

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.