certain that all co-authors listed for a publication have reviewed the publication draft and provided feedback and expertise. For more information, see System Policy [15.99.03](#).

If you have questions on these or other research issues, contact the Office of the Vice President for Research:

Willie F. Trotty, PhD  
Vice President for Research and Development  
Office of Research and Development  
L. C. Anderson Hall, Suite 103  
P.O. Box 4149  
Prairie View, Texas 77446  
Phone 936-261-1550  
Email: [wftrotty@pvamu.edu](mailto:wftrotty@pvamu.edu)

## **New Faculty Information**

### *Identification Cards*

Faculty members may have identification cards made in room 202 of the Memorial Student Center. Cards are issued during the in-processing procedures and should be surrendered to the Office of Human Resources upon termination of employment from Prairie View A&M University. There is a fee for the issuance of an identification card. Identification is needed to use services such as the library on the main campus and the member libraries of the Houston Area Research Library Consortium (HARLiC).

## **Union Membership**

The Texas Faculty Association (TFA) is a non-profit organization that formed in 1985 to protect the rights of higher education faculty and support staff.

It is dedicated to academic freedom, collegiality across all faculty ranks, faculty participation in governance, and continued improvement of teaching, scholarship and creativity in every college, university and postsecondary institution in Texas.

Affiliated with the Texas State Teachers Association and the National Education Association, TFA has the resources and skills to assist college and university employees whenever problems arise.

In addition to a strong, collective voice in the legislature, TFA provides the best coverage for members who are facing lawsuits, filing grievances, and TFA offers up to \$6,000,000 in liability insurance and more. Note: Membership must be secured for a stipulated period of time prior to the use of certain legal services. You may visit the website for more information obtain additional information at the following:

Texas Faculty Association  
316 West 12<sup>th</sup> Street  
Austin, TX 78701  
Phone: 1-800-364-8452  
Fax: 1-512-486-7054  
[www.tfaonline.net](http://www.tfaonline.net)

## **Sexual Harassment**

Prairie View A&M University is dedicated to excellence in teaching, research and service. It is committed to values and policies that enhance respect for individuals and their culture. The student body and workforce are comprised of people of color, women, immigrants, non-traditional students and persons with disabilities. To reap the rewards of diversity, the University has developed and will continue to develop policies and programs that combat bigotry and other biases in all their forms and will build on the strengths offered by a multicultural, multiracial and multigenerational campus.

The University shall be free from all forms of sexual discrimination and sexual harassment. Sexual misconduct is prohibited and will result in appropriate sanctions.

Sexual harassment, a form of sex discrimination, creates an atmosphere that is harmful to the university's academic mission. It interferes with one's ability to perform duties as student or employee. Sexual harassment creates an environment of disrespect, insensitivity and mistrust. This policy provides information every member of the University community should read and understand. It defines sexual harassment according to federal law and University policy, discusses impermissible conduct and offers procedures for seeking help.

Prairie View A&M University absolutely will not tolerate sexual harassment of any student, faculty, staff or visitor. The community must address allegations as they occur without delay. The responsibility for eliminating sexual harassment rests on the shoulders of the entire University community. Faculty, staff and students should be aware that violation of law, TAMUS Policy and University procedures related to sexual harassment will lead to serious disciplinary action up to and including dismissal. Refer to: *(Texas A&M University System Regulation 34.01 Sexual Harassment)*

### University Writing Center

The University Writing Center (UWC) promotes writing instruction in all disciplines at Prairie View A&M University. UWC consultants, who comprise professional staff, graduate students, and undergraduate peer consultants, seek to help undergraduates enhance their written communication skills; they promote active, independent learning and embrace the philosophy of improving student writers, not their writing. This goal is met through face-to-face consultations with students, via online help, and with telephone support.

**The UWC Web site for faculty** [[http://acad.pvamu.edu/content/langcomm/writing\\_ctr.html](http://acad.pvamu.edu/content/langcomm/writing_ctr.html)] offers help with writing pedagogy and information about developing writing-intensive courses. Individual consultations or workshops on topics related to writing-intensive courses can be arranged by calling (936)857-331 or by visiting the Web site. The Writing Center is located in Hilliard Hall, Rm. 118. Call for hours of operation.

University Writing Center  
Dr. James M. Palmer  
Assistant Professor of English  
Writing Center Director  
(936)261-3723  
[jmpalmer@pvamu.edu](mailto:jmpalmer@pvamu.edu)

### Center for Academic Support

Center for Academic Support provides academic enhancement for the entire university community. The Center staff provides individual and group tutoring, Supplemental Instruction, graduate and professional exam preparation and academic workshops in study skills and content specific topics.

