

Faculty Handbook

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Commitment to Affirmative Action and Equal Opportunity

Sam Houston State University declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination in the provision of educational and other services to the public.

Sam Houston State University reaffirms its policy of administering all educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, disability, or other characteristic which cannot lawfully form the basis for provision of such service.

It is the University policy that each applicant will be considered for employment solely on qualifications for the position without regard for race, color, national origin, religion, sex, age, disability, or prior military service. Also, the University is an Equal Opportunity/Affirmative Action Employer, and vigorously supports nondiscriminatory policies in the initial employment process and in advancement opportunities for our employees.

Description and Governance of Texas Higher Education

Final authority for Texas higher education rests with the Legislature, which creates all public institutions; makes all appropriations; determines policy; accepts or overrules decisions of the Coordinating Board; and influences appointments through the advice and consent powers of the Senate.

The Texas Legislature sets broad policy, while delegating implementation to appropriate officials. The legislature has responsibility for financing public higher education, and authorizes funding methods to promote educational quality while demanding effective resource management and accountability.

Texas Higher Education Coordinating Board

The Coordinating Board, Texas College and University System, was created under that name by the Texas Legislature in 1965 for the purpose of achieving excellence for college education through efficient and effective utilization and concentration of all available resources and eliminating costly duplication in program offerings, facilities, and physical plants. Additional duties are assigned by the Legislature from time to time. The Board reports biennially to the Governor and Legislature on statewide needs in higher education. This board serves as a planning body to advise the Legislature on higher education and to coordinate designated services statewide.

Board of Regents

The Texas State University System

The official governing body of Sam Houston State University is the Board of Regents of The Texas State University System. Institutions governed by this board are: Lamar University - Beaumont, Lamar University - Orange, Lamar University - Port Arthur, Lamar University Institute of Technology, Sam Houston State University, Texas State University – San Marcos, Sul Ross State University, and Sul Ross Rio Grande College. A publication, RULES AND REGULATIONS, The Texas State University System, adopted September 1, 1980, and revised annually, is both current and comprehensive in identifying, defining, and describing Board authority and policies of governance.

THE FACULTY HANDBOOK
SAM HOUSTON STATE UNIVERSITY
Huntsville, Texas
A Member of The Texas State University System

EFFECTIVE:

September 1, 1980

Revised, April, 1982

Revised, April, 1983

Revised, May, 1984

Revised, September, 1986

Revised, September, 1989

Revised, November, 1990

Revised, September, 1991

Revised, October, 1995

Revised, August, 2007

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution

The Faculty Handbook is composed of Section A which contains general information, Section B which contains policies and procedures and appendices of organizational charts, and additional links to other helpful resources for new faculty members.

PREFACE

The Faculty Handbook is an official Sam Houston State University publication designed to provide guidelines for the faculty concerning policies and procedures under which the University operates. The channels of administration and the functions of the various administrative offices and committees are described in this publication to indicate sources to which a faculty member may refer for additional information and guidance.

It is an expectation of each faculty member of the component university to become acquainted with and to conform to all the rules and regulations relating to his/her appointment and to the proper and orderly discharge of his/her work as set forth in both

the Board of Regents' RULES AND REGULATIONS and the University Faculty Handbook; in catalogs, class schedules and other official publications; and on printed or other material regularly prepared for the use of the faculty.

The policies set forth below are current at this time. However, all University policies and rules are subject to change and may be changed without prior notice. The University anticipates that the Board of Regents, The Texas State University System, will adopt changes in its Regents' rules that will alter some of the policies stated herein. The University will publish important changes as soon as practical after they occur.

An effort has been made to address any conflicts, but in the unlikely event of any conflict between the Faculty Handbook and the Board of Regents' RULES AND REGULATIONS, the RULES AND REGULATIONS prevail.

Policies included in Section B of this Handbook are linked directly to the Academic Policy Manual, Administrative Policies and Procedures, Human Resources Policy and Procedure, President's Office Policy and to the Board of Regents' RULES AND REGULATIONS where applicable. It may be necessary to scroll down to locate the appropriate policy once the link has been opened.

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MISSION STATEMENT

Sam Houston State University Institutional Mission Statement*

University Mission

Sam Houston State University is a multicultural institution whose mission is to provide excellence by continually improving quality education, scholarship, and service to its students and to appropriate regional, state, national, and international constituencies.

University Goals

- Promote students' intellectual, social, ethical, and leadership growth.
- Recruit and retain qualified, dedicated faculty and support staff.
- Recruit and retain qualified, motivated students.
- Provide the necessary library and other facilities to support quality instruction, research, and public service.
- Provide an educational environment that encourages systematic inquiry and research.
- Promote and support diversity and provide for equitable opportunities for minorities.
- Offer a wide range of academic studies in preprofessional, baccalaureate, master's, and doctoral programs.
- Collaborate with other universities, institutions, and constituencies.
- Provide instructional research and public service through distance learning and technology.

History

Sam Houston State University, located in Huntsville, Texas, serves one of the most diverse populations of any educational institution in the state. The university is committed to the development of its creative resources so that it can adapt to the changing educational needs of its constituency while maintaining the highest quality in the traditional curricula. The institution was created by the Texas Legislature in 1879 as Sam Houston Normal Institute to train teachers for the public schools of Texas. During the following four decades, instruction was offered in the natural sciences, agriculture, home economics, manual training, geography, sociology, and foreign languages. The baccalaureate degree was first awarded in 1919.

The next twenty years witnessed rapid and dramatic changes, including a name change to Sam Houston State Teachers College in 1923. Two years later, the college was admitted to membership in the Southern Association of Colleges and Schools (SACS) as an accredited institution of higher learning. The institution began to expand its programs, and a graduate degree was authorized in 1936, a development which expanded the curriculum from its sole emphasis on teacher training to emphasis on preparation in a variety of fields.

Following World War II, an increase in students and faculty as well as a wide range of faculty-research activities provided impetus for the emergence of a multi-purpose institution. By 1960, about 25 percent of the graduating seniors were receiving degrees in fields other than teaching. Degrees were offered in the social and communication sciences; the biological, physical, and soil sciences; business administration; the fine arts; the humanities; and education. A growing emphasis on research allowed faculty to make significant contributions in their fields beyond the classroom, and these activities were accompanied by an increasing diversity in the student body as more out-of-state and foreign students began seeking degrees at Sam Houston. In recognition of these developments, the institution's name was changed by the Texas Legislature to Sam Houston State College in 1965, and in that year the Texas Legislature established as an integral part of the institution The Institute of Contemporary Corrections and the Behavioral Sciences.

During the following years, there was a rapid increase in the enrollment of students with diversified backgrounds, interests, and aspirations, which necessitated continuous examination of programs, faculty, and facilities. The number of graduate degrees

conferred increased significantly in the late 1960s, and the Texas Legislature, recognizing the changes that had taken place during the course of the institution's history, changed the name of the institution to Sam Houston State University in 1969.

In the decade of the 1970s, 1980s, and 1990s, the University continued to expand its offerings to keep pace with its dynamic environment by adding degree programs at all levels. These additions were accompanied by significant improvement in faculty credentials and growth in faculty research activities.

Currently Sam Houston State University, a member institution in The Texas State University System, is organized academically into five colleges: Arts and Sciences, Business Administration, Criminal Justice, Education, and Humanities and Social Sciences. Students are offered an extensive range of bachelor's and master's degrees, as well as doctorates in selected areas. The faculty and the university are recognized regionally, nationally, and internationally.

*The Mission Statement for Sam Houston State University was approved, during the four-year cycle, by the Texas Higher Education Coordinating Board, January 27, 2005

The Student Community

Sam Houston State University is dedicated to the intellectual, social, and moral development of students in order to provide responsible leaders who will work effectively in a democratic society. The University is concerned with the total life of the student. As a responsible participant in the societal process of American democracy, a student's full and balanced maturity is viewed as a major goal of education and, as well, a necessary means to fullest development as a citizen. Students respond to their campus environments as total persons; hence, their lives cannot be divided into segments. Educational leadership ultimately transcends administrative divisions of the University in efforts to increase the impact of the whole university experience on student development.

General Rights and Responsibilities of Students Upon enrollment in Sam Houston State University--an act of the student's own choosing contingent upon having met entrance requirements--the student assumes responsibilities of several citizenships, subject to the penal and civil statutes of the State and Federal governments, regulations and policies of the Board of Regents and of the University. It is the students' responsibility to conduct themselves in a manner compatible with the University's function as an educational institution, to be fully acquainted with all published regulations and policies of the University, and to comply with these regulations and policies.

The students' general rights include, but are not limited to: the right to make the best use of their time and talents towards educational objectives; the right of respect for personal feelings; freedom from indignity of any type; the right to be secure in their persons, living quarters, papers, and effects against unreasonable search and seizures; the right of freedom of expression, assembly, and inquiry as defined by the Bill of Rights of the Constitution within the framework of established policies; the right to confidentiality in student records as provided by law; the right to inquire about and to recommend improvement in policies, regulations, and procedures affecting the welfare of students; the right to participate in organizations within the limits imposed by their responsibility to each other and to the University; and the right to participate in and receive benefit from University services including: health, counseling, financial aid, academic departmental advising, and others.

Administration of Discipline

The authority to establish and enforce regulations of the University is vested in the Board of Regents. The responsibility of enforcing regulations and imposing penalties is delegated through the President to the Associate Vice President for Student Services and designated associates. The administration of student discipline is recognized as a vital part of the educational process. The University must exercise its role in all disciplinary procedures so that the student is guaranteed the right of due process of law.

University Policies Governing Students

In establishing policies, the University strives to achieve a balance between individual independence and essential control while maintaining an atmosphere conducive to intellectual and personal development. The conditions which apply to the courses of

study, degree requirements, other academic requirements which the student is required to meet as well as other general regulations are set forth in writing in the University catalogs. Policies governing student life are published in the current Student Guidelines. Students will be presumed to know and abide by its contents.

Only those students who graduated from high school in the current academic year are required to live on campus and purchase a 15, 20, or any 160 meal plan for an academic year. Anyone signing an academic year housing/meal plan contract will be expected to fulfill the terms of that contract. Specific policies and conditions of on-campus housing are available at the Department of Residence Life.

University Mission

University Goals

University History

University Organization and Administration

The organizational structure of Sam Houston State University is basically one of line and staff. The President is the chief operating officer of the University and reports to the Board of Regents, The Texas State University System. Reporting to the Office of the President are the Provost and Vice President for Academic Affairs, Vice President for Finance and Operations, Vice President for Student Services, Vice President for University Advancement, and Vice President for Enrollment Management, Assistant to the President, Director of Athletics, and the Internal Auditor. *Appendix I provides the organization chart (January, 2007) for the University. *

President of the University

The President is directly responsible to the Board of Regents, The Texas State University System, by whom he is employed. He is charged with the responsibility of developing and maintaining efficiency and excellence within the University. All administrative channels--academic, student, and fiscal-- are ultimately responsible to the President who accepts responsibility for all facets of the University's operations. The President speaks for the University in its relations with the Texas Higher Education Coordinating Board, with members of the State Legislature, and with the Governor and members of the Governor's Staff.

President's Cabinet

Membership to the President's Cabinet is by virtue of administrative position, consists of the President, Provost and Vice President for Academic Affairs, Vice President for Student Services, Vice President for Finance and Operations, Vice President for Enrollment Management, Vice President for University Advancement, and the Assistant to the President and is chaired by the President. The stated purpose of the President's Cabinet is: to study, review, and make recommendations on matters brought up by the committee members; to consider University-wide issues and make recommendations where appropriate; to disseminate information on University activities; and to coordinate, when necessary, University-wide activities and policies.

Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer and reports directly to the President of the University. Responsibilities of this position include the supervision of all matters, policies, procedures, and activities within the Division of Academic Affairs. Reporting to the Provost are the Academic Deans, Graduate Deans, Associate Vice-President for Academic Affairs, Associate Vice President for Research and Special Programs, and the Director of the Library.

Vice President for Finance and Operations

The Vice President for Finance and Operations is the chief fiscal officer of the University and reports directly to the President. Responsibilities of this position include: developing and maintaining basic financial accounting and record systems, developing and maintaining a fiscal management information system for use as historical data and projections, submitting financial status reports to the President, preparing the annual budget, and managing funds belonging to the University. Reporting to the Vice President

for Finance and Operations are Associate Vice Presidents of Finance and Operation and Information Resources, and the Directors of the Business Office, Human Resources, Physical Plant, Purchasing, Public Safety Services and the Sam Houston Press.

Vice President for Enrollment Management

Reporting to the Vice President for Enrollment Management are the Assistant Vice President for Enrollment Management and Directors of Career Services, Residence Life, and Undergraduate Admissions, and the Registrar.

Vice President for Student Services

Reporting to the Vice President for Student Services is the Associate Vice President for Student Services, the Dean of Students, and the Directors of the Bearkat OneCard, Counseling Services, Health Center, and Student Activities.

Vice President for University Advancement

The Vice President for University Advancement is responsible for coordinating the fund development efforts for the university and reports directly to the President. This office seeks ways to increase the university's capacity to serve its community and provides opportunities for individuals, corporations, foundations and groups to share in the institution's educational endeavors by providing resources not available through state and federal appropriations. Reporting to the Vice President for University Advancement are the Directors of Alumni Relations, Development, Marketing, Museum, and Public Relations.

Other Administrative Officers of the Division of Academic Affairs

Academic Deans

The Academic Deans are the administrative heads of the university's academic colleges. They report to the Vice President for Academic Affairs and Student Services provide liaison between the colleges and the vice president in the administrative structure. They are charged with the responsibility for all programs on instruction, research and public service carried on by their respective colleges. These duties include the development, coordination and implementation of core curricula in all programs within their respective colleges and integration of instructional programs within and among the departments under their authority. Deans are expected to formulate objectives, policies and standards for their respective colleges, to supervise the current operations of the instructional programs, and to communicate with department chairs, program coordinators, faculty, and students under their jurisdiction. In faculty matters, their responsibilities include making recommendations to the Vice President for Academic Affairs and Student Services for employment, retention, and advancement of personnel assigned to the college in accordance with university policies addressing affirmative action, promotions, staffing, tenure, etc. Each dean also reviews, endorses, and forwards department chairs' proposals to the Vice President for Academic Affairs and Student Services.

Each dean is responsible for the coordination and supervision of all graduate programs within his/her college, including the supervision of departmental advisement of graduate

students, the review of graduate courses and curricula, the submissions of recommendations regarding the awarding of assistantships and fellowships after consultation with department chairs and the maintenance of student records of candidates for advanced degrees. These duties are performed within the general procedural guidelines established by the Office of the Vice President for Academic Affairs and Student Services.

A dean may call meetings of any number of department chairs and faculty within the college in order to seek advice, receive recommendations and initiate discussion concerning the policies and programs applicable to the departments/divisions within the college. Each dean assists in the preparation of the budget and is responsible for overseeing the judicious expenditure of funds allotted to the operation of each department within the jurisdiction.

Assistant and Associate Deans

Within selected colleges, the position of Associate Dean and/or Assistant Dean is utilized. Each position is detailed by duties and responsibilities as set forth by the appropriate dean.

Associate Vice President for Academic Affairs

The Associate Vice President for Academic Affairs reports to the Provost and Vice President for Academic Affairs and is charged with a broad spectrum of academic concerns including the Academic Common Market and out-of- state/foreign and off-campus instruction. Reporting to this position are: Chair, Military Science Department; Student Liaison for University Center; Director of International Programs, Coordinator, Correspondence Course Division.

Associate Vice President for Research and Sponsored Programs

The Associate Vice President for Research and Sponsored Programs reports to the Provost and Vice President for Academic Affairs. The responsibilities assigned to this position include: reviewing and recommending approval, as appropriate, of all proposals for external funding of grants and contracts for research; coordinating university research activities; serving as Chair of the Research Council; providing assistance to faculty members in the preparation of external grant proposals and contracts for research funding; and oversight of certain sponsored programs.

Associate Vice President for Student Services

The Associate Vice President for Student Services reports to the Vice President for Student Services and is charged with a broad spectrum of student concerns embracing a student development philosophy which stresses the holistic development of individuals. Programs and services offered complement the educational mission of the university.

Associate Vice President for Academic Affairs and Dean of Graduate Studies

The Associate Vice President for Academic Affairs and Dean of Graduate Studies reports to the Provost and Vice President for Academic Affairs. The responsibilities assigned to

this position include coordinating university graduate studies and serving as Chair of the Graduate Council.

Department Chairs

Each department chair is responsible for the effective and efficient operation of the instructional programs under his/her authority. The department chair determines the teaching duties of the departmental faculty, holds regular staff meetings and directs academic counseling within the department unit.

Aided by the counsel of the faculty, he/she develops and revises the curricula of the department in a manner consistent with both current and long-range requirements. The chair takes the initiative in faculty recruitment and prepares dossiers on prospective faculty for the dean to present to the Vice President for Academic Affairs and Student Services. The chair makes recommendations concerning the continuing employment or promotion and salary increments of faculty within the department and is responsible for ensuring compliance with affirmative action and equal employment policies and guidelines. Upon notification by the Standing Faculty Tenure Committee specifying the week of the tenure election, the chair, regardless of his/her tenure status, will call the tenure election, transmit the results of the votes to the chair of the Standing Faculty Tenure Committee, and send a report to the dean of the college along with his/her recommendation for or against tenuring the candidate.

Director of the Criminal Justice Center

The Director of the Criminal Justice Center is responsible for the physical facilities of the Center and all non-academic programs, including the Continuing Education Program, Media Center, University Hotel and other support services such as site contract training, and staff development.

Director of Institutional Research

The Director of Institutional Research reports to the Provost and Vice President for Academic Affairs and is responsible for conducting research and analysis to support administrative decision making; developing management information systems to provide information for assessment of university educational and non-educational programs, as well as strategic and tactical plans; and reconciling the potential conflict between traditional college values and accountability methods.

Director of the Newton Gresham Library

The Director of the Newton Gresham Library is responsible to the Provost and Vice President for Academic Affairs for library administration and operation and for the effective use of library facilities by faculty, students, and staff. Accordingly, the Director of the Newton Gresham Library works with a university committee to develop and expand the library program as an integral part of the educational program of the University.

Director of Undergraduate Admissions

The Director of Undergraduate Admissions reports to the Associate Vice President for Academic Affairs. The Director is responsible for administering policies and procedures of the University relating to the admissions of undergraduate students. The responsibilities include: administering ACT, SAT, GRE, GMAT, and CLEP tests; student recruiting; and screening undergraduate foreign students.

Program Coordinators

In several academic departments, one or more program coordinators may be appointed to assist the department chairs with administrative responsibilities. Both the size of a department and the diversity of instructional programs included therein are the factors influencing the need for program coordinator positions. The duties of program coordinators vary from program to program. However, most often these roles entail responsibilities associated with advisement, curriculum, personnel matters, scheduling, property inventories, and budget management.

Registrar

The Registrar reports to the Vice President for Enrollment Management. The Registrar coordinates the registration of all students and maintains their academic records. The Registrar's Office is responsible for making final degree checks for degree candidates, for publishing class schedules, certifying veterans to the Veteran's Administration, and furnishing the university community with statistics relative to student enrollment. The Registrar's Office also furnishes pertinent statistical data and information concerning registration as required to authorized external agencies.

The University Faculty Senate

The Charter and by-laws of the University Faculty Senate are available on line. Additionally, the University Faculty Senate web page will provide the current roster, minutes and other information pertinent to faculty affairs and governance.

University Services and Miscellaneous Information

Abandoned and Unclaimed Personal Property

Abandoned and unclaimed personal property discovered on a system component campus shall be turned over to the campus security department for safekeeping and standardized handling. Property shall be considered abandoned if it appears from the circumstances under which the component comes into possession of the property that the owner has thrown it away or has voluntarily left or lost it without any intent or expectation to regain it.

Abandoned and unclaimed personal property acquired by the campus security office department of a system university shall be held for a minimum of one hundred and twenty (120) days from the time the campus security office acquires the property. If the property is reclaimed during that time, the university may charge the owner a reasonable storage fee. Campus security will develop appropriate procedures to assure the return, if possible, of unclaimed personal property to the proper owners. Such procedures shall be published in all appropriate university handbooks and catalogs.

After one hundred and twenty (120) days, and after appropriate property checks which reflect the value of the property have been made (such as, but not limited to the National Crime Information Center), the item may be sold as part of a normal university surplus property sale.

Bookstore

Campus Radio and Television Stations

The Department of Mass Communication provides original programming each week during the academic year on KSHU, Cable Channel 7 and programming daily on KSHU-FM. The campus radio station, 90.5, KSHU-FM, broadcasts local news and a variety of music formats. Announcements of campus activities and meetings are regular features on the station.

Bernard G. Johnson Coliseum

The Bernard G. Johnson Coliseum is a multi-purpose building which has the greatest indoor seating capacity on campus for events such as commencement and student entertainment. During games of basketball and other similar sports, the coliseum can provide 6,100 fixed seats and during events such as commencement, the seating capacity can be increased up to 7,100 seats.

Correspondence Courses

Computer Services Department

Computer accounts are available to all students, faculty and staff members. These accounts are kept active for the length of employment and as long as a student is enrolled. Questions regarding SHSU's computer resources may be addressed to HELPDESK@SHSU.EDU.

Credit Union

All regularly employed Sam Houston State University faculty and staff and their immediate families are eligible for membership in the Walker County Federal Credit Union

Faculty Organizations

Many learned societies enroll members of the Sam Houston faculty, and a number of them have local chapters. Three organizations that are concerned with professional interests of university professors have local chapters that seek campus-wide membership of instructional personnel and library staff.

1. American Association of University Professors- A national, professional organization of college teachers devoted particularly to the promotion of academic freedom, professional ethics, and tenure safeguards.
2. Texas Association of College Teachers- A state organization of faculty personnel of state-supported colleges and universities to provide a liaison between college teachers and the Legislature and other agencies of the state government.
3. Texas Faculty Association- A state organization working to promote the welfare of faculty members and to improve the quality of higher education. It works to influence decisions on higher education funding and policy.

Fine Arts Performances and Exhibits

Art

Music

Dance

Theatre

University Hotel

The University Hotel is part of the Criminal Justice Center and located on the corner of 16th Street and Avenue H. The hotel services criminal justice conferences and workshops, as well as numerous University-related functions.

Insurance

Health/Life and Long-Term Disability group insurance programs are available to all faculty members. Optional long-term disability and additional life plans are also available. Premiums are deducted monthly from a member's paycheck. Coverage during summer vacation is subject to pre-payment. Further information may be obtained from the Human Resources Department.

Newton Gresham Library

The Newton Gresham Library provides reference, interlibrary loan, circulation, acquisition, and other library services to the faculty, staff, and students as well as visiting scholars and off-campus borrowers. The Library contains more than 1.3 million books, bound periodicals, and government documents on open shelves. The onlineLibrary catalog SamCat, along with many full-text electronic databases are available on campus, and off-campus with verification of SHSU affiliation.

Rare books and special collections on Texas, the Southwest, Mark Twain, Gertrude Stein, the Civil War, Library Science, Criminal Justice, and other topics are located in the Thomason Room.

Library instruction services, subject and assignment guides, Inter-Library Loan and FacultyDirect services are available to assist faculty members in utilizing library resources in classes and in research.

Lowman Student Center

The Lowman Student Center is the community center for all members of the University family--students, faculty, administrators, alumni and guests. It is more than a building; it is an organization and a program, which together represent a well-considered plan for the community life of the University constituencies. The Lowman Student Center provides the numerous services, conveniences, and amenities which members of the University community may require while on campus.

Parking and Traffic Regulations

All faculty, administration, administrative staff, staff employees, and students, full or part-time, who operate or expect to operate a motor vehicle, motorcycle, or motor-driven vehicle on University property, regularly or occasionally, are required to register the vehicle with the Department of Public Safety-Services and obtain a parking decal assigning a designated color area for parking. All University parking facilities are marked according to color zone areas. Faculty, administration, administrative staff, and staff employees are requested to park in white color zone areas. Parking regulations for business hours are enforced from 7:00 a.m. until 5:00 p.m., Monday through Friday.

Parking permits are obtained from the Department of Public Safety-Services located in the Sam South Center, 843 South Sam Houston Avenue. All citations for University parking violations must be resolved in person or by mail to the Cashier at the University Police Office within ten (10) school days after issuance. All moving violations will be issued on a citation out of the Justice of Peace Court and will be adjudicated in Justice of Peace Court in Walker County, Texas.

Public Relations

The University provides news about students, employees, and programs through its Public Relations Office. Releases are distributed on each student named to the President's Honor Roll or the Dean's List of Academic Honors, and on all persons receiving degrees. Publicity is also provided regarding other awards, achievements, and activities.

Public Safety-Services

The University police officers are peace officers as defined under the laws of the State of Texas. The primary responsibility of the University Police is the safety and security of the university community. They restrict their patrol activities to those streets adjacent to and within University property. They do not make initial calls within areas of

responsibility of the Huntsville Police Department and will respond only upon request for assistance by the Huntsville Police Department.

The University Police have requested the assistance of each faculty member to aid in the security and safety of the university community, its members, and their properties. Each faculty member has a responsibility to cooperate in maintaining the security of all buildings, offices, classrooms, and University property, especially those for which he/she is assigned keys.

Retirement Program

Faculty members are required by state law to participate in either the Teacher Retirement System of Texas (TRS) or an Optional Retirement Program (ORP). Comparative literature is available in the Human Resources Department. Briefly, TRS is a group-defined benefit program; ORP is an individual-defined contribution program comprised of plans provided by annuity and insurance companies licensed to do business in Texas. All faculty members are automatically enrolled in TRS except qualified full-time faculty who elect to participate in ORP within 90 days of achieving eligibility. The decision to elect ORP should be made after careful study and a comprehensive comparison of benefits available from TRS and those offered from ORP companies. Enrollment in ORP in lieu of TRS is a one-time decision with few exceptions--discuss this matter with the Human Resources Department staff before you enroll in an ORP program. The employee's contributions to the Optional Retirement Program are tax sheltered and shall fall within the Internal Revenue Service ruling on the Optional Retirement Program for tax-sheltered annuity programs for employees of public schools and certain tax-exempt organizations.

Safety Program

The University Safety Office is responsible for administering safety programs designed to assure a safe and healthful campus environment for all students, faculty and staff. These programs include fire, health, and occupational safety; safety audits of any unsafe conditions noted by the Safety Coordinator and/or reported within University property.

University Women

Sam Houston University Women is a private social organization which is neither sponsored nor supported, in whole or in part, by the University. The purpose of the organization is to promote friendship and provide a broad array of interesting activities for the participation of its members. Membership in this organization is open, on a voluntary basis, to women employed full time by Sam Houston State University and women whose husbands are currently full time faculty or administration at Sam Houston State University. Retired women faculty, retired full time women employees, spouses of retired or deceased faculty or administration shall serve as honorary members. Newcomers is an organization associated with the Sam Houston University Women. Membership in Newcomers is limited to the first two years of affiliation with SHSU.

Faculty Adherence to Class Schedule and Absences of Faculty

Most faculty-student contacts are made in the classrooms and faculty members' offices. Classes are scheduled to meet on specified days and for a specific length of time. Special holidays or other exceptions to the schedule, if not stated in the official calendar, are proclaimed in written announcements from the President or from the Provost and Vice President for Academic Affairs. Adherence to the final examination schedule and the proper completion of all duties associated with the opening and closing of a semester are required.

The Board of Regents of The Texas State University System, in their Rules and Regulations, has adopted the following policy concerning faculty absences, [Chapter V, Subsection 4.82, "Absences."](#)

Specific questions related to faculty absences and definitions of terms are addressed in Human Resources Policy [B-1, "Employee Leaves"](#) and in Academic Policy Statement 800215, ["Faculty Administrative Leave Program."](#)

Academic Advisement and Mentoring

The Student Advising and Mentoring Center (SAM Center) was established in 2002 to accommodate academic advising of undergraduate students and to provide mentoring programs for all students to help them succeed in their academic programs. A cadre of faculty and professional advisors is available to help students with the planning and execution of their academic pursuits. Students have access to trained, expert advisors who can explain all aspects of the academic experience. Advisors become students' guides through their tenure at the University. The SAM Center offers a wide variety of mentoring programs for all students, such as study skills, GRE preparation, and an inspirational lecture series by successful professionals. The SAM Center designs programs to help individual students and works directly with faculty and administrators to help students with individual classes.

Academic Dishonesty

The University expects students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Accusations of academic dishonesty, proceedings and subsequent disciplinary actions are addressed in the Texas State University System, Board of Regents policy on Academic Honesty, [Chapter VI, Subsection 5.3, “Academic Honesty”](#) and in the University’s Academic Policy Statement 810213, [“Procedures in Cases of Academic Dishonesty.”](#)

Academic Freedom and Responsibility

Sam Houston State University is committed to academic freedom and is in accord with the Rules and Regulations of the Board of Regents of the Texas State University System, [Chapter V, Subsection 4.7, “Rights and Responsibilities as a Teacher and Citizen.”](#) This policy addresses specifically the academic freedom accorded a faculty member, and the responsibilities and duties required of a faculty member as both a teacher and a citizen.

To safeguard and protect the academic freedom of faculty members, Sam Houston State University has adopted Academic Policy [820830 "Faculty Grievance Procedure"](#) and adheres to the following policies of the Texas State University System as stated in the Board of Regents' Rules and Regulations:

[Chapter V, Subsection 4.14 “Reappointments”](#)

[Chapter V, Subsection 4.27 “Non-reappointment and Denial of Tenure”](#)

[Chapter V, Subsection 4.4 “Faculty Grievances”](#)

[Chapter V, Subsection 4.5 “Termination and Due Process Procedures.”](#)

Academic Grievance Procedures for Students

Students are provided with a procedure to address any grievance they may have of an academic nature. This includes disputes over course grades, unauthorized class absences or tardiness, suspension for academic deficiency, and an instructor's alleged unprofessional conduct related to academic matters. The policy also includes disputes involving graduate comprehensive and oral exams, theses and dissertations. These and other matters pertaining to an academic grievance are addressed specifically in Academic Policy Statement [900823, "Academic Grievance Procedure for Students."](#)

Academic Instructional Staffing

The University assumes responsibility for academic instructional staffing, as addressed in Academic Policy Statement [800114, “Academic Instructional Staffing.”](#) To that end, the University is an equal opportunity/affirmative action employer, and maintains a commitment to affirmative action as required by Executive Order 11246, as amended by Executive Order 11375 of the Board of Regents of The Texas State University System, and addressed in the Rules and Regulations, [Chapter V, Subsection 2.11, “Equal Employment Opportunity.”](#) It is also addressed in Sam Houston State University, Human Resources Policy [ER-4, “Affirmative Action Plan.”](#)

Academic Policy Statements

The [Academic Policy Manual](#) in its entirety is available under the Key Source Documents Folder. Select from the Faculty section, Curriculum and Instruction section, or the Student section. Individual Academic Policy Statements are linked from within this Faculty Handbook when appropriate.

Administrative Office Hours

All administrative offices shall be open 8:00 am to 5:00 pm, Monday through Friday, except for designated holidays. For the complete policy please see the President's Office Policy [PRE-14, "Office Hours."](#)

Affirmative Action and Equal Employment Opportunity

Sam Houston State University supports and complies with the Rules and Regulations of the Board of Regents of The Texas State University System, specifically, [Chapter V, Subsection 2.11, "Equal Employment Opportunity."](#) The University has an Affirmative Action Plan, Human Resources Policy [ER-4, "Affirmative Action Plan"](#), in accordance with the requirements of the Board of Regents' Executive Order 11246, as amended by Executive Order 11375. See also the Academic Instructional Staffing entry of this handbook.

Alcohol Beverage Policy

The sale or service of alcoholic beverages on the Sam Houston State University campus is not permitted except in “special use” buildings or facilities designated and approved by the

University president. Departments, individuals, or sponsoring organizations of events are required to write a letter to the president requesting permission to serve alcohol.

The possession and consumption of alcoholic beverages on any property owned and/or controlled by Sam Houston State University are prohibited except where permitted explicitly by published policy. The legal age for purchase, consumption and /or possession of alcoholic beverages in the State of Texas is 21 years of age. Violators of this state law and University policy will be subject to University penalties and criminal charges. Full coverage of the policy is discussed in President’s Office Policy [PRE-01, “Alcohol Beverage Policy.”](#)

Americans with Disabilities Act

It is the policy of Sam Houston State University that no otherwise qualified individuals shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program or activity. To that end, the University complies with the Americans with Disabilities Act of 1990, and has created Academic Policy Statement [811006](#), “[Disabled Student Policy](#).” For information regarding resources and services available to students please contact the ADA Coordinator in the Counseling Center.

Appointments to the Faculty

In the process of an appointment the dean/director of the college/library will verify the preferred candidate's previous experience and performance with administrative officers for whom the candidate has previously worked. Prior consultation by the dean or director with the Provost and Vice President for Academic Affairs will verify that the candidate is indeed qualified and that the individual is the most suitable candidate for the position that has been properly publicized.

The dean or director will attach a letter of recommendation incorporating elements for rank and salary. It is to be clearly understood at all stages of negotiations that the President has the sole power to recommend to the Board of Regents, and that the Board is the agent with the power to appoint. The institution cannot honor commitments from any other officer. For full coverage of this policy, please see The Texas State University System, Board of Regents' Rules and Regulations, [Chapter V, Subsection 4.13 "Appointments"](#), the Academic Policy Statement 041020, "[Appointment of Clinical Faculty Members](#)" and 911106, "[Appointment of Visiting Scholars.](#)"

Attendance Initiative

Sam Houston State University, adhering to federally mandated guidelines, has instituted the following guidelines defining the way in which student attendance data is recorded.

A. Initial Enrollment Verification (first day of class through twelfth class day)

For each class, faculty members will need to verify enrollments from the first day of class through the census date on the twelfth class day. Around the twelfth class day, faculty will have access to a computer program which will allow identification of those students who have never attended class. Student(s) will be contacted by the Registrar's Office and informed about the consequences of not attending, as well as the consequences of attending the incorrect section. This will help reduce the number of students not attending at all or attending the incorrect section. The University does not receive any state funding for students registering after the twelfth class day.

Required Action:

- 1) Around the twelfth class day, use the computerized rosters to mark the students who have "never attended" class.
- 2) If there are students attending class who are not listed on the roster, please have them visit the Registrar's Office to correct their schedules before the twelfth class day.

B. First Alert (twelfth class day through last day of class)

The First Alert program, established by and maintained through the SAM Center, is designed to work with faculty-identified students who appear to be performing poorly in class. SAM Center staff will contact these students who have been identified by a faculty member as needing help because of difficulties with attendance and/or grades. Faculty can contact the SAM Center electronically or by paper to alert the Center of their concerns.

Required Action:

Use the respective class roster and identify any student(s) of concern. Inform the SAM Center staff about the student behaviors causing concern. This process can take place anytime throughout the semester. Past research has suggested that early identification is associated with greater degrees of success.

C. Title IV Funding Requirements – grading period

As an institution that participates in federal student aid programs, Sam Houston State University is required to track student attendance. According to federal guidelines, the University must return any unused financial aid funds if the student receives grades of "F" in all courses. Financial aid is disbursed at the beginning of each semester and is to be used to pay for educational expenses throughout the semester. Once the student ceases enrollment, the unearned portion is returned to the U.S. Department of Education. Students who receive all grades of "F" are considered "dropouts" by definition of the United States Department of Education. We are therefore required to determine the student's last day of attendance or "dropout date." Once the last day of attendance is determined, the institution and the students are required to return the unearned portions of their federal financial aid. Title IV guidelines provide for the calculation of funds that need to be returned. Under these guidelines, the University is required to return the unused Title IV funds to the Department of Education. Although the student account will be charged, SHSU will only recoup their funds if the students repay them. Thus, the University is potentially liable for a large amount of money.

Required Action:

When assigning a student a grade of "F", the online grade entry program will require the faculty member to enter the student's last day of attendance.

Attendance Policy for Class

The attendance policy for class including both student and faculty responsibilities is specifically addressed in Academic Policy Statement [800401, "Class Attendance."](#)

Audit Policy

All financial records, ledgers, and accounts shall be maintained in conformity with the rules and regulations of the state comptroller, state auditor, and other entities who have responsibility for setting financial management and reporting standards for state colleges and universities such as the Governmental Accounting Standards Board (GASB) and National Association of College and University Business Officers (NACUBO). These records are to be made available to external auditors and the University's internal auditor upon request. For complete information on this policy please see President's Office Policy [PRE-02, "Audit Policy."](#)

Austin Hall Policy

Sam Houston State University recognizes the historical value of Austin Hall and the need to preserve this building as a Texas landmark. To that end, the use of Austin Hall is limited, and arrangements and reservations must be made through the Office of the President. For a reservation form, details on rental fee and deposit, and full coverage of the policy, please see President's Office Policy [PRE-03, "Austin Hall."](#)

Calendar

Sam Houston State University's **Academic Calendar** is published electronically and is available on the University web site under the University FastLinks drop down menu. The **Academic Calendar** is also published in the undergraduate and graduate catalogs. The **Staff Calendar** is published on the Human Resources page under Department Services, subheading holidays.

If there are discrepancies, the electronic version of the calendar is always the most accurate copy.

For full coverage of this policy, please see President's Office Policy [PRE-04, "Calendar."](#)

Commencement Participation

Participation in commencement exercises is an expectation of tenure-track and tenured faculty members. Academic Policy [791221, “Faculty Participation in Commencement”](#), fully explains this expectation.

Committee Structure of the University

Numerous University committees are included in the **Committee Book** that is revised each year. Each entry in the **Committee Book** includes a statement of the committee's purpose, appointments procedures, and current Chair and committee member's names, along with term expirations. The **Committee Book** can be located from the University homepage under *Faculty and Staff*, then under Resources.

Confidential Data Policy

Sam Houston State University is committed to compliance with the Family Education Rights and Privacy Act of 1974 (FERPA). For a complete explanation of the policy regarding confidentiality of student academic records please see Academic Policy Statement [810806, "Student Educational Records"](#) and Academic Policy Statement [820830, "Reproducing of Hard Copy of Student Academic Records."](#)

Contracts

Sam Houston State University provides each faculty member with a statement in writing of the terms of employment, including special conditions, responsibilities, and any special prerequisites. The document will cover such items as rank, salary, tenure provisions, whether the position is full-time or part-time, and the inclusive dates of service.

In most cases, the contractual period of employment is the academic year, which means that one-half of the contractual salary will be paid each semester.

Written faculty contract letters are used each academic year: one for tenured faculty, one for probationary tenure-track faculty, and one for interim faculty.

Such contracts are in accordance with The Texas State University System, Board of Regents' Rules and Regulations, [Chapter V, Subsection 4.13, "Appointments."](#)

Copyrights and Patents

Sam Houston State University strictly adheres to The Texas State University System policies concerning copyrights and patents as stated in the Rules and Regulations of the Board of Regents, [Chapter III, Subsection 11, “Copyright Policy”](#) and [Chapter III, Subsection 12, “Patent Policy.”](#) In addition see Academic Policy Statement [980114, “Distribution of Copyright and Patent Royalties.”](#)

Further resources for copyright and patent information are the two University committees, the [Copyright Committee](#) or the [Patent Committee](#).

Curricular Changes, Textbook Adoption, and Syllabi

Before any course may be taught, it must be cleared through the channels of the University administration and approved by the Board of Regents and the Texas Higher Education Coordinating Board. Any major change in existing courses or proposals for a new course is accomplished by the same procedures. Please see the Curriculum Development and Evaluation section of this handbook.

If a textbook is to be used in a course, it is selected by the teacher or teachers of the course in consultation with the department chair. Reasonably close correlation between the contents of the textbook and the catalog description of the course is advisable. All sections of a multi-section course are expected to use the same textbook. This should not be construed to mean, however, that a faculty member must use that textbook if the individual disagrees with the choice for substantial reasons. In such cases the faculty member shall present the reasons in writing to the chair and dean. All departments on campus should include, in the final decision-making process for selecting texts, all full-time faculty members who will be involved in teaching a multi-section course. An adoption of a text should, in most cases, be for a period of several years. The procedures for the requisition of textbooks and related instructional materials are set forth in Academic Policy Statement [860211, "University Textbook Requisition Procedure."](#)

Sam Houston State University follows the policy of The Texas State University System, Board of Regents regarding charges for outlines, syllabi and similar materials, addressed in Rules and Regulations, [Chapter V, Subsection 4.84, "Textbooks and Other Course Materials."](#)

Instructors of each course are responsible for developing and keeping up-to-date syllabi that conform to the Sam Houston State University catalog description and the adopted textbook. A carefully planned syllabus is particularly important for multi-section courses involving several instructors. Each instructor shall provide a print or hard copy of the course syllabus to each student enrolled in any section of the course taught, with the exception of courses taught exclusively via the Internet.

Curriculum Development and Evaluation

The [Curriculum Committee](#) is responsible for reviewing curriculum submissions to determine if information provided for new courses is complete, to analyze proposed additions and changes in course titles to avoid possible overlap or duplication, and to work toward potential problem resolution before the matters are discussed by the [Academic Affairs Council](#). Committee members must be knowledgeable of their college's curriculum submissions and able to respond to most questions that arise.

Conflicts between the final recommendations of the Academic Affairs Council and reports originally submitted by the deans will be resolved individually between the Provost and Vice President of Academic Affairs and the appropriate dean.

The curriculum report which bears the endorsement of the Provost and Vice President of Academic Affairs shall be prepared in proper format and will be presented to the President by the Provost and Vice President of Academic Affairs for inclusion in the Board of Regents Meeting Agenda, The Texas State University System, as detailed in The Texas State University System, Board of Regents' Rules and Regulations, [Chapter III, Subsection 5.1, "Curriculum Policies."](#)

Department Academic Distinction Program

The Department Academic Distinction Program is an individualized learning experience available to academically outstanding students at Sam Houston State University. An Academic Distinction Program project provides qualified students with a comprehensive introduction to meaningful research under the guidance of a designated faculty advisor. For additional information, please refer to Academic Policy Statement [800521](#), “Department/School Academic Distinction Program.”

Dismissal of Faculty

Termination of the employment of a tenured faculty member and of all other faculty members before the expiration of the stated period of their appointment will be only for good cause shown. The policy on dismissal and subsequent due process procedures are addressed in The Texas State University System Board of Regents' Rules and Regulations, [Chapter V, Subsection 4.5 "Termination and Due Process Procedures"](#) and [Chapter V, Subsection 4.282, "Performance Review of Tenured and other Faculty."](#)

Additional policies addressing aspects of this issue may be found in Academic Policy Statements [900417, "Faculty Reappointment, Tenure and Promotion"](#) and [820317, "The Faculty Evaluation System"](#), and [980204, "Performance Evaluation of Tenured Faculty."](#)

Drug Free Workplace

The Sam Houston State University policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. For complete coverage of this policy, please refer to Human Resources Policy [ER-8](#), [“Drug Free Workplace”](#) and to Administrative Policy [PRE-06](#), [“Drug Free Workplace.”](#)

Emergency Closings

To ensure the safety of students, faculty and staff, it may become necessary to cancel classes due to inclement weather or other emergencies. This policy is fully covered in the President's Office Policy [PRE-07, "Closing the Campus Due to Weather Related Emergencies."](#)

Faculty Availability

A faculty member is expected to publish hours and be available for student consultation during those times. Availability may include online conferencing, consultation time at The University Center or other offsite teaching venues, as well as scheduled times for student conferences via other communication media. It is expected that these hours be reasonable and consistent with the faculty member's teaching schedule, venue, and workload designation.

Faculty Instructional Workload Policy

For complete coverage of the Faculty Instructional Workload Policy, refer to Academic Policy Statement [790601, “Faculty Instructional Workload Policy.”](#)

Faculty Leave Policies

Faculty Administrative Leave Program

Sam Houston State University is committed to providing faculty development opportunities whenever feasible. The program's purpose is to provide an opportunity for a tenure or tenure-track faculty member, through a released-time arrangement, to acquire administrative experience and to contribute professional expertise by serving in a professional level administrative staff capacity in a selected administrative area for a specified period of time. For complete coverage of this policy please refer to Academic Policy Statement [800215, "Faculty Administrative Leave Program."](#)

Faculty Development Leave

In accordance with The Texas State University System, Board of Regents, Rules and Regulations, [Chapter V, Subsection 4.81, "Faculty Development Leaves,"](#) Sam Houston State University provides this policy of development leaves designed to enable faculty members to engage in study, research, writing and similar projects for the purpose of adding to the knowledge available to the faculty, students and Institution. For complete coverage of this policy please refer to Academic Policy Statement [800328, "Faculty Development Leave Policy."](#)

Other Leaves of Absence

For complete coverage of policies regarding sick leave, vacation leave, emergency leave, jury duty, maternity leave, military/volunteer firefighters leave of absence, leaves of absence without pay, the Federal Family and Medical Leave Act (FMLA) and parental leave refer to Academic Policy Statement [800301, "Faculty Leave Policy"](#), and Human Resources Policy [B-1, "Employee Leaves."](#)

Faculty Study

To encourage faculty members to broaden their education, it is the University's policy to permit each faculty member to take one course each long semester, provided that the course does not interfere with the individuals working/teaching assignment. The State of Texas does not permit discounted tuition for state employees; however faculty members through the rank of assistant professor are eligible to apply for the President's Employee Scholarship Program. For more information on this program, please refer to Human Resources Policy [B-5, "Employee Development."](#)

Gibbs Ranch Policy

Use of the Gibbs Ranch conference ranch house and grounds are limited to university organizations, service groups sponsored directly by the University, current or retired faculty or staff, and Sam Houston State Alumni Association members, century club status or higher, with the approval of the Office of the President. Reservation forms, rental fee information, deposit and full policy for the use of Gibbs Ranch is found in the President's Office Policy [PRE-21, "Gibbs Ranch."](#)

Graduate Faculty Status

For complete coverage of the Graduate Faculty Status policy, please refer to Academic Policy Statement [801014, "Graduate Faculty Status."](#)

Granting of the Honorary Doctorate

Coverage of the policy governing the granting of an honorary doctorate by Sam Houston State University is found in the President's Office Policy [PRE-09, "Granting of the Honorary Doctorate."](#)

Grievance Procedure

Any faculty member of Sam Houston State University has the right to appeal and eventually grieve an administrative decision that directly affects the as a faculty member and that is considered to be a violation of University policy or a violation of professional rights and responsibilities. In accordance with the Board of Regents' Rules and Regulations, [Chapter V, Subsection 4.4, "Faculty Grievances,"](#) the University has addressed the faculty grievance procedure in Academic Policy Statement [820830 "Faculty Grievance Procedure."](#) Please refer to this document for complete coverage.

Honors Program

Honors education at Sam Houston State University is designed to be a supplement to and an enhancement of university academic experiences for undergraduates. For complete coverage of the Sam Houston State University Honors Program, see Academic Policy Statement [931105, "The Honors Program."](#)

**SAM HOUSTON STATE UNIVERSITY
HUMAN RESOURCES POLICY B-1
EMPLOYEE LEAVES
REVISED 09-01-2005
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SUBJECT: Employee Leaves Procedures

PURPOSE: To provide a standard policy for administering and granting employee leaves for absence from their jobs in accordance with university, system, state, and federal rules and regulations.

POLICY: It is the policy of Sam Houston State University to grant leaves to all regular benefits eligible, non-student employees (employees who are appointed at least one-half time or more for a continuous period of at least four and one-half months or one long semester for faculty) on a consistent basis without regard to race, color, national origin, sex, religion, age, disability or veteran status.

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1. Vacation Leave
 2. Sick Leave
 3. Leave for Organ or Bone Marrow Donors
 4. Donation of Blood
 5. Sick Leave Pool
 6. Bereavement Leave
 7. Emergency Leave
 8. Military Leave
 9. Volunteer Firefighters and Emergency Medical Services Training Leave
 10. Certified Red Cross Activities Leave
 11. Leave for Employees with a Disability
 12. Time Off to Vote
 13. Jury Service, and Appearance in Official Capacity or as a Witness
 14. Foster Parent Leave
 15. Federal Family & Medical Leave Act (FMLA) and Parental Leave
 16. Leave Without Pay
 17. Administrative Leave for Outstanding Performance
 18. Parent-Teacher Conference Leave
 19. Employee and Department Responsibilities for Leave
 20. Leave Request/Approval and Medical Certification Forms

1. Vacation Leave

- a. Staff employees and faculty with twelve month appointments shall be entitled to a vacation in each fiscal year without deduction in salary. Part-time eligible employees will accrue vacation leave on a proportionate basis and the maximum carryover will also be proportionate. Such entitlement shall be earned in accordance with the following schedule based on full-time employment:

<u>Employees with Total State Employment of:</u>	<u>Hours Accrued Monthly</u>	<u>Maximum Hours Carried to Next Fiscal Year</u>
0 but less than 2 years	8 (12.0 days/yr)	180
2 but less than 5 years	9 (13.5 days/yr)	244
5 but less than 10 years	10 (15.0 days/yr)	268
10 but less than 15 years	11 (16.5 days/yr)	292
15 but less than 20 years	13 (19.5 days/yr)	340
20 but less than 25 years	15 (22.5 days/yr)	388
25 but less than 30 years	17 (25.5 days/yr)	436
30 but less than 35 years	19 (28.5 days/yr)	484
35 years or more	21 (31.5 days/yr)	532

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- b. An employee will earn vacation entitlement beginning on the first day of employment with the state and terminating on the last day of duty based upon the chart above. The net balance of unused leave, not to exceed the maximum cited above, shall be carried forward each fiscal year. All hours of unused accumulated vacation, which exceeds the maximum carryover, may be credited to the employee's sick leave balance as of the first day of the next fiscal year.
- c. Credit for one month's accrual will be given for each month or fraction of a month of employment and on the first of each succeeding month thereafter, provided that an employee who is in a leave status on the first day of the month shall not be eligible to use leave accrued for such month until the employee returns to duty. Credit for the higher rate of accrual shall be given on the first calendar day of the month, if the employee's anniversary date falls on the first calendar day of the month; otherwise, the increase will occur on the first calendar day of the following month. If an employee begins working in an eligible status on the first workday of the month, the employee is deemed to have begun working on the first calendar day of the month for the purpose of this subsection.
- d. Vacation with pay may not be taken until the employee has been continuously employed with the state for six months, although credit will be accrued during that period. Continuous employment means that no leave without pay (i.e., for a full calendar month which does not count as state service credit) has been taken. The six-month eligibility requirement means that once an employee has completed six (6) months or more of continuous state employment and then leaves state employment, that person is eligible to take vacation leave as it is earned upon re-employment, or be paid for it on termination following such re-employment.
- e. Employees are encouraged to take vacation in the fiscal year in which the entitlement is earned. Vacation leave should be scheduled in advance by the employee at a mutually agreeable time to both the employee and supervisor.
- f. In computing vacation time taken, time during which an employee is excused from work because of holidays shall not be charged against the employee's vacation.
- g. Vacation accruals will be used for absences due to illness after all accumulated sick leave and compensatory time has been exhausted.
- h. If as a condition of employment you accept or transfer to a position not eligible for vacation accrual, your current vacation balance will be vested and compensated at the final rate of compensation in the last position held that accrued vacation time. Employees are not eligible to use accrued vacation time while in a position not eligible for vacation accrual.
- i. An employee who resigns, is dismissed, or separated from employment (including death) shall be entitled to be paid for all their unused balance of vacation within thirty (30) days, provided the employee has had continuous employment with the state of Texas for six (6) months; and is not directly transferring to another Texas state agency into a position which accrues vacation time.
- j. Employees who retire on or after June 1, 2005, and return to work on or after September 1, 2005, will have vacation accruals based upon state service since their rehire date. However, return to work retirees are not required to re-establish the six (6) months continuous service requirement in order to take vacation with pay.

2. Sick Leave

- a. An eligible employee will earn sick leave entitlement beginning on the first day of employment and terminating on the last day of duty. Credit for one (1) month's accrual will be given for each month or fraction of a month of employment and will be posted to each employee's leave record on the first day of employment and on the first day of each succeeding month of employment thereafter. An employee who is on leave on the first day of a month may not use the sick leave that the employee accrues for that month until after they return to duty. An employee must be in a status of pay each month to be eligible to accrue.
- b. Sick leave entitlement shall be earned at the rate of eight (8) hours for each month or fraction of a month employment, and shall accumulate with the unused amount of such leave carried forward each month. Part-time regular employees accrue proportionate to their appointment. Sick leave accrual shall terminate on the last day of duty.
- c. Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care for a member of their immediate family who is actually ill.
 - (1) For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the State.
 - (2) Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave.
 - (3) An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care to a spouse, child, or parent of the employee who needs such care as a direct result of a documented medical condition. This provision does not extend to an employee's parent-in-law if they do not live in the same household.
 - (4) If an employee is on vacation and would otherwise be entitled to sick leave then the fact that such sick leave is requested while on vacation does not affect the employee's entitlement to sick leave.
- d. An employee who must be absent from duty because of illness shall notify their supervisor or cause them to be notified of that fact as soon as possible. To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days (includes absences for part of a scheduled work day), an employee absent due to illness shall send to the supervisor a doctor's certificate showing the cause or nature of the illness, or some other written statement of the facts concerning the illness which is acceptable to the Director of Human Resources. The administrative head has the discretion to require documentation concerning illnesses resulting in absences of three (3) working days or less. Also, a physician's statement certifying ability to return to work when the nature of the illness has been such that the safety, health, or fitness of the employee to do their work may need assurance or clarification from a physician. Abuses of sick leave privileges shall constitute grounds for dismissal from employment by the University.

**HUMAN RESOURCES POLICY B-1
EMPLOYEE LEAVES
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- e. Upon return to duty after sick leave the employee concerned shall, without delay, report on the bi-monthly "Leave Report" or "Personnel Time Report" any such leave taken. The "Leave Report" or "Personnel Time Report" shall be signed by the departmental supervisor and sent to the Payroll Office. The method for keeping current sick leave records between payroll reporting periods shall be prescribed by the departmental supervisor. Faculty members must submit prescribed leave forms for all sick leave even though no classes were missed if the absence occurred during the normal workday.
- f. An employee who transfers directly from one state agency to another, shall be given credit by the receiving agency for the unused balance of sick leave, provided employment with the state is uninterrupted.
- g. The estate of an employee, when the employee dies while employed, is entitled to payment for one-half of the employee's accumulated sick leave or for 336 hours of sick leave, whichever is less, provided that the employee had continuous employment with the state for at least six (6) months at the time of death.
- h. Accumulated sick leave shall not constitute claim for reimbursement when an employee leaves the employment of the University. However, an employee separated from employment with the state under a formal reduction-in-force shall have their sick leave balance restored if re-employed by the state within twelve (12) months of termination; an employee separated for other reasons shall also have their sick leave balance restored if re-employed by the state within twelve (12) months of termination, and provided there has been a break in service of at least thirty (30) calendar days since termination if re-employed by the same state agency.

Employees that become ineligible to accrue sick leave, as a result of a reduction in their employment to less than half-time or by changing to a student job status, will have their accrued balance frozen, but are eligible to transfer the time (if not earned in a state multiple employment status) when directly transferring to another state agency in an eligible accrual capacity; can have the accrued balance reinstated if after terminating by satisfying the re-employment period reinstatement requirements as described in the above paragraph; or can use the accrued balance upon returning to a non-student regular benefits eligible position.

- i. For employees returning to work as a retiree, there must be an official separation (termination) of employment to effect retirement status. In addition, there must be a thirty (30) calendar day break to have their sick leave balance restored when re-employed by the same state agency.
- j. Sam Houston State University does not grant extended sick leave.

3. Leave for Organ or Bone Marrow Donors

A state employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave of absence provided by this section may not exceed:

- Five working days in a fiscal year to serve as a bone marrow donor; or
- 30 working days in a fiscal year to serve as an organ donor.

4. Donation of Blood

A state employee shall be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee may not receive time off under this section unless the employee obtains approval from his or her supervisor before taking time off. On returning to work after taking time off under this section, an employee shall provide his or her supervisor with proof that the employee donated blood during the time off. If an employee fails to provide proof that the employee donated blood during the time off, Sam Houston State University shall deduct the period for which the employee was granted time off from the employee's salary or accrued leave, whichever the employee chooses. An employee may receive time off under this section not more than four times in a fiscal year.

5. Sick Leave Pool

- a. Employees who have at least twelve (12) continuous months of regular staff or faculty employment with SHSU immediately preceding their eligible condition, may request pool leave for their own catastrophic illness or injury or for one in their immediate family. A catastrophic injury or illness is defined as a severe condition or combination of conditions affecting mental or physical health which requires the services of a licensed practitioner for a continuous, prolonged period of time, usually at least forty-five (45) calendar days. Employees may also use sick leave pool if they contributed sick leave to the pool and subsequently exhaust their sick leave balance. Such employees may receive only the number of hours they have contributed to the pool unless they suffer a catastrophic illness or injury. Employees must exhaust all earned leave with pay entitlements before they may use leave from the pool. Employees on sick leave pool for a full calendar month accrue paid leave for that month, provided they return to work following the leave. Employees with catastrophic illnesses or injuries are not required to contribute to the pool before they can use pool leave. Also, employees who use pool leave are not required to pay back pool leave.
- b. Contributions to the pool are strictly voluntary. To contribute time to the pool, an employee must complete a "Leave Request/Approval Form". Employees who contribute leave to the pool cannot get it back unless they are eligible to use it in accordance with this policy. Employees may contribute an unlimited number of their accrued days. Contributions should be in full day increments.
- c. Requests for pool leave will be in writing along with a completed "Leave Request/Approval Form" and documentation from the treating physician and forwarded to the Pool Administrator through appropriate supervisory channels. Requests will be considered by the Pool Administrator on a first-come, first-serve basis. The Pool Administrator will have up to ten (10) working days from the date they receive a request in which to approve all or part of the request, or deny the request. The amount of pool leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount cannot exceed one-third of the balance of hours in the pool, or ninety (90) working days, whichever is less. Any unused balance of pool leave granted to an employee returns to the pool. The estate of a deceased employee is not entitled to payment for unused pool leave.
- d. Illnesses of the same type or that may routinely re-occur, such as cancer, will have a lifetime maximum of ninety (90) days.
- e. The employee should advise in the sick leave pool request if they are receiving subrogation benefits, i.e., by legal right collecting pay, reimbursement for loss of work time, or damages from a third party as a result of the catastrophic illness or injury.

6. Bereavement Leave

- a. The death of the employee's spouse, or the employee's or spouse's parents, children, brothers, sisters, grandparents, and grandchildren shall constitute adequate need for bereavement leave. Employees who experience a death in their ***immediate*** family (as defined above) may receive, if needed, up to five (5) days bereavement leave.
- b. An employee who must be away from the job due to a death of a member of his/her ***immediate*** family (as defined in section 6. a. above) shall notify the supervisor on or before the first day of such absence.
- c. Request for approval of bereavement leave must be submitted to the supervisor on or before the first day the employee returns to work. The request for leave must show the name, relationship and date of death of the employee's ***immediate*** family member (as defined in section 6. a. above).
- d. Payroll "Leave Report" or "Personnel Time Report" forms requesting bereavement leave will be submitted to the President for consideration.
- e. Leave for the death of anyone other than members of the employee's ***immediate*** family (as defined in Section 6. a. above) shall be charged to vacation, compensatory time, or leave without pay.

7. Emergency Leave

The President of Sam Houston State University may grant leave with pay to an employee for good cause, subject to the recommendation of the Director of Human Resources and the Divisional Vice President. Emergency leave is normally approved with a provision to pay back the granted time off with future leave accruals.

8. Military Leave

- a. ***State employees are eligible for leave to accommodate:***
 - Authorized training or duty for the state's military forces and members of any reserve branch of the U.S. Armed Forces.
 - Activation of the State's National Guard by the Governor.
 - National emergency activation for members of a reserve branch of the U.S. Armed Forces.
- b. ***Adjusted Work Schedule for Military Leave:*** State agencies and institutions of higher education are required to adjust the work schedule of a military member so that two of the employee's days off each month coincide with two days of military duty.
- c. ***Authorized Training for Duty:*** A state employee who is called to active duty or authorized training is entitled to a leave of absence of fifteen (15) days in each **federal** fiscal year (*October 1 – September 30*) without loss of pay or benefits. The fifteen (15) days need not be consecutive. In addition, these days are "working" days, not "calendar" days. After exhausting the fifteen (15) days, the employee may use accrued vacation or be placed in a leave without pay status (or combination of the two) for the remainder of the active duty period.
- d. ***Call to National Guard Active Duty by the Governor:*** A member of the National Guard called to active duty by the Governor because of a state emergency is entitled to receive emergency leave without loss of military or annual leave. This leave is not limited and will be provided with full pay.

- e. ***Call to National Duty:*** A member of the National Guard or any reserve branch of the U.S. Armed Forces called to federal active duty during a national emergency is entitled to an unpaid leave of absence after exhausting the fifteen (15) days of paid military leave. The employee retains any accrued sick or vacation leave. The employee does not earn sick or annual leave during this period; however, he or she does accrue state service credit. The employee may use any accrued annual leave, compensatory time, or overtime leave to maintain benefits for the employee or the employee's dependents while on military duty. Before the employee departs for military service, the area Human Resources Representative in the Human Resources Department shall review with the employee any issues relating to maintaining health insurance coverage. Additionally, the employee may continue to accrue service credit by receiving at least one hour of state pay during each month of active military service. The employee may use any combination of paid leave to qualify for state pay.
- f. ***Differential Pay:*** The President of Sam Houston State University shall grant sufficient emergency leave to provide a pay differential if the employee's military gross pay is less than the employee's state gross pay. The combination of gross military pay and emergency leave may not exceed the employee's actual state gross pay.
- g. ***Restoration of Employment:*** To be eligible for restoration of employment at the conclusion of military service, the employee must be honorably discharged no later than five (5) years after induction, enlistment, or call to duty and must be physically and mentally qualified to perform the duties of the job.

9. Volunteer Firefighters and Emergency Medical Services Training Leave

Employees who are volunteer firefighters and emergency medical services volunteers shall also be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five (5) working days in any one (1) fiscal year. The leave of absence, authorized by this subsection, shall in no way be charged against the employee's vacation or sick leave privileges by this Act.

10. Certified Red Cross Activities Leave

An employee who is a certified disaster service volunteer of the American Red Cross, or who is in training to become such a volunteer, may be granted leave of up to ten (10) days each year to participate in specialized disaster relief services. The employee must have supervisory authorization in addition to a request from the American Red Cross and the approval of the Governor's Office. If the above conditions are met, the employee will not lose pay, vacation time, sick leave or earned overtime, and/or compensatory time during such leave. The pool of certified disaster volunteers must not exceed 350 participants at any one time.

11. Leave for Employees with a Disability

A state employee who is a person with a disability as defined by the Human Resources Code section 121.002 shall be granted a paid leave of absence not to exceed ten (10) days each fiscal year for the purpose of attending a training program to acquaint the employee with an assistance dog to be used by the employee.

12. Time Off To Vote

Employees should be allowed sufficient time off, without a deduction in pay, to vote in each national, state, or local election.

13. Jury Service, and Appearance in Official Capacity or as a Witness

- a. An employee is entitled to serve on a jury during regular work hours without any deduction from wages, including a deduction for any fee or compensation the employee receives for the jury service. The employee must be responding to a jury duty summons, serving on a jury, or appearing in an official capacity for the state. Appearances in another capacity or anytime required for jury service outside the employee's regular work schedule is on the employee's own time.
- b. An employee called to appear in an official capacity in any judicial action or legislative investigation is not entitled to any witness fees for such a governmental appearance. However, if the appearance is not in an official capacity but is for the purpose of testifying from personal knowledge, an employee may accept any customary witness fees. In the case of an employee whose appearance as an expert witness is not in an official capacity, the employee may receive compensation only when such an appearance is made on his or her own leave time. Employees may receive per diem, expense reimbursements, and mileage allowances for serving as a witness in an official governmental capacity, as long as there is no double reimbursement to the employee for expenses.
- c. In order for an employee to receive pay for jury duty, certification from the Court Clerk or some other written statement which is acceptable to the Director of Human Resources, must be attached to the approved "Leave Report" or "Personnel Time Report" form.

14. Foster Parent Leave

An employee who is a foster parent to a child under the protection of the Department of Protective and Regulatory Services (DPRS) is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the DPRS regarding the employee's foster child. In addition, the employee may attend, with a paid leave of absence, the Admission, Review, and Dismissal (ARD) meeting held by a school district regarding his or her foster child.

15. Federal Family & Medical Leave Act (FMLA) and Parental Leave

- a. State employees who have a total of at least twelve (12) months of state service credit and who have actually worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave, are hereby entitled to FMLA provided that the employee utilizes all available applicable paid vacation and sick leave while taking leave pursuant to this provision.
 - (1) As an exception to the requirement to utilize all paid vacation and sick leave, employees on FMLA leave who are receiving temporary disability benefit payments or workers' compensation benefits are not required but may utilize paid vacation and sick leave while receiving such benefits.
 - (2) If an employee elects to use Fair Labor Standards Act [FLSA] (overtime) compensatory time while out on FMLA, that time is not counted toward the 12-week entitlement. State compensatory (equivalent) time is counted toward the 12-week entitlement.
 - (3) If FMLA leave is used in one continuous block, a business closing will count against the employee's entitlement. The exception to this is a closing of a week or more. Holidays, inclement weather days, and shutdowns do not count against employees who are on intermittent FMLA leave or a reduced work schedule.
 - (4) Furthermore, a state employee who is the father of a child, may use his sick leave in conjunction with the child's birth only if the child is actually ill or to care for his spouse while she is recovering from labor and delivery.

**HUMAN RESOURCES POLICY B-1
EMPLOYEE LEAVES
REVISED 09-01-2005
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- (5) The State Auditor's Office has advised that the employee does not have the option of choosing whether or not to designate leave as FMLA leave for a qualifying event. In all circumstances, it is the employer that determines whether leave qualifies as FMLA leave. SHSU counts FMLA qualifying events toward the maximum total of 12 workweeks of FMLA leave in a 12-month period. This would include paid leave time using sick or vacation accruals and unpaid leave time. This policy statement shall serve as official notice to SHSU employees that qualifying events count toward the maximum 12 workweeks of FMLA leave.
- b. Those employees with less than twelve (12) months of state service or who have worked less than 1,250 hours in the 12-month period immediately preceding the commencement of leave are eligible to take a Parental Leave of absence, not to exceed twelve (12) weeks (480 hours), provided that the employee utilizes all available applicable paid vacation and sick leave while taking the parental leave. The leave period begins with the date of birth of a natural child or the adoption or foster care placement with the employee of a child under three years of age.
- c. *Eligible Reasons for Leave* -- FMLA requires that employers provide up to twelve (12) weeks of unpaid leave in a twelve (12) month period by an eligible employee for one or more of these reasons: SHSU considers the employee on FMLA leave, for all FMLA qualifying events, regardless of designation by the employee.
- (1) To care for the employee's child after birth, or placement for adoption or foster care;
 - (2) to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - (3) for a serious health condition that makes the employee unable to perform their job. A serious health condition means one that involves either inpatient care in a hospital, hospice, or residential medical facility; or an incapacity requiring absence of more than three (3) calendar days and continuing treatment by a health care provider; or continuing treatment by a health care provider of a chronic or long-term condition that is incurable or will likely result in incapacity of more than three (3) days if not treated.
- d. *Advance Notice and Medical Certification* -- The employee, when possible, is required to provide advance leave notice and medical certification. The employee ordinarily will provide thirty (30) days advance notice when the leave is "foreseeable." Medical certification to support a request for leave because of a serious health condition is normally required within fifteen (15) calendar days when practicable, and a "fitness-for-duty" report should also be provided from the health care provider when the employee is able to return to work.
- e. *Duration and Timing of Leave*
- (1) Eligible employees may take up to twelve (12) weeks of unpaid leave during a twelve (12) month period inclusive of utilizing, within these twelve (12) weeks, all available and applicable paid leave. For part-time employees the leave is calculated on a pro-rated or proportional basis.
 - (2) The FMLA leave period runs concurrent with other forms of paid and unpaid leave you are eligible for and required to use; it cannot be stacked with other leaves to extend one's state paid insurance fringe benefit or approved leave period.
 - (3) If both spouses are employed with the state and the purpose of the leave is either family leave, i.e., birth, adoption or foster care, or medical leave for the care of a parent, then the couple is entitled to a total of twelve (12) weeks of leave. However, the twelve (12) weeks are not aggregated between the spouses when the purpose of the medical leave is to care for a spouse, child or oneself.

- (4) The twelve (12) month period is a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave. Entitlement to family leave expires one (1) year after birth, adoption, or foster placement.
- (5) Intermittent and Reduced Schedule Leave -- FMLA leave because of serious health conditions, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. In addition, while on an intermittent or reduced schedule leave, you may be temporarily transferred to an alternative position if available which better accommodates your schedule and which has equivalent pay and benefits. Intermittent and reduced schedule leave is not required of the employer unless there is a serious health condition. As previously stated, holidays, inclement weather days, and shut downs do not count against employees who are on intermittent FMLA leave or a reduced work schedule.

f. *Job Benefits and Protection*

- (1) Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay and benefits.
- (2) For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." The employee must pay for optional coverages while on leave. The University may recover any premiums for maintaining coverage for the employee if he or she does not return from the leave; unless the failure to return is due to a continuance or recurrence of the cause of the medical leave or due to other circumstances beyond the control of the employee.
- (3) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. However, no other benefits are provided or accrue while on FMLA leave without pay for an entire month except the fringe benefit group health insurance contribution.

16. Leave Without Pay

Agencies may grant employees leave without pay or leave of absence without pay subject to the following provisions:

- a. Except for disciplinary suspensions, military situations, Workers' Compensation, and Federal Family and Medical Leave Act leave as provided in Section 15 above, all accumulated paid leave entitlements must be exhausted before granting such leaves, with the additional provisions that sick leave must be exhausted only in those cases where the employee is eligible to take sick leave, as provided in Section 2 and 5 above. Such leaves will be limited in duration to twelve (12) months.
- b. Subject to fiscal constraints, approval of such leaves constitutes a guarantee of employment for a specified period of time.
- c. The President may grant exceptions to these limitations for such reasons as interagency agreements or educational purposes.
- d. Except in the case of an employee returning to state employment from military leave, any full calendar month (i.e., from the first day of a month through the last day of a month, inclusive) in which an employee is on leave without pay, shall not be counted in the calculation of total state service for purposes of longevity pay or vacation leave entitlements. No employee shall accrue vacation or sick leave for such month or the state insurance fringe benefit. Furthermore, any such full calendar month of leave without pay shall not constitute a break in continuity of employment but shall not be included in the calculation of the six (6) continuous months of state employment set forth in other sections of this policy.

17. Administrative Leave for Outstanding Performance

In addition to employee leave authorized elsewhere in this policy, administrative leave with pay may be granted by the President as a reward for outstanding performance provided the exceptionally superior performance is properly documented. In no event shall the aggregate amount of administrative leave granted exceed thirty-two (32) hours in any fiscal year.

18. Parent-Teacher Conference Leave

An employee may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade. Employees must give reasonable notice of intention to use sick leave to attend such conferences. Part-time, regular, benefits eligible employees receive this leave on a proportional basis.

19. Employee and Department Responsibilities for Leave

- a. Employees should communicate to their supervisor at the earliest practical time details of their absence or anticipated absence(s) including dates with appropriate documentation.
- b. For illness and/or disability a doctor's certification may be needed to certify fitness to work and/or certify the period of absences.
- c. Leaving one's job without proper notification to the employee's supervisor or designee can constitute job abandonment which is justification for termination. Bona fide emergencies will be taken into consideration.
- d. The employee is responsible for completing the application for leave form, providing supporting documentation, and following up on approvals.
- e. Departments are responsible for notifying Human Resources and Payroll regarding employee leaves, especially when it is anticipated the employee will not have enough paid leave and must coordinate out-of-pocket payments to continue insurance benefits. The department is responsible for processing the necessary documents (payroll action form, application for leave form, etc.) to process the requested leave in a timely manner.

20. Leave Request/Approval and Medical Certification Forms

- a. These forms do not replace the official Payroll Department "Leave Report" or "Personnel Time Report" forms. They serve as processing and notification documents for the request and approval of employee leaves, medical certification and sick leave pool transactions.
- b. When the request requires approval beyond the department head, the form should be complete with type of leave, dates of absence, number of hours requested and required documentation attached before it is forwarded through the appropriate channels for signatures.

Approved:
James F. Gaertner, President
Sam Houston State University

**Interim Faculty Members,
Insurance Fringe Benefits and Sick Leave Accrual**

For a complete explanation of interim faculty members benefits, please refer to Academic Policy Statement [830401, “Insurance Fringe Benefits, and Sick Leave Accrual for Interim Faculty Members”](#) and Academic Policy Statement [800301, “Faculty Leave Policy.”](#)

Logo Use

For the policy covering the use of any Sam Houston State University marks or logos, please see President's Office Policy [PRE-11, "Logo Use Policy."](#)

Medical Emergency Procedures

A medical emergency that includes an accident, injury or illness should be reported to the University Police Department at 29 4-1794 (on-campus at 4-1794; **however in a situation when time is critical for saving a person's life, immediately call 9-911.** For the policy and procedure concerning handling medical emergencies, please refer to the President's Office Policy [PRE-12, "Medical Emergency Procedures."](#)

Naming of Buildings Policy

The Board of Regents of The Texas State University System retains exclusive authority for the permanent naming of buildings, major portions of buildings, and other geographic areas on component or system-owned or controlled property (facilities) or for the erecting of full-sized statutes or monuments. This topic is explained in the President's Office Policy [PRE-13, "Naming of Buildings/Rooms Policy."](#)

Nepotism (Appointment of Relatives)

Sam Houston State University adheres to the policy of The Texas State University System, Board of Regents' Rules and Regulations, [Chapter V, Subsection 2.2, "Appointment of Relatives \(Nepotism Rule\)."](#) For complete coverage of the University policy, please refer to Human Resources Policy [E-2, "Nepotism."](#)

Non-Reappointment and Denial of Tenure

“A non-tenured faculty member, who is notified of non-reappointment in accordance with Board of Regents’, Rules and Regulations, [Chapter V, Subsection 4.14, “Reappointments,”](#) or who is notified in accordance with [Chapter V, Subsection 4.26, “Non-Tenured Faculty,”](#) that tenure has been denied and that the subsequent academic year will be the terminal year of appointment, shall not be entitled to a statement of the reasons upon which the decision for such action is based.” (Rules and Regulations, The Texas State University System, Board of Regents, [Chapter V, Subsection 4.27, “Non-Reappointment and Denial of Tenure.”](#)) Sam Houston State University’s policy on non-reappointment is fully addressed in Academic Policy Statement, [900417, “Faculty Reappointment, Tenure and Promotion.”](#)

Open Records Policy

Sam Houston State University conforms to the standards and requirements of the Public Information Act per Texas Government Code, Chapter 552, acknowledging the public's right to access government records. For this policy and its procedures, please see the President's Office Policy [PRE-020, "Open Records Policy."](#)

Orange Lighting Policy

The orange lighting on Austin Hall is turned on following the policy and procedure stated in the President's Office Policy [PRE-15, "Orange Lighting of Austin Hall."](#)

Outside Employment for Faculty

This policy regarding outside employment can be found in Academic Policy Statement 860811, [“Outside Employment for Faculty.”](#) This policy is in compliance with The Texas State University System, Board of Regents’ Rules and Regulations, [Chapter V, Subsection 4.83, “Outside Employment.”](#)

Payments to University Employees for Services

Compensation payments for services rendered to Sam Houston State University by the faculty and staff outside of their regular employment and duties is covered in Academic Policy Statement [940202, "Payments to University Employees for Services."](#) An additional discussion of compensation for services is found in Policies and Procedures- Finance and Operations policy ["Payments for Professional Services."](#)

Peabody Library Policy

Sam Houston State University recognizes the historical value of the Peabody Library and the need to preserve this building as a Texas landmark. To that end, the use of the Peabody Library is limited, and arrangements and reservations must be made through the Office of the President. For a reservation form, rental fee and deposit details, and the policy and procedures, please see President's Office Policy [PRE-16, "Peabody Library."](#)

Personnel Records

A personnel folder for each faculty member is maintained in the Office of the President. This folder contains the faculty member's application for employment, academic transcripts, photograph, letters of recommendation, employment contracts, and records of scholarly achievement.

It is the responsibility of each faculty member to report as expeditiously as possible to the Office of the President, through channels, changes in status, i.e., newly earned academic degrees, publications and honors, change in marital status, change in address, and so forth.

The Human Resources Department also maintains a personnel file containing specific information that a faculty member is required to furnish upon reporting for duty. This file contains information concerning options for insurance and retirement, mandatory state and federal documents and acknowledgements, I-9 INS Employment Eligibility Verification, and an initial payroll action form. In addition, college deans/library director and/or department chairs may maintain a personnel folder for assigned faculty members.

Political Influence

No University money can be used for influencing an election or the fate of a legislative measure. To view the entire policy, please see the President's Office Policy [PRE-017](#).
"Political Influence."

Professional Librarians, Tenets for Academic Status

Sam Houston State University professional librarians are accorded faculty status and therefore have the same privileges and responsibilities as regular faculty members. Professional librarians are considered full participants in the teaching function both directly through their work with students conducting research and indirectly through developing the collection and organizing it for optimum access. For complete policy coverage, please see Academic Policy Statement [810814, "Tenets for Faculty Status for Academic Librarians."](#)

Promotions in Rank and Merit Advances in Salary within Rank

The academic rank system serves as a guide for the placement of newly appointed faculty personnel and to provide for the annual promotion and merit advances within rank. Promotions in rank and salary advances in rank are awarded on the basis of merit except on those occasions when the legislature mandates periodic salary adjustments for all faculty. For an explanation of this policy, please see Academic Policy Statement [800722](#), “Promotions in Rank and Merit Advances in Salary within Rank” and also Academic Policy Statement [820317](#), “The Faculty Evaluation System.”

Research by Faculty

One of Sam Houston State University's goals is to "Provide an educational environment that encourages systematic inquiry and research," and faculty members are encouraged to perform research within their chosen disciplines and their individual interests. Faculty are also encouraged seek funding for research and instructional projects through the Office of Research and Special Programs (ORSP).

All faculty, staff and student research projects with human participants must be reviewed and approved for compliance with ethical principles before the research is begun. Requirements are addressed in "The Procedures Manual for the Protection of Human Subjects in Research," found on the ORSP homepage; and in Academic Policy Statement 920808, ["Ethical Conduct in Academic Research and Scholarship."](#)

Sam Houston State University strictly adheres to The Texas State University System policies, concerning copyrights and patents as stated in the Rules and Regulations of the Board of Regents, [Chapter III, Subsection 11, "Copyright Policy"](#) and [Chapter III, Subsection 12, "Patent Policy."](#) Also see Academic Policy Statement 980114, ["Distribution of Copyright and Patent Royalties"](#) and the Copyrights and Patents section of this handbook.

Retirement and Emeritus Status

Sam Houston State University adheres to the policy of The Texas State University System Board of Regents' Rules and Regulations, [Chapter V, Subsection 2.3, "Retirement and Recognition of Service,"](#) [Chapter V, Subsection 4.9, "Distinguished, Emeritus, and Distinguished Emeritus Faculty"](#) and [Chapter V, Subsection 4.10, Miscellaneous, \(03\) "Retired Faculty"](#) with Academic Policy Statement [800925, "Faculty Retirement and Emeritus Status."](#)

Sam Houston Humanitarian Award

The Sam Houston Humanitarian Award is granted at the discretion of the President of the University. Guidelines governing the conferring of this award are explained in the President's Office Policy [PRE-10, "Guidelines for Bestowing the Sam Houston Humanitarian Award."](#)

SHSU Web Accessibility Policy

Sam Houston State University is committed to making all official academic and business University-sponsored pages accessible to all users, while conforming to the set forth by the World Wide Web Consortium standards. Coverage of the Web accessibility policy is in the Information Resources Policy [UCS002, “SHSU Web Accessibility Policy.”](#)

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-06

DRUG-FREE WORKPLACE POLICY

The Board of Regents and the Administration of SHSU support the National Policy of the United States of America to stop the illicit use of drugs and the abuse of alcohol in our society. In keeping with The Drug-Free Schools and Communities Act, SHSU has adopted a Drug-Free Workplace Policy and implemented a Drug Awareness Program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The SHSU Drug-Free Workplace Policy prohibits the unlawful possession, use, or distribution of drugs and alcohol by employees on university property or as any part of the university activity.

The SHSU Drug Awareness Program is a three-part program to inform employees about:

- (1) Health risks involved in the use of illicit drugs and the abuse of alcohol which often result in poor health and in some cases premature death.
- (2) Help available for drug and alcohol counseling, treatment, and rehabilitation that is offered to all SHSU employees.
- (3) Legal sanctions which include fines and/or imprisonment for violation of Local, State, or Federal Drug Laws.

SHSU is obligated to uphold laws that prohibit the possession, use, or distribution of controlled substances. Any employee who is found to be in violation of these laws will be dismissed and referred to the appropriate legal authority for prosecution.

The SHSU Human Resources Department is the source for information and confidential assistance for any employee who is seeking help for a drug or alcohol related problem. Please contact the Human Resources Department if you need additional information about this program.

Reviewed by: Kathy Gilcrease

Date: 2.16.2007



Committee Book

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ACADEMIC AFFAIRS

ACADEMIC AFFAIRS COUNCIL

Appointed by:	Provost and Vice President for Academic Affairs
Reports to:	Provost and Vice President for Academic Affairs
Number of Members:	63
Faculty	56
Staff	7

Purpose. Serves in an advisory capacity to the Provost and Vice President for Academic Affairs; provides a forum for the discussion of academic matters; serves as an initial academic policy development and review body as requested by the Vice President for Academic Affairs; and provides a forum for communicating more effectively on all academic concerns.

Appointments. Appointments made by Provost and Vice President for Academic Affairs.

Chair

[David E. Payne](#) Provost and Vice President for Academic Affairs

College of Arts and Sciences

Jaimie Hebert	Dean
Dana Nicolay	Associate Dean
Tamara Cook	Associate Dean
Keri Rogers	Associate Dean
Stanley Kelley	Acting Chair, Department of Agricultural and Industrial Sciences
Tony Shipp	Chair, Department of Art
Matthew P. Rowe	Chair, Department of Biological Sciences
Richard Norman	Chair, Department of Chemistry
Peter Cooper	Chair, Department of Computer Science
Chris Baldwin	Chair, Department of Geography and Geology
Ken Smith	Chair, Department of Mathematics and Statistics
James Bankhead	Chair, School of Music
Rex Isham	Chair, Department of Physics
Penelope Hasekoester	Chair, Department of Theatre and Dance
Jennifer Pontius	Coordinator, Dance
Brian Cooper	Coordinator, Geology
Doug Ullrich	Coordinator, Technology

College of Business Administration

R. Dean Lewis	Dean
Leroy Ashorn	Associate Dean
Valerie Muehsam	Assistant Dean
Phillip Morris	Chair, Department of Accounting
Don Freeman	Chair, Department of Economics and International Business
Joe James	Chair, Department of General Business and Finance
Roger Abshire	Chair, Department of Management and Marketing

College of Criminal Justice

Vincent J. Webb	Dean
Janet Mullings	Associate Dean
Holly Miller	Assistant Dean
Victoria Titterington	Assistant Dean

College of Education

Genevieve Brown	Dean
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Karen Smith	Associate Dean
Charlene Crocker	Chair, Department of Curriculum and Instruction
Beverly Irby	Chair, Department of Educational Leadership and Counseling
Alice Fisher	Chair, Department of Health and Kinesiology
Mary Robbins	Chair, Department of Language, Literacy and Special Populations
Mary Berry	Chair, Department of Library Science

College of Humanities and Social Sciences

John M. de Castro	Dean
Kandi Tayebi	Associate Dean
Terry Thibodeaux	Associate Dean
William Bridges	Chair, Department of English
Debra Andrist	Chair, Department of Foreign Language
Terry Bilhartz	Chair, Department of History
Christopher White	Acting Chair, Department of Mass Communication
John Holcombe	Acting Chair, Department of Political Science
J. D. Ragsdale	Chair, Department of Communication Studies
Alessandro Bonanno	Chair, Department of Sociology
Janis White	Chair, Department of Family and Consumer Sciences
Donna Desforges	Chair, Department of Psychology and Philosophy
Frank Fair	Coordinator, Philosophy

Other Members

Trevor Thorn	Director, Undergraduate Admissions
Rita Caso	Director, Institutional Research
Richard F. Eglsaer	Associate Vice President for Academic Affairs
William Fleming	Executive Director, Student Advising and Mentoring Center
Ann Holder	Director, Newton Gresham Library
LTC Rick King	Chair, Department of Military Science
Mitchell Muehsam	Dean of Graduate Studies/Associate Vice President for Academic Affairs
Keith Jenkins	Associate Vice President for Facilities and Operations
Gordon Plishker	Associate Vice President for Science and Technology
Richard Ward	Associate Vice President for Research and Special Programs
Teresa Ringo	Registrar
Eugene Young	Director, Honors Program
Mark Adams	Associate Vice President for Information Resources
Debra Price	Chair, University Faculty Senate
Christopher Whitaker	Chair, Student Government Association

Correct as of November 2007



PLEASE NOTE: All errors in committee listings should be reported in writing to Jacki Brossman, campus post office box 2478; e-mail jbrossman@shsu.edu.


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[ACADEMIC AFFAIRS](#)

COPYRIGHT COMMITTEE

[Email Committee](#)

Appointed by:	President
Reports to:	Provost and Vice President for Academic Affairs
Number of Members:	3
Faculty	3

Purpose. Assist the Copyright Compliance Officer in the performance of the following functions:

1. Keep the University community, and especially the faculty, informed about copyright compliance issues, including legal requirements.
2. Resolve copyright questions. This would involve investigation, study, and the making of decisions regarding copyright compliance by employees of the University.
3. Consult The Texas State University System Vice Chancellor and Legal Counsel as necessary to solicit assistance in making decisions regarding the application of copyright law

Appointments. President makes all appointments; indefinite terms.

Chair

[Ann Holder](#) *Copyright Compliance Officer for Sam Houston State University*

Members

[Gordon Plishker](#) Associate Vice President of Science and Technology

[James Van Roekel](#) Director, Academic Instructional Technology and Distance Learning

Correct as of September, 2006

Sam Houston State University

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ACADEMIC AFFAIRS

CURRICULUM COMMITTEE

[Email Committee](#)

Appointed by:	Provost and Vice President for Academic Affairs
Reports to:	Provost and Vice President for Academic Affairs
Number of Members:	11
Faculty	9
Ex officio	2

Purpose. Reviews for academic integrity the curriculum reports to resolve conflicts to the extent possible; forwards to the Council of Academic Dean for certification of adequacy of funding the costs of program/administrative change to the institution and projected sources of funding; presents recommendations to the Academic Affairs Council regarding action on proposed curriculum changes, i.e., administrative, core curriculum, courses, degree programs; and makes necessary changes in forms to be used in making curriculum reports.

Appointments. The Provost and Vice President for Academic Affairs makes all appointments from nominations submitted by the academic deans and Director of the Newton Gresham Library. The committee consists of nine members-two from the College of Arts and Sciences, one from the College of Education, one from the College of Business Administration, one from the College of Criminal Justice, two from the College of Humanities and Social Sciences, and one from the Newton Gresham Library. The nominations provided by the academic deans are derived from their respective college curriculum committees. The members serve three-year terms; one faculty member is nominated by the University Faculty Senate to chair the committee; the Chair serves a one-year term.

Term for Chair expires August 31, 2008:

Marsha Harman	Chair
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Terms expire August 31, 2008:

Philip Morris	Business Administration
Kandi Tayebi	Humanities and Social Sciences
John Huber	Arts and Sciences

Terms expire August 31, 2009:

Karen Smith	Education
Larry Hoover	Criminal Justice
Doug Constance	Humanities and Social Sciences

Terms expire August 31, 2010:

Dana Nicolay	Arts and Sciences
Janice Lange	Newton Grisham Library

Ex officio Members:

Teresa Ringo	Registrar
Somer Smith	Office of Academic Affairs
Bill Fleming	SAM Center

Correct as of September, 2007

PLEASE NOTE: All errors in committee listings should be reported in writing to Jacki Brossman, campus post office box 2478; e-mail jbrossman@shsu.edu.



Committee Book

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ACADEMIC AFFAIRS

PATENT COMMITTEE

Appointed by:	President
Reports to:	President
Number of Members:	4
Faculty:	2
Staff:	2

Purpose. This committee was established by action of the Board of Regents upon the adoption of the Intellectual Property Policy on November 22, 1985, and made part of the *Rules and Regulations* as of December 1, 1985, Patent Policy. "11.(10) Review by Patent Committee. The University Patent Committee, after receiving disclosure of an invention, shall forward a recommendation to the University President concerning such discovery. Such recommendation shall include: (1) the committee's opinion whether the university has an ownership interest in the invention in question, or whether such invention was one developed on personal time and without use of university facilities, and (2) whether and how the university should assert and exploit its ownership interest in any invention and discovery." (Source for quote: *Rules and Regulations*, as amended May, 1999.)

Appointments. The President makes all appointments; committee consists of no less than three members; the President designates one of the members of the committee to serve as Chair; indefinite terms.

Chair

Gordon Plishker	Associate Vice President for Science and Technology
Rolando del Carmen	Criminal Justice
Martin Griffin	Business Administration
Ann Holder	Director, Newton Gresham Library

Correct as of September 1, 2001
Revised August 16, 2003

Sam Houston State University

PLEASE NOTE: All errors in committee listings should be reported in writing to Jacki Brossman, campus post office box 2478; e-mail jbrossman@shsu.edu.

If the machine does not have Remote Desktop, go to <http://www.microsoft.com/mac> and click on Downloads in the bar at the top of the page.



Go to the Other Products section and click on Remote Desktop Connection Client 1.0.3 for Mac OS X. Then, click on the “English” and “.hqx” version when the Remote Desktop page loads.

Other products

Get more out of your Mac with these fun and productive downloads, including Windows Media Player.

[Remote Desktop Connection Client 1.0.3 for Mac OS X](#)

[Windows Media Player 9 for Mac OS X](#)

[Windows 2000 SFM](#)

[Windows Media Player 7.1 for Mac](#)

[FrontPage Patch 1.0 for Mac OS 9](#)

Download now!

.bin file size: 1.4 MB 56K modem: 0 Hrs 7 Mins	.hqx file size: 1.8 MB 56K modem: 0 Hrs 10 Mins
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 Deutsch (.bin)	 Deutsch (.hqx)
 English (.bin)	 English (.hqx)
 Français (.bin)	 Français (.hqx)
 Japanese (.bin)	 Japanese (.hqx)

[The .bin and .hqx file formats - what's the difference?](#)

Then, follow the downloading instructions given on the web page.

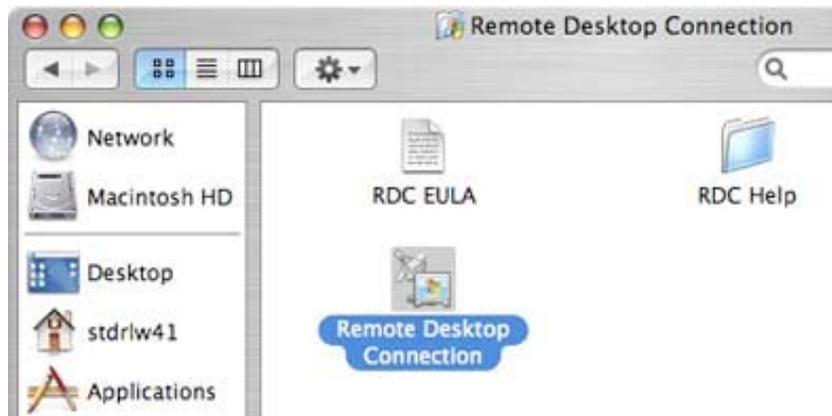
To open the remote desktop utility, click on the Finder icon in the dock.



Once in the Finder, go to the sidebar and click Applications. Next, double-click on Remote Desktop Connection folder.



Then, click on Remote Desktop Connection.



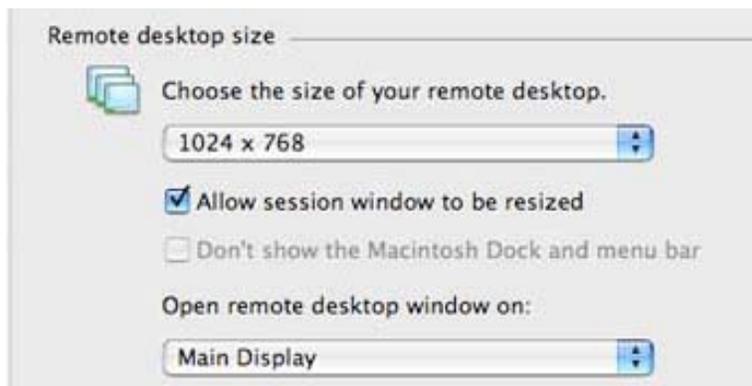
When the Remote Desktop Connection program opens, a dialog box will appear. Type "remote.shsu.edu" into the text box labeled "Computer."



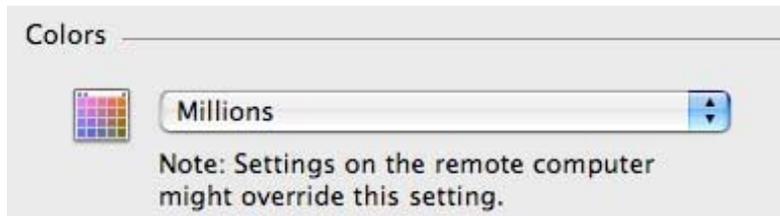
Then, click on the small triangle to the left of the word “Options”. Click on the Display tab.



Change the Remote Desktop size to the desired resolution. Then, click on the “Allow session window to be resized” check box.

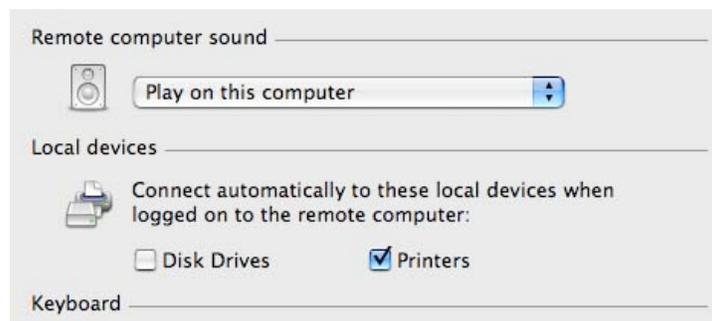


Click on the Colors drop-down menu and select either Thousands or Millions.

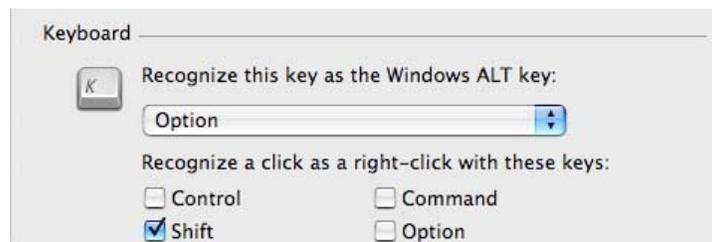


A convenient feature of the remote desktop is the ability to print to a local printer. If a user has a color printer at home and wants to print, they can.

To activate this function, click on the Local Resources tab. Then, go to the Local devices section and select the Printers checkbox.

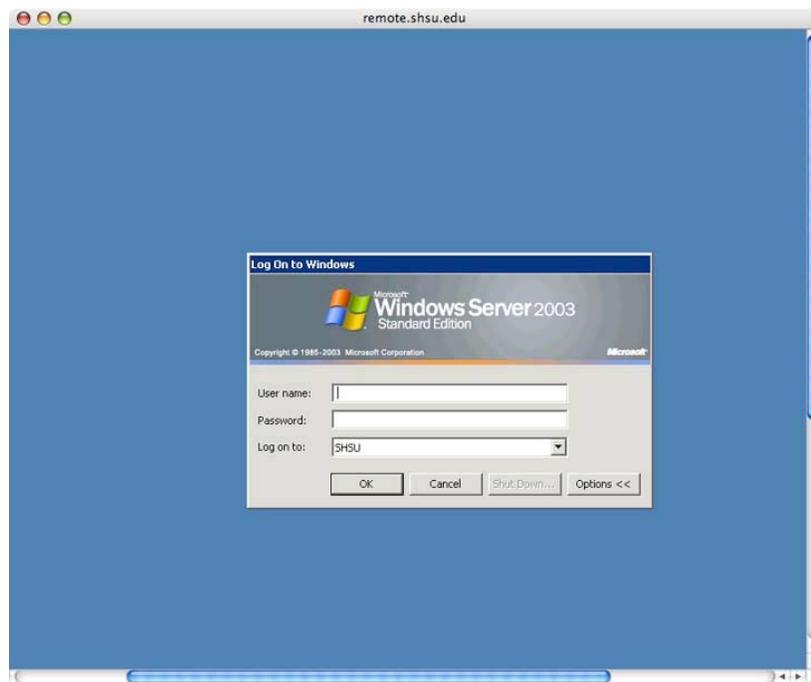


Then, click the Control checkbox to allow the computer to use the Control key to simulate right clicking on the application.

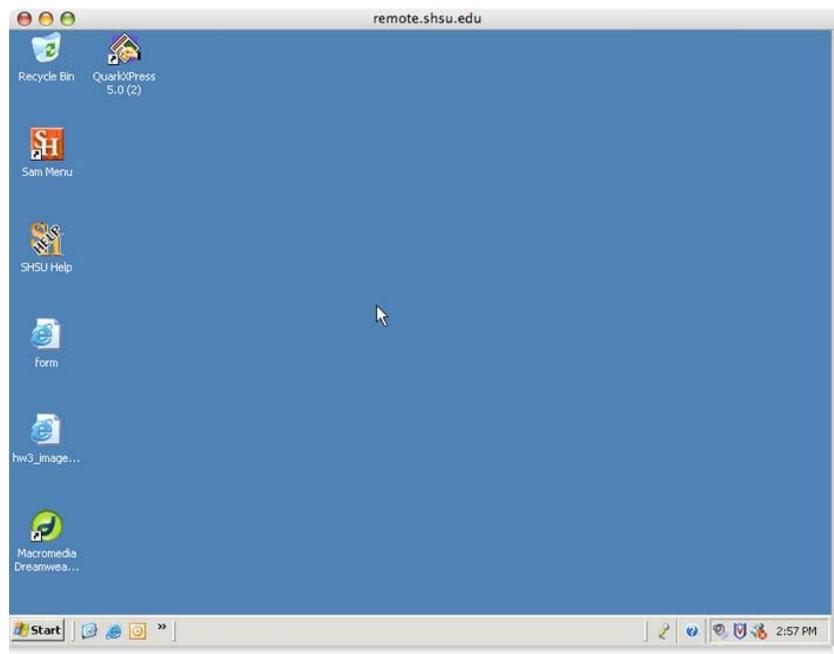


Once the settings are set, click on the Connect button. The Remote Desktop window should appear. The Secure Network Login Notice should appear. Click OK and login.

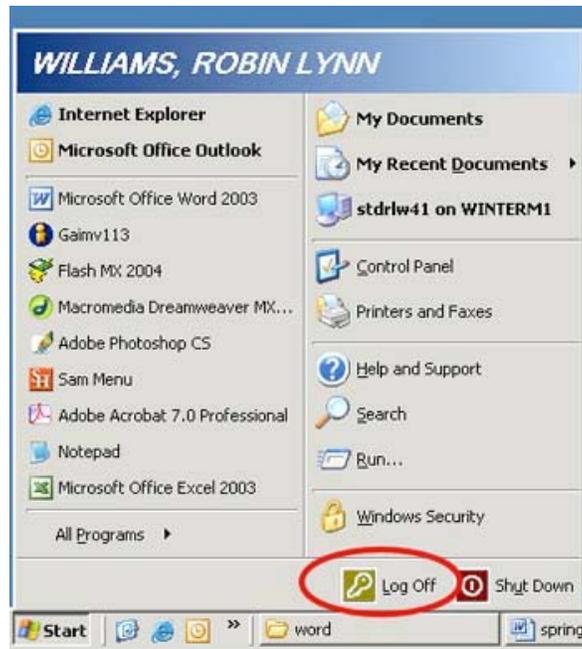
Connecting to the Remote Desktop on a Macintosh



Once logged in, the desktop should appear. This is the similar desktop that is used when someone is logged into the SHSU computer network. A person can install programs in the remote desktop like on the actual network. This is what the desktop looks like during a remote access session.



To log out of the Remote Desktop, click on the Start button and choose Log Off.



The Remote Desktop window should disappear after a few seconds.

Note: When connecting to your office computer, other local resources, such as the Macintosh HD or any CD-R/DVD drives, will not be available for use. Remote.shsu.edu does not connect to your particular computer, but to an on-campus computer, allowing you to access your profile.

**SAM HOUSTON STATE UNIVERSITY
HUMAN RESOURCES POLICY B-1
EMPLOYEE LEAVES
REVISED 09-01-2005
PAGE 1 OF 11**

SUBJECT: Employee Leaves Procedures

PURPOSE: To provide a standard policy for administering and granting employee leaves for absence from their jobs in accordance with university, system, state, and federal rules and regulations.

POLICY: It is the policy of Sam Houston State University to grant leaves to all regular benefits eligible, non-student employees (employees who are appointed at least one-half time or more for a continuous period of at least four and one-half months or one long semester for faculty) on a consistent basis without regard to race, color, national origin, sex, religion, age, disability or veteran status.

- CONTENTS:**
1. Vacation Leave
 2. Sick Leave
 3. Leave for Organ or Bone Marrow Donors
 4. Donation of Blood
 5. Sick Leave Pool
 6. Bereavement Leave
 7. Emergency Leave
 8. Military Leave
 9. Volunteer Firefighters and Emergency Medical Services Training Leave
 10. Certified Red Cross Activities Leave
 11. Leave for Employees with a Disability
 12. Time Off to Vote
 13. Jury Service, and Appearance in Official Capacity or as a Witness
 14. Foster Parent Leave
 15. Federal Family & Medical Leave Act (FMLA) and Parental Leave
 16. Leave Without Pay
 17. Administrative Leave for Outstanding Performance
 18. Parent-Teacher Conference Leave
 19. Employee and Department Responsibilities for Leave
 20. Leave Request/Approval and Medical Certification Forms

1. Vacation Leave

- a. Staff employees and faculty with twelve month appointments shall be entitled to a vacation in each fiscal year without deduction in salary. Part-time eligible employees will accrue vacation leave on a proportionate basis and the maximum carryover will also be proportionate. Such entitlement shall be earned in accordance with the following schedule based on full-time employment:

<u>Employees with Total State Employment of:</u>	<u>Hours Accrued Monthly</u>	<u>Maximum Hours Carried to Next Fiscal Year</u>
0 but less than 2 years	8 (12.0 days/yr)	180
2 but less than 5 years	9 (13.5 days/yr)	244
5 but less than 10 years	10 (15.0 days/yr)	268
10 but less than 15 years	11 (16.5 days/yr)	292
15 but less than 20 years	13 (19.5 days/yr)	340
20 but less than 25 years	15 (22.5 days/yr)	388
25 but less than 30 years	17 (25.5 days/yr)	436
30 but less than 35 years	19 (28.5 days/yr)	484
35 years or more	21 (31.5 days/yr)	532

**HUMAN RESOURCES POLICY B-1
EMPLOYEE LEAVES
REVISED 09-01-2005
PAGE 2 OF 11**

- b. An employee will earn vacation entitlement beginning on the first day of employment with the state and terminating on the last day of duty based upon the chart above. The net balance of unused leave, not to exceed the maximum cited above, shall be carried forward each fiscal year. All hours of unused accumulated vacation, which exceeds the maximum carryover, may be credited to the employee's sick leave balance as of the first day of the next fiscal year.
- c. Credit for one month's accrual will be given for each month or fraction of a month of employment and on the first of each succeeding month thereafter, provided that an employee who is in a leave status on the first day of the month shall not be eligible to use leave accrued for such month until the employee returns to duty. Credit for the higher rate of accrual shall be given on the first calendar day of the month, if the employee's anniversary date falls on the first calendar day of the month; otherwise, the increase will occur on the first calendar day of the following month. If an employee begins working in an eligible status on the first workday of the month, the employee is deemed to have begun working on the first calendar day of the month for the purpose of this subsection.
- d. Vacation with pay may not be taken until the employee has been continuously employed with the state for six months, although credit will be accrued during that period. Continuous employment means that no leave without pay (i.e., for a full calendar month which does not count as state service credit) has been taken. The six-month eligibility requirement means that once an employee has completed six (6) months or more of continuous state employment and then leaves state employment, that person is eligible to take vacation leave as it is earned upon re-employment, or be paid for it on termination following such re-employment.
- e. Employees are encouraged to take vacation in the fiscal year in which the entitlement is earned. Vacation leave should be scheduled in advance by the employee at a mutually agreeable time to both the employee and supervisor.
- f. In computing vacation time taken, time during which an employee is excused from work because of holidays shall not be charged against the employee's vacation.
- g. Vacation accruals will be used for absences due to illness after all accumulated sick leave and compensatory time has been exhausted.
- h. If as a condition of employment you accept or transfer to a position not eligible for vacation accrual, your current vacation balance will be vested and compensated at the final rate of compensation in the last position held that accrued vacation time. Employees are not eligible to use accrued vacation time while in a position not eligible for vacation accrual.
- i. An employee who resigns, is dismissed, or separated from employment (including death) shall be entitled to be paid for all their unused balance of vacation within thirty (30) days, provided the employee has had continuous employment with the state of Texas for six (6) months; and is not directly transferring to another Texas state agency into a position which accrues vacation time.
- j. Employees who retire on or after June 1, 2005, and return to work on or after September 1, 2005, will have vacation accruals based upon state service since their rehire date. However, return to work retirees are not required to re-establish the six (6) months continuous service requirement in order to take vacation with pay.

2. Sick Leave

- a. An eligible employee will earn sick leave entitlement beginning on the first day of employment and terminating on the last day of duty. Credit for one (1) month's accrual will be given for each month or fraction of a month of employment and will be posted to each employee's leave record on the first day of employment and on the first day of each succeeding month of employment thereafter. An employee who is on leave on the first day of a month may not use the sick leave that the employee accrues for that month until after they return to duty. An employee must be in a status of pay each month to be eligible to accrue.
- b. Sick leave entitlement shall be earned at the rate of eight (8) hours for each month or fraction of a month employment, and shall accumulate with the unused amount of such leave carried forward each month. Part-time regular employees accrue proportionate to their appointment. Sick leave accrual shall terminate on the last day of duty.
- c. Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care for a member of their immediate family who is actually ill.
 - (1) For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the State.
 - (2) Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave.
 - (3) An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care to a spouse, child, or parent of the employee who needs such care as a direct result of a documented medical condition. This provision does not extend to an employee's parent-in-law if they do not live in the same household.
 - (4) If an employee is on vacation and would otherwise be entitled to sick leave then the fact that such sick leave is requested while on vacation does not affect the employee's entitlement to sick leave.
- d. An employee who must be absent from duty because of illness shall notify their supervisor or cause them to be notified of that fact as soon as possible. To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days (includes absences for part of a scheduled work day), an employee absent due to illness shall send to the supervisor a doctor's certificate showing the cause or nature of the illness, or some other written statement of the facts concerning the illness which is acceptable to the Director of Human Resources. The administrative head has the discretion to require documentation concerning illnesses resulting in absences of three (3) working days or less. Also, a physician's statement certifying ability to return to work when the nature of the illness has been such that the safety, health, or fitness of the employee to do their work may need assurance or clarification from a physician. Abuses of sick leave privileges shall constitute grounds for dismissal from employment by the University.

**HUMAN RESOURCES POLICY B-1
EMPLOYEE LEAVES
REVISED 09-01-2005
PAGE 4 OF 11**

- e. Upon return to duty after sick leave the employee concerned shall, without delay, report on the bi-monthly "Leave Report" or "Personnel Time Report" any such leave taken. The "Leave Report" or "Personnel Time Report" shall be signed by the departmental supervisor and sent to the Payroll Office. The method for keeping current sick leave records between payroll reporting periods shall be prescribed by the departmental supervisor. Faculty members must submit prescribed leave forms for all sick leave even though no classes were missed if the absence occurred during the normal workday.
- f. An employee who transfers directly from one state agency to another, shall be given credit by the receiving agency for the unused balance of sick leave, provided employment with the state is uninterrupted.
- g. The estate of an employee, when the employee dies while employed, is entitled to payment for one-half of the employee's accumulated sick leave or for 336 hours of sick leave, whichever is less, provided that the employee had continuous employment with the state for at least six (6) months at the time of death.
- h. Accumulated sick leave shall not constitute claim for reimbursement when an employee leaves the employment of the University. However, an employee separated from employment with the state under a formal reduction-in-force shall have their sick leave balance restored if re-employed by the state within twelve (12) months of termination; an employee separated for other reasons shall also have their sick leave balance restored if re-employed by the state within twelve (12) months of termination, and provided there has been a break in service of at least thirty (30) calendar days since termination if re-employed by the same state agency.

Employees that become ineligible to accrue sick leave, as a result of a reduction in their employment to less than half-time or by changing to a student job status, will have their accrued balance frozen, but are eligible to transfer the time (if not earned in a state multiple employment status) when directly transferring to another state agency in an eligible accrual capacity; can have the accrued balance reinstated if after terminating by satisfying the re-employment period reinstatement requirements as described in the above paragraph; or can use the accrued balance upon returning to a non-student regular benefits eligible position.

- i. For employees returning to work as a retiree, there must be an official separation (termination) of employment to effect retirement status. In addition, there must be a thirty (30) calendar day break to have their sick leave balance restored when re-employed by the same state agency.
- j. Sam Houston State University does not grant extended sick leave.

3. Leave for Organ or Bone Marrow Donors

A state employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave of absence provided by this section may not exceed:

- Five working days in a fiscal year to serve as a bone marrow donor; or
- 30 working days in a fiscal year to serve as an organ donor.

4. Donation of Blood

A state employee shall be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee may not receive time off under this section unless the employee obtains approval from his or her supervisor before taking time off. On returning to work after taking time off under this section, an employee shall provide his or her supervisor with proof that the employee donated blood during the time off. If an employee fails to provide proof that the employee donated blood during the time off, Sam Houston State University shall deduct the period for which the employee was granted time off from the employee's salary or accrued leave, whichever the employee chooses. An employee may receive time off under this section not more than four times in a fiscal year.

5. Sick Leave Pool

- a. Employees who have at least twelve (12) continuous months of regular staff or faculty employment with SHSU immediately preceding their eligible condition, may request pool leave for their own catastrophic illness or injury or for one in their immediate family. A catastrophic injury or illness is defined as a severe condition or combination of conditions affecting mental or physical health which requires the services of a licensed practitioner for a continuous, prolonged period of time, usually at least forty-five (45) calendar days. Employees may also use sick leave pool if they contributed sick leave to the pool and subsequently exhaust their sick leave balance. Such employees may receive only the number of hours they have contributed to the pool unless they suffer a catastrophic illness or injury. Employees must exhaust all earned leave with pay entitlements before they may use leave from the pool. Employees on sick leave pool for a full calendar month accrue paid leave for that month, provided they return to work following the leave. Employees with catastrophic illnesses or injuries are not required to contribute to the pool before they can use pool leave. Also, employees who use pool leave are not required to pay back pool leave.
- b. Contributions to the pool are strictly voluntary. To contribute time to the pool, an employee must complete a "Leave Request/Approval Form". Employees who contribute leave to the pool cannot get it back unless they are eligible to use it in accordance with this policy. Employees may contribute an unlimited number of their accrued days. Contributions should be in full day increments.
- c. Requests for pool leave will be in writing along with a completed "Leave Request/Approval Form" and documentation from the treating physician and forwarded to the Pool Administrator through appropriate supervisory channels. Requests will be considered by the Pool Administrator on a first-come, first-serve basis. The Pool Administrator will have up to ten (10) working days from the date they receive a request in which to approve all or part of the request, or deny the request. The amount of pool leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount cannot exceed one-third of the balance of hours in the pool, or ninety (90) working days, whichever is less. Any unused balance of pool leave granted to an employee returns to the pool. The estate of a deceased employee is not entitled to payment for unused pool leave.
- d. Illnesses of the same type or that may routinely re-occur, such as cancer, will have a lifetime maximum of ninety (90) days.
- e. The employee should advise in the sick leave pool request if they are receiving subrogation benefits, i.e., by legal right collecting pay, reimbursement for loss of work time, or damages from a third party as a result of the catastrophic illness or injury.