PVAMU students are encouraged to visit the CAS which is equipped with ample resources, to include computing equipment, reference texts, and instructional programs visual aids. Trained peer tutors. Graduate assistants and volunteer tutors are ready to assist you with your studies, either on an individual or group basis in these subjects:

College Algebra	Analysis of Algorithms
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<b>Calculus</b>	<b>Computer Science</b>
<b>Trigonometry</b>	<b>Network Analysis</b>
<b>Differential Equations</b>	<b>Economics</b>
<b>Basic Math</b>	<b>Management</b>
<b>Calculus &amp; Analytical Geometry</b>	<b>Production</b>
<b>Probability &amp; Statistics</b>	<b>Financial Accounting</b>
<b>Physical Science</b>	<b>Principles of Finance</b>
<b>General Biology</b>	<b>Concepts of Accounting</b>
<b>College Biology</b>	<b>History I &amp; II</b>
<b>Botany</b>	<b>Political Science I &amp; II</b>
<b>Genetics</b>	<b>English Comp. I &amp; II</b>
<b>Physics</b>	<b>Advance Comp.</b>
<b>General Chemistry</b>	<b>Organic Chemistry</b>
<b>Intro to Literature</b>	<b>Spanish I, II, III, IV</b>
<b>Network Theory</b>	

The tutoring program is located in the John B. Coleman Library in Room 209. It is open at 8 a.m. – 11 p.m., Monday – Thursday, Friday 8 a.m. – 5 p.m. and closed Saturday and Sunday.

Center for Academic Support  
Phone: (936) 857-2094  
Fax: (936) 857-2542

## Useful Contacts

<p><b>Dr. E. Joahanne Thomas-Smith</b> Provost and Senior Vice President for Academic and Student Affairs A.I. Thomas Administration Bldg., Ste. 219 (936) 261-2175 <a href="mailto:ejtsmith@pvamu.edu">ejtsmith@pvamu.edu</a></p>	<p><b>Mrs. Ella Anderson</b> Executive Assistant Office for Academic and Student Affairs A.I. Thomas Administration Bldg., Ste. 218 (936) 261-2171 <a href="mailto:elanderson@pvamu.edu">elanderson@pvamu.edu</a></p>
<p><b>Dr. Michael L. McFrazier</b> Associate Provost for Academic and Student Affairs A.I. Thomas Administration Bldg., Ste. 216 (936) 261-2175 <a href="mailto:mlmcfrazier@pvamu.edu">mlmcfrazier@pvamu.edu</a></p>	<p><b>Mrs. Brenda Anderson</b> Administrative Assistant Office for Academic and Student Affairs (936) 261-2170 A.I. Thomas Administration Bldg., Ste. 220 <a href="mailto:bdanderson@pvamu.edu">bdanderson@pvamu.edu</a></p>
<p><b>Dr. Grace Goodie</b> Speaker, Faculty Senate College of Agricultural &amp; Human Sciences CARC AGRICULTURAL RESEARCH LAB Rm-129 (936) 261-2508 <a href="mailto:glgoodie@pvamu.edu">glgoodie@pvamu.edu</a></p>	<p><b>Mrs. Michelle A. Davis</b> Executive Secretary Office for Academic and Student Affairs A.I. Thomas Administration Bldg., Ste. 215 (936) 261-2172 <a href="mailto:madavis@pvamu.edu">madavis@pvamu.edu</a></p>
<p><b>Dr. James Northern</b> Faculty Handbook Committee Chair Department of Electrical and Computer Engineering (936) 261-9917 <a href="mailto:janorthern@pvamu.edu">janorthern@pvamu.edu</a></p>	<p><b>Dr. George Brown</b> Faculty Handbook Committee Department of Biology (936) 261-3164 <a href="mailto:gebrown@pvamu.edu">gebrown@pvamu.edu</a></p>
<p><b>Dr. Joy Marshall</b> Faculty Handbook Committee Department of Biology (936) 261-3167 <a href="mailto:jlmarshall@pvamu.edu">jlmarshall@pvamu.edu</a></p>	<p><b>Dr. Paula Moore</b> Faculty Handbook Committee Department of Psychology (936) 261-5219 <a href="mailto:pamoore@pvamu.edu">pamoore@pvamu.edu</a></p>
<p><b>Dr. Lee Henderson</b> Speaker Emeritus, Faculty Senate Department of Biology (936) 261-3168 <a href="mailto:lehenderson@pvamu.edu">lehenderson@pvamu.edu</a></p>	

## Additional Useful Contacts

<p><b>Identification Cards</b> Room 107 Memorial Student Center (936) 261-1700</p>	<p><b>Library Cards</b> Front Desk – Circulation John B. Coleman Library (936) 261-1542</p>
<p><b>Parking Permits</b> Room 117 Harrington Science Building (936)-261-1701 or 1709</p>	<p><b>Athletics</b> Room 124 New Athletic Complex (936) 261-9100</p>
<p><b>Employee Clearance Procedures</b> Room 109 Harrington Science Building (936) 261-1730</p>	<p><b>Computing Technology</b> S. R. Collins (936) 857-2525</p>
<p><b>Safety and Security</b> Room 105 Central Receiving Building (936) 857-4313</p>	<p><b>Environmental Safety</b> Room 104 Harrington Science Building (936) 261-1745</p>
<p><b>Payroll Services</b> Room 114 W. R. Banks Building (936) 261-1925</p>	<p><b>Telephone Services</b> Room 005 Hilliard Hall (936) 857-3311</p>
<p><b>Grants and Contracts Administration</b> Room 104 Harrington Science Building (936) 261-1740</p>	<p><b>Food Services</b> Memorial Student Center Sodexo Marriott Food Service (936) 857-4326</p>
<p><b>Ordering of Textbooks and Classroom Materials</b> University Book Store Memorial Student Center (936) 857-4221</p>	<p><b>Health Services</b> Room 101C Owens-Franklin Health Center (936) 857-2511</p>
<p><b>Technical Help Desk</b> (936) 857-2525</p>	