6. Bereavement Leave

- a. The death of the employee's spouse, or the employee's or spouse's parents, children, brothers, sisters, grandparents, and grandchildren shall constitute adequate need for bereavement leave. Employees who experience a death in their ***immediate*** family (as defined above) may receive, if needed, up to five (5) days bereavement leave.
- b. An employee who must be away from the job due to a death of a member of his/her ***immediate*** family (as defined in section 6. a. above) shall notify the supervisor on or before the first day of such absence.
- c. Request for approval of bereavement leave must be submitted to the supervisor on or before the first day the employee returns to work. The request for leave must show the name, relationship and date of death of the employee's ***immediate*** family member (as defined in section 6. a. above).
- d. Payroll "Leave Report" or "Personnel Time Report" forms requesting bereavement leave will be submitted to the President for consideration.
- e. Leave for the death of anyone other than members of the employee's ***immediate*** family (as defined in Section 6. a. above) shall be charged to vacation, compensatory time, or leave without pay.

7. Emergency Leave

The President of Sam Houston State University may grant leave with pay to an employee for good cause, subject to the recommendation of the Director of Human Resources and the Divisional Vice President. Emergency leave is normally approved with a provision to pay back the granted time off with future leave accruals.

8. Military Leave

- a. ***State employees are eligible for leave to accommodate:***
 - Authorized training or duty for the state's military forces and members of any reserve branch of the U.S. Armed Forces.
 - Activation of the State's National Guard by the Governor.
 - National emergency activation for members of a reserve branch of the U.S. Armed Forces.
- b. ***Adjusted Work Schedule for Military Leave:*** State agencies and institutions of higher education are required to adjust the work schedule of a military member so that two of the employee's days off each month coincide with two days of military duty.
- c. ***Authorized Training for Duty:*** A state employee who is called to active duty or authorized training is entitled to a leave of absence of fifteen (15) days in each **federal** fiscal year (*October 1 – September 30*) without loss of pay or benefits. The fifteen (15) days need not be consecutive. In addition, these days are "working" days, not "calendar" days. After exhausting the fifteen (15) days, the employee may use accrued vacation or be placed in a leave without pay status (or combination of the two) for the remainder of the active duty period.
- d. ***Call to National Guard Active Duty by the Governor:*** A member of the National Guard called to active duty by the Governor because of a state emergency is entitled to receive emergency leave without loss of military or annual leave. This leave is not limited and will be provided with full pay.

- e. ***Call to National Duty:*** A member of the National Guard or any reserve branch of the U.S. Armed Forces called to federal active duty during a national emergency is entitled to an unpaid leave of absence after exhausting the fifteen (15) days of paid military leave. The employee retains any accrued sick or vacation leave. The employee does not earn sick or annual leave during this period; however, he or she does accrue state service credit. The employee may use any accrued annual leave, compensatory time, or overtime leave to maintain benefits for the employee or the employee's dependents while on military duty. Before the employee departs for military service, the area Human Resources Representative in the Human Resources Department shall review with the employee any issues relating to maintaining health insurance coverage. Additionally, the employee may continue to accrue service credit by receiving at least one hour of state pay during each month of active military service. The employee may use any combination of paid leave to qualify for state pay.
- f. ***Differential Pay:*** The President of Sam Houston State University shall grant sufficient emergency leave to provide a pay differential if the employee's military gross pay is less than the employee's state gross pay. The combination of gross military pay and emergency leave may not exceed the employee's actual state gross pay.
- g. ***Restoration of Employment:*** To be eligible for restoration of employment at the conclusion of military service, the employee must be honorably discharged no later than five (5) years after induction, enlistment, or call to duty and must be physically and mentally qualified to perform the duties of the job.

9. Volunteer Firefighters and Emergency Medical Services Training Leave

Employees who are volunteer firefighters and emergency medical services volunteers shall also be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five (5) working days in any one (1) fiscal year. The leave of absence, authorized by this subsection, shall in no way be charged against the employee's vacation or sick leave privileges by this Act.

10. Certified Red Cross Activities Leave

An employee who is a certified disaster service volunteer of the American Red Cross, or who is in training to become such a volunteer, may be granted leave of up to ten (10) days each year to participate in specialized disaster relief services. The employee must have supervisory authorization in addition to a request from the American Red Cross and the approval of the Governor's Office. If the above conditions are met, the employee will not lose pay, vacation time, sick leave or earned overtime, and/or compensatory time during such leave. The pool of certified disaster volunteers must not exceed 350 participants at any one time.

11. Leave for Employees with a Disability

A state employee who is a person with a disability as defined by the Human Resources Code section 121.002 shall be granted a paid leave of absence not to exceed ten (10) days each fiscal year for the purpose of attending a training program to acquaint the employee with an assistance dog to be used by the employee.

12. Time Off To Vote

Employees should be allowed sufficient time off, without a deduction in pay, to vote in each national, state, or local election.

13. Jury Service, and Appearance in Official Capacity or as a Witness

- a. An employee is entitled to serve on a jury during regular work hours without any deduction from wages, including a deduction for any fee or compensation the employee receives for the jury service. The employee must be responding to a jury duty summons, serving on a jury, or appearing in an official capacity for the state. Appearances in another capacity or anytime required for jury service outside the employee's regular work schedule is on the employee's own time.
- b. An employee called to appear in an official capacity in any judicial action or legislative investigation is not entitled to any witness fees for such a governmental appearance. However, if the appearance is not in an official capacity but is for the purpose of testifying from personal knowledge, an employee may accept any customary witness fees. In the case of an employee whose appearance as an expert witness is not in an official capacity, the employee may receive compensation only when such an appearance is made on his or her own leave time. Employees may receive per diem, expense reimbursements, and mileage allowances for serving as a witness in an official governmental capacity, as long as there is no double reimbursement to the employee for expenses.
- c. In order for an employee to receive pay for jury duty, certification from the Court Clerk or some other written statement which is acceptable to the Director of Human Resources, must be attached to the approved "Leave Report" or "Personnel Time Report" form.

14. Foster Parent Leave

An employee who is a foster parent to a child under the protection of the Department of Protective and Regulatory Services (DPRS) is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the DPRS regarding the employee's foster child. In addition, the employee may attend, with a paid leave of absence, the Admission, Review, and Dismissal (ARD) meeting held by a school district regarding his or her foster child.

15. Federal Family & Medical Leave Act (FMLA) and Parental Leave

- a. State employees who have a total of at least twelve (12) months of state service credit and who have actually worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave, are hereby entitled to FMLA provided that the employee utilizes all available applicable paid vacation and sick leave while taking leave pursuant to this provision.
 - (1) As an exception to the requirement to utilize all paid vacation and sick leave, employees on FMLA leave who are receiving temporary disability benefit payments or workers' compensation benefits are not required but may utilize paid vacation and sick leave while receiving such benefits.
 - (2) If an employee elects to use Fair Labor Standards Act [FLSA] (overtime) compensatory time while out on FMLA, that time is not counted toward the 12-week entitlement. State compensatory (equivalent) time is counted toward the 12-week entitlement.
 - (3) If FMLA leave is used in one continuous block, a business closing will count against the employee's entitlement. The exception to this is a closing of a week or more. Holidays, inclement weather days, and shutdowns do not count against employees who are on intermittent FMLA leave or a reduced work schedule.
 - (4) Furthermore, a state employee who is the father of a child, may use his sick leave in conjunction with the child's birth only if the child is actually ill or to care for his spouse while she is recovering from labor and delivery.

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- (5) The State Auditor's Office has advised that the employee does not have the option of choosing whether or not to designate leave as FMLA leave for a qualifying event. In all circumstances, it is the employer that determines whether leave qualifies as FMLA leave. SHSU counts FMLA qualifying events toward the maximum total of 12 workweeks of FMLA leave in a 12-month period. This would include paid leave time using sick or vacation accruals and unpaid leave time. This policy statement shall serve as official notice to SHSU employees that qualifying events count toward the maximum 12 workweeks of FMLA leave.
- b. Those employees with less than twelve (12) months of state service or who have worked less than 1,250 hours in the 12-month period immediately preceding the commencement of leave are eligible to take a Parental Leave of absence, not to exceed twelve (12) weeks (480 hours), provided that the employee utilizes all available applicable paid vacation and sick leave while taking the parental leave. The leave period begins with the date of birth of a natural child or the adoption or foster care placement with the employee of a child under three years of age.
- c. *Eligible Reasons for Leave* -- FMLA requires that employers provide up to twelve (12) weeks of unpaid leave in a twelve (12) month period by an eligible employee for one or more of these reasons: SHSU considers the employee on FMLA leave, for all FMLA qualifying events, regardless of designation by the employee.
- (1) To care for the employee's child after birth, or placement for adoption or foster care;
 - (2) to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - (3) for a serious health condition that makes the employee unable to perform their job. A serious health condition means one that involves either inpatient care in a hospital, hospice, or residential medical facility; or an incapacity requiring absence of more than three (3) calendar days and continuing treatment by a health care provider; or continuing treatment by a health care provider of a chronic or long-term condition that is incurable or will likely result in incapacity of more than three (3) days if not treated.
- d. *Advance Notice and Medical Certification* -- The employee, when possible, is required to provide advance leave notice and medical certification. The employee ordinarily will provide thirty (30) days advance notice when the leave is "foreseeable." Medical certification to support a request for leave because of a serious health condition is normally required within fifteen (15) calendar days when practicable, and a "fitness-for-duty" report should also be provided from the health care provider when the employee is able to return to work.
- e. *Duration and Timing of Leave*
- (1) Eligible employees may take up to twelve (12) weeks of unpaid leave during a twelve (12) month period inclusive of utilizing, within these twelve (12) weeks, all available and applicable paid leave. For part-time employees the leave is calculated on a pro-rated or proportional basis.
 - (2) The FMLA leave period runs concurrent with other forms of paid and unpaid leave you are eligible for and required to use; it cannot be stacked with other leaves to extend one's state paid insurance fringe benefit or approved leave period.
 - (3) If both spouses are employed with the state and the purpose of the leave is either family leave, i.e., birth, adoption or foster care, or medical leave for the care of a parent, then the couple is entitled to a total of twelve (12) weeks of leave. However, the twelve (12) weeks are not aggregated between the spouses when the purpose of the medical leave is to care for a spouse, child or oneself.

- (4) The twelve (12) month period is a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave. Entitlement to family leave expires one (1) year after birth, adoption, or foster placement.
- (5) Intermittent and Reduced Schedule Leave -- FMLA leave because of serious health conditions, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. In addition, while on an intermittent or reduced schedule leave, you may be temporarily transferred to an alternative position if available which better accommodates your schedule and which has equivalent pay and benefits. Intermittent and reduced schedule leave is not required of the employer unless there is a serious health condition. As previously stated, holidays, inclement weather days, and shut downs do not count against employees who are on intermittent FMLA leave or a reduced work schedule.

f. *Job Benefits and Protection*

- (1) Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay and benefits.
- (2) For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." The employee must pay for optional coverages while on leave. The University may recover any premiums for maintaining coverage for the employee if he or she does not return from the leave; unless the failure to return is due to a continuance or recurrence of the cause of the medical leave or due to other circumstances beyond the control of the employee.
- (3) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. However, no other benefits are provided or accrue while on FMLA leave without pay for an entire month except the fringe benefit group health insurance contribution.

16. Leave Without Pay

Agencies may grant employees leave without pay or leave of absence without pay subject to the following provisions:

- a. Except for disciplinary suspensions, military situations, Workers' Compensation, and Federal Family and Medical Leave Act leave as provided in Section 15 above, all accumulated paid leave entitlements must be exhausted before granting such leaves, with the additional provisions that sick leave must be exhausted only in those cases where the employee is eligible to take sick leave, as provided in Section 2 and 5 above. Such leaves will be limited in duration to twelve (12) months.
- b. Subject to fiscal constraints, approval of such leaves constitutes a guarantee of employment for a specified period of time.
- c. The President may grant exceptions to these limitations for such reasons as interagency agreements or educational purposes.
- d. Except in the case of an employee returning to state employment from military leave, any full calendar month (i.e., from the first day of a month through the last day of a month, inclusive) in which an employee is on leave without pay, shall not be counted in the calculation of total state service for purposes of longevity pay or vacation leave entitlements. No employee shall accrue vacation or sick leave for such month or the state insurance fringe benefit. Furthermore, any such full calendar month of leave without pay shall not constitute a break in continuity of employment but shall not be included in the calculation of the six (6) continuous months of state employment set forth in other sections of this policy.

17. Administrative Leave for Outstanding Performance

In addition to employee leave authorized elsewhere in this policy, administrative leave with pay may be granted by the President as a reward for outstanding performance provided the exceptionally superior performance is properly documented. In no event shall the aggregate amount of administrative leave granted exceed thirty-two (32) hours in any fiscal year.

18. Parent-Teacher Conference Leave

An employee may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade. Employees must give reasonable notice of intention to use sick leave to attend such conferences. Part-time, regular, benefits eligible employees receive this leave on a proportional basis.

19. Employee and Department Responsibilities for Leave

- a. Employees should communicate to their supervisor at the earliest practical time details of their absence or anticipated absence(s) including dates with appropriate documentation.
- b. For illness and/or disability a doctor's certification may be needed to certify fitness to work and/or certify the period of absences.
- c. Leaving one's job without proper notification to the employee's supervisor or designee can constitute job abandonment which is justification for termination. Bona fide emergencies will be taken into consideration.
- d. The employee is responsible for completing the application for leave form, providing supporting documentation, and following up on approvals.
- e. Departments are responsible for notifying Human Resources and Payroll regarding employee leaves, especially when it is anticipated the employee will not have enough paid leave and must coordinate out-of-pocket payments to continue insurance benefits. The department is responsible for processing the necessary documents (payroll action form, application for leave form, etc.) to process the requested leave in a timely manner.

20. Leave Request/Approval and Medical Certification Forms

- a. These forms do not replace the official Payroll Department "Leave Report" or "Personnel Time Report" forms. They serve as processing and notification documents for the request and approval of employee leaves, medical certification and sick leave pool transactions.
- b. When the request requires approval beyond the department head, the form should be complete with type of leave, dates of absence, number of hours requested and required documentation attached before it is forwarded through the appropriate channels for signatures.

Approved:
James F. Gaertner, President
Sam Houston State University

**SAM HOUSTON STATE UNIVERSITY
HUMAN RESOURCES POLICY B-5
EMPLOYEE DEVELOPMENT
REVISED 09-01-2005
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SUBJECT: Employee Development Programs

PURPOSE: To provide for the development of employees' job related professional abilities and skills, and enhance the employees' ability to perform their assigned job duties.

POLICY: It is the policy of Sam Houston State University (SHSU) to provide training to develop the competency and expertise of its employees.

CONTENTS:

1. In-House Training
2. Outside Training
3. President's Employee Scholarship Program
4. Procedures for Making a Request and Documenting Training
5. Approvals and Audit Documentation

1. **In-House Training:** SHSU offers in-house training in several areas on a regular basis and in special areas on an as-needed basis.
 - a. Work safety training is provided by the University Safety Officer. Contact the University Safety Office for information about the training and a schedule of workshops.
 - b. Computer training is provided by the University Computer Center. For information about subjects and a schedule of classes, contact the Computer Services Department.
 - c. Policy, procedures, benefits, and related training is provided by the Human Resources Department on an as-needed basis. For information contact the Human Resources Department.
 - d. Equal Employment Opportunity/Affirmative Action Plan training for supervisors is provided by the University Affirmative Action Officer. Contact the Director of Human Resources for information.
 - e. New Employee (and two-year follow up) EEO Training is provided online, as required by State law. Each new employee must complete the training within 30 days of employment, and thereafter every two years.
 - f. SHSU courses are used as a method of training. Flex-time (variations in assigned work schedules) for one four (4) hour course per long semester may be granted when it does not interfere with work assignments and is properly approved. Refer to the university catalogue for admission/registration process.
 - g. Special need training is used to convey information about changes related to the terms and conditions of employment. Notices are sent to employees who need to attend.
 - h. Trainee positions may be established for on-the-job training. See Human Resources Policy WS-2, Staff Salary Administration for more information.
 - i. The Continuing Education Department offers classes on a regular basis in a variety of subjects. Contact the Continuing Education Department for information.

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EMPLOYEE DEVELOPMENT
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2. **Outside Training:** SHSU encourages employees to attend outside training when inside training is not available to satisfy the need.
 - a. Special training provided by State agencies is used by SHSU employees to gain specialized knowledge and abilities required to perform their job duties.
 - b. Professional seminars are available through many sources. The Human Resources Department keeps an active file of professional seminars being offered in this area. Contact the Human Resources Department for assistance.
 - c. Professional organization meetings offer a source of specialized training. SHSU encourages attendance at these meetings as a method of development.
 - d. Continuing education classes offered by civic organizations, community colleges, public schools, etc. are available to SHSU employees.

3. **President's Employee Scholarship Program:** This scholarship is for full-time (1.0 FTE) benefits eligible staff and faculty employees, through the rank of Assistant Professor, who desire to take a class at SHSU. The applicants must have a minimum of one year full-time continuous employment at SHSU and have earned at least 3 semester hours at SHSU with a minimum 2.0 GPA.
 - a. Awards are based upon requests that best benefit the employee and University, see section 4.a.(1). No more than 25% of the available awards are distributed to faculty. Employees GPA, length of employment, and student classification level are primary factors of consideration.
 - b. Scholarships may be awarded for one course or one course with a lab, up to four (4) hours of college credit per semester at SHSU. The recommending department head should assure that employees involved in recent disciplinary actions are exhibiting positive work performance.
 - c. Staff employees may, with the approval of their supervisor, have a flex-time work schedule if it does not interfere with job assignments for one four (4) hour course each long semester. Faculty should schedule the course as to not interfere with teaching assignments, committees, and student office hours. If flex-time is not practicable, scholarship recipients may attend class outside their work schedule.
 - d. Scholarship recipients must meet all admission and registration requirements, and maintain a 2.0 or better grade point average. The recipient will receive approval of funds for courses, but no money, until successful completion of course.
 - e. To receive reimbursement the recipient must submit to the Human Resources Department their tuition/fee receipts, and a grade report of "C" or better. Reimbursement will be processed according to procedures for student financial aid scholarship disbursement requests.

4. Procedures for Making a Request and Documenting Training: A Staff Training Request and Documentation form should be completed by the employee or the immediate supervisor and submitted for approval along with any other necessary paperwork prior to the start of the training.

a. President's Employee Scholarship Program

- (1) To participate in the President's Employee Scholarship Program an official request application form should be processed indicating how the training will increase the employees' ability to perform his/her current job, or how it will prepare the employee for a promotion to a higher level job or for prospective duty assignments, i.e., will be mutually beneficial to the employee and the University.
- (2) Requests for the President's Employee Scholarship Program should be submitted following administrative channels to the Employee Benefits Committee through the Human Resources Department. **The deadline for making application is as follows:**

Fall Semester – July 1st Spring Semester – November 1st Summer I & Summer II – May 1st

b. In-House and Outside Training

- (1) Requests for in-house and outside training should be directed to the administrative supervisor with paperwork such as travel requests, registration forms, etc. being prepared and approved through regular procedures. The supervisor may also require an employee to attend training when it is necessary to achieve the ability to perform the job duties.
- (2) Purposes that may be served by in-house and outside training include, but are not necessarily limited to, preparing to deal with new technological and legal development, developing of additional work capabilities, increasing the number of qualified employees in areas designated by the University as having an acute shortage, and increasing the level of competence for current and prospective duty assignments.

5. Approvals and Audit Documentation

- a. The Department Head may approve in-house training and the Divisional Vice President may approve outside training requests.
- b. The Director of Human Resources must receive a copy of all Staff Training Request and Documentation forms for audit documentation purposes.
- c. The University Benefits Committee will review requests for the President's Employee Scholarship Program and recommend to the President potential recipients for approval.

Approved:
James F. Gaertner, President
Sam Houston State University

**SAM HOUSTON STATE UNIVERSITY
HUMAN RESOURCES POLICY ER-8
DRUG FREE WORKPLACE
REVISED 09/01/2001**

SUBJECT: Drug Free Workplace

PURPOSE: To establish a policy to provide a workplace for Sam Houston State University employees that is drug free in compliance with the Anti-Drug Abuse Act of 1988, and the Drug Free Schools and Communities Act Amendment of 1989.

POLICY: It is the policy of Sam Houston State University that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace of Sam Houston State University.

CONTENTS:

1. Drug Free Awareness
2. Conditions of Employment
3. Notice of Conviction
4. Response to Conviction

1. Drug Free Awareness --- A Drug Free Awareness Program established to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. SHSU's policy of maintaining a drug free workplace;
- c. any available drug counseling, rehabilitation, and employee assistance programs; and
- d. the penalties that may be imposed upon employees for drug abuse violations.

2. Conditions of Employment --- As a condition of employment at SHSU the employee will:

- a. Abide by the terms of this policy.
- b. Notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

3. Notice of Conviction --- SHSU will notify contracting or granting agencies within ten (10) days after receiving a notice of a conviction from an employee or otherwise receiving actual notice of the conviction.

4. Response to Conviction --- SHSU will, within thirty (30) days after receiving notice from an employee of a conviction as described in 2.b. above, respond as follows:

- a. Take appropriate personnel action against the employee up to and including termination; or
- b. require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Approved:

Bobby K. Marks, President
Sam Houston State University

**SAM HOUSTON STATE UNIVERSITY
HUMAN RESOURCES POLICY ER-4
AFFIRMATIVE ACTION PLAN
REVISED 09-01-2005
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SUBJECT: Affirmative Action Plan

PURPOSE: To establish a comprehensive program which will assure that Sam Houston State University (SHSU) is in compliance with Federal regulations which require affirmative action in employment and educational opportunities and Texas Labor Code Chapter 21.

POLICY: Sam Houston State University will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, up-grading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Sam Houston State University takes seriously the initiative to make the needed extra efforts to remedy the areas of underutilization in our Affirmative Action Plan.

CONTENTS:

1. Dissemination of Policy
2. Responsibility for Implementation
3. Workforce Analysis
4. Utilization Analysis
5. Goals and Timetables
6. Identification of Problem Areas
7. Faculty Recruitment Plan to Remedy Underutilization of Minorities and Women
8. Non-Faculty Recruitment Plan to Remedy Underutilization of Minorities and Women
9. Compensation Practices
10. Integration of Affirmative Action/Equal Opportunity Policy
11. Sex Discrimination Guidelines
12. Guidelines on Discrimination Because of Religion or National Origin

1. Dissemination of Policy

The Affirmative Action Plan and policies related to equal employment and educational opportunities are open records for public inspection. In addition, the University will take positive steps as needed to make it known to the public that Sam Houston State University is an Affirmative Action/Equal Opportunity institution of higher education. Some of the methods used to inform the public are:

a. Internal Dissemination

- (1) The Affirmative Action Plan will be documented in the University's policy manuals and a copy given to each Vice President, Dean, Department Head, and Supervisor who is responsible for carrying out the Plan.

- (2) The fact that Sam Houston State University is an Affirmative Action/Equal Opportunity institution of higher education will be documented in the Faculty Handbook, and Student Handbook. Any follow-up Affirmative Action information during the course of the academic year will be featured on the Human Resources Department website (www.shsu.edu/hr).
- (3) The President of Sam Houston State University and his chief administrators will stress the importance of the Affirmative Action Plan in meetings with the faculty and administrative staff.
- (4) The Affirmative Action Plan will be placed on file in the Library of Sam Houston State University and will be made available to any interested individual upon request.

b. External Dissemination

- (1) All contracts, leases and purchase orders will contain an Affirmative Action/Equal Opportunity statement.
- (2) The Affirmative Action/Equal Opportunity policy statement will be on the employment application form.
- (3) Written notification of the University's Affirmative Action/Equal Opportunity policy will be sent to all subcontractors, vendors and suppliers.
- (4) Recruitment literature, newspaper advertising, and position announcements will contain statements of the University's Affirmative Action/Equal Opportunity policy.

2. Responsibility for Implementation

The overall responsibility for the implementation and administration of the Affirmative Action Plan is included in the job duties of the President of Sam Houston State University. As the chief administrator of the Affirmative Action Plan, the President has delegated to the Vice Presidents, Deans, Department/Division/School Heads, Supervisors and Faculty the authority and responsibility for carrying out this plan at each corresponding level. Each of these individuals is expected to put forth a good faith effort to assure the success of this plan, and each will be evaluated for their affirmative action efforts and results in addition to, and on the same basis as, other work performance criteria.

Mr. Ted E. Michael, Director of Human Resources, has been designated by the President as the University's Affirmative Action/Equal Opportunity Officer. He will analyze all University personnel actions to ensure compliance with this policy. As such, his responsibilities include:

- a. developing policy statements, affirmative action programs, and internal and external communication techniques;
- b. assisting in the identification of problem areas;
- c. assisting administrators and supervisors in arriving at solutions to problems;
- d. designing and implementing audit and reporting systems that will measure the effectiveness of the University's programs, indicate the need for remedial action, and determine the degree to which goals and objectives have been attained;
- e. serving as liaison between the University and enforcement agencies;
- f. serving as liaison between the University and minority organizations, women's organizations and community action groups concerned with employment opportunities of minorities and women; and
- g. keeping the administration informed of the latest developments in the area of equal opportunity.

3. Workforce Analysis

Sam Houston State University utilizes the following reports showing the representation of employees in each job classification or occupational group:

- a. Workforce - a report that gives total workforce by Equal Employment Opportunity (EEO) job category, race, and sex.
- b. Annual Report and Agency New Hire/Workforce Summary - a report that provides new hire data by EEO job category, race, and sex.

4. Utilization Analysis

Sam Houston State University uses the Census EEO Data information to perform a utilization analysis and identify underutilization of each protected class of employees within each job classification and occupational group. For faculty and other instructional positions, departments with similar disciplines are combined; and for non-instructional positions, jobs are grouped by EEO job categories. The Affirmative Action analysis is completed for each EEO job category, and achieving the following determinations:

- a. Current Workforce
- b. Expected New Hires
- c. Percentage Available
- d. Employment Goal
- e. Number of years expected to achieve goal based on average number of expected new hires.

5. Goals and Timetables

Where deficiencies exist and where numbers or percentages are relevant in developing corrective action, the University establishes and sets forth specific goals and timetables separately for minorities and women.

The Goals and Timetables are calculated as follows:

- a. The utilization of each protected class is determined by subtracting the availability from the representation in the workforce for each race and sex.
- b. If the remainder is negative, underutilization exists and a goal is established.
- c. Employment goals are established by multiplying the total number of employees in the work group by the percent of availability and rounding to the nearest whole number.
- d. Hiring goals are established for each underutilized group by subtracting the number currently in the workforce from the employment goal.
- e. The time required to meet employment goals is calculated by multiplying the percent available by the number of expected vacancies to get the annual hire rate. The annual hire rate is divided into the employment goal to get years to goal.

6. Identification of Problem Areas

- a. In order to identify problem areas, an in-depth analysis has been made of the following:
 - (1) the composition of the workforce by minority group status and sex;
 - (2) the composition of applicant flow by minority group status and sex;
 - (3) the total selection process including position descriptions, position titles, worker specifications, application forms, interview procedures, test administration, test validity, referral procedures, and the final selection process;
 - (4) transfer and promotion practices, and the awarding of tenure;
 - (5) facilities, University sponsored recreation and social events and special programs such as educational assistance;
 - (6) University training programs, both formal and informal;
 - (7) workforce attitude; and

(8) the technical phases of compliance such as retention of applications, notification to subcontractors, etc.

b. The following problem areas have been identified:

(1) There is an underutilization of minorities and women in certain job titles and EEO categories.

(2) Some positions are incorrectly classified and graded.

(3) Some positions are improperly described.

(4) There is an underutilization of minorities and women in faculty positions.

7. Faculty Recruitment Plan to Remedy Underutilization of Minorities and Women

Sam Houston State University uses the Search Guidelines To Enhance Diversity issued by the Texas State University System when hiring Faculty.

a. Personnel Requisition:

To assure that only job related criteria is considered in the staffing process, the following steps are taken before the job opening is announced. When a requisition is received by the Human Resources Department to fill a faculty position, the Human Resources Representative will:

(1) Verify, using the job description, the job related criteria to be used in the recruiting and selection process.

(2) Prepare a job announcement to be posted for at least ten working days.

(3) Provide the chairperson of the search committee with EEO information such as faculty hiring goals, search guidelines to enhance diversity, and the dos and don'ts of EEO hiring.

b. Recruitment:

Job openings for faculty job classifications that are identified as being underutilized relative to our employment goals will receive special effort to recruit qualified protected class applicants. Special efforts should include but not limited to:

(1) Targeted advertising and distribution of the job announcement

(2) Contact with faculty organizations

(3) Contact with higher education leaders in the targeted class

(4) Word of mouth

c. Applicant Screening Steps:

(1) Pre Screening – Letters of interest and resumes are screened by the search committee to determine if the person has the minimum requirements for the faculty position. Those who have the minimum requirements are contacted and invited to complete an official application. Applicants are screened using a matrix or other selection tool based on previously established job related criteria. Only applicants who have completed an official

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AFFIRMATIVE ACTION PLAN
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application are considered for the job. Those who do not meet the minimum requirements are held in the search committee file for future reference.

- (2) Invitations for interview – The most promising candidates chosen by the search committee are invited to campus for a job interview.

d. Campus visit and interview:

Candidates accepting the invitation are scheduled for a campus interview with members of the search committee and the department chair. Search committee interviews are conducted using the methods described in the Search Guidelines to Enhance Diversity.

e. Hiring Selection:

- (1) Committee Recommendations – The Search Committee will submit a report to the department chair recommending the candidate(s) deemed best suited for the position.
- (2) Selection – The department chair in consul of the dean of the college will review the Search Committee report and select the applicant they wish to offer the job.
- (3) EEO compliance review – The dean of the college recommends to the Provost and Vice-President for Academic Affairs the terms and conditions of the proposed job offer to the chosen candidate. The VPAA reviews the committee report and the Dean’s recommendation to determine that EEO hiring guidelines were complied with throughout the selection process before the job offer is authorized.
- (4) Approval - All faculty appointments are contingent upon the approval of the President and the Board of Regents.

8. Non-Faculty Recruitment Plan to Remedy Underutilization of Minorities and Women

Sam Houston State University uses the Search Guidelines To Enhance Diversity issued by the Texas State University System when hiring non-Faculty employees.

a. Personnel Requisition:

To assure that only job related criteria is considered in the staffing process, the following steps are taken before the job opening is announced. When a requisition is received by the Human Resources Department to fill a non-faculty position, the Human Resources Representative will:

- (1) Compare the requisition with the standard position description to ensure that it accurately reflects the position functions, and that it is consistent for the same position from one location to another.
- (2) Verify the required job specifications by comparing with the position description. Special attention is given to the specific education, experience and skill requirements to ensure that the requirements in themselves do not constitute inadvertent discrimination.
- (3) Determined that the position is correctly classified, or refer the job to the job classification officer for a reclassification study of the position before recruitment efforts begin.

b. Recruitment:

Job openings for non-faculty job classifications that are identified as being underutilized relative to our employment goals will receive special effort to recruit qualified protected class applicants.

Special efforts should include but not limited to:

- (1) Targeted advertising and distribution of the job announcement
- (2) Contact with community organizations to list vacancy notices. The specific organizations will vary depending on the underutilization.
- (3) Contact with community leaders in the targeted class. The specific leaders will vary depending on the underutilization.
- (4) Word of mouth

c. Applicant Screening Steps:

- (1) Screening Applications - Applications are received by the Human Resources Clerk who initiates an applicant screening tool or matrix to determine if the applicant meets the minimum requirements for the job. The applicants who meet the minimum requirements go on to step 2. Applicants not meeting the minimum requirements are not considered for the position and are entered into the applicant data base for future reference.
- (2) Pre-Interview Screening - The Human Resources Representative will refer all of the applicants meeting the minimum requirements to the hiring supervisor. The hiring supervisor will decide the group of applicants who will be interviewed. The hiring supervisor will use a screening tool or matrix, to evaluate the applicants based on the required knowledge, skills, abilities, experience and education as outlined in the job vacancy notice. All qualified applicants will be considered. The screening tool or matrix is part of the record that will be maintained to indicate the disposition of each applicant at this step.
- (3) Interview Questions - The hiring supervisor and Human Resources Representative will work together to develop interview questions that cover objective, job related criteria, and inquire about each applicant's knowledge and competencies to perform the job. Interview questions should be similar for each applicant, strictly job related, and meet the legal standard. Questions should not be of a personal nature or any that could be used to discriminate on Civil Rights protected areas.
- (4) Interview - During the interview process, the hiring supervisor will use the screening tool or matrix to rate the applicants interviewed.

d. Hiring Selection:

The hiring department supervisor will review the finalists, and in counsel with the Human Resources Representative, will select the applicant to which the job offer will be extended. The requisition file will be reviewed by the Director of Human Resources to assure compliance with the EEO guidelines before the selection is final. A record of the disposition of each applicant at this level is maintained.

9. Compensation Practices

Sam Houston State University has established a plan of action to assure compensation practices are administered in a fair and equitable manner which does not discriminate against protected class employees as follows:

- a. Six-Month Pay Adjustments - All six-month pay adjustments will be reviewed by the Affirmative Action Plan (AAP) Officer to assure they are in compliance with EEO guidelines and university policy.
- b. Merit Pay Increases - All merit pay increases will be reviewed by the AAP Officer to assure compliance with EEO guidelines and university policy.
- c. All Other Pay Increases - Any personnel actions resulting in adjustments in pay will be reviewed by the AAP Officer to assure compliance with EEO guidelines and university policy.

If the AAP Officer determines a discrepancy exists he will have the authority to act to make immediate remedy.

10. Integration of Affirmative Action/Equal Opportunity Policy

Sam Houston State University has taken the following steps to ensure that its Affirmative Action/Equal Opportunity Policy is integrated into every area of the University and the community:

- a. The University is actively involved in working with various job programs and has provided a place of employment and training for many underprivileged and inexperienced minority youth and adults, both male and female.
- b. If apparently qualified minority or female employees are passed over for upgrading or promotion, the department head or supervisor must submit written justification and receive approval from the Director of Human Resources prior to the action.
- c. As part of their regular job duties, the University's Human Resources Representatives engage in job counseling with employees to aid them in opportunities for advancement.
- d. All employees are informed about and actively encouraged to participate in University social and recreational activities.
- e. The Job Information Line is a pre-recorded listing of all current staff job openings. The recording can be accessed by dialing the job line number at any time. The job line is available seven (7) days a week, twenty-four hours a day and is up-dated as job openings occur.
- f. The Human Resources Department web site (www.shsu.edu/hr) lists all current staff and faculty job openings. The Staff and Faculty Employment Opportunities web pages are available seven (7) days a week, twenty-four hours a day and are updated as changes occur.

11. Sex Discrimination Guidelines

It is the policy of Sam Houston State University to recruit, hire, train and promote persons in all job titles without regard to sex, except where sex is a bona fide occupational qualification. Furthermore,

all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, training, education, social and recreational programs will be administered without regard to sex. It is also the policy of Sam Houston State University to maintain a workplace free of sexual harassment.

All recruiting sources will be informed verbally and in writing of the University's Affirmative Action Policy, stipulating that these sources recruit and refer applicants for all positions listed without regard to the sex of the applicant.

12. Guidelines on Discrimination Because of Religion or National Origin

It is the policy of Sam Houston State University to recruit, hire, train and promote persons in all job titles without regard to religion or national origin. The Affirmative Action Officer periodically reviews University employment practices to determine whether members of various religions and/or ethnic groups are receiving fair consideration for job opportunities. Based upon the findings of such reviews, appropriate outreach and positive recruitment activities, such as those listed below, are undertaken in order to remedy existing deficiencies:

- a. Internal communication of the University's obligation to provide equal employment opportunity without regard to religion or national origin in such a manner as to foster understanding, acceptance and support among administrative, supervisory and all other employees and to encourage such persons to take the necessary action to aid the University in meeting this obligation.
- b. Development of reasonable internal procedures to ensure that the University's obligation to provide equal employment opportunity without regard to religion or national origin is being fully implemented.
- c. Periodically informing all employees of the University's commitment to equal employment opportunity for all persons, without regard to religion or national origin.
- d. Enlisting the assistance and support of all recruitment sources for the University's commitment to provide equal employment opportunity without regard to religion or national origin.
- e. Reviewing employment records to determine the availability of promoteable and transferable members of various religious and ethnic groups.

The University agrees to make reasonable accommodations to the religious observances and practices of employees or prospective employees who regularly observe Friday evening and Saturday, or some other day of the week, as their Sabbath and/or who observe certain religious holidays during the year and who are conscientiously opposed to performing work on such days, when such accommodations can be made without undue hardship on the conduct of the University's

business. In determining the extent of hardship such accommodations might make, the University considers the following factors: (a) business necessity, (b) financial costs and expenses, and (c) resulting personnel problems.

As President of Sam Houston State University, I have a strong personal commitment to equal employment and educational opportunities, and I require the assistance and support of faculty and staff employees in attaining the University's objective of equal employment and educational opportunity.

Approved:
James F. Gaertner, President
Sam Houston State University

SHSU TRAVEL POLICIES

In accordance with the travel policy approved by the Board of Regents, the following policies will apply for administrative officers, faculty and staff at Sam Houston State University:

- (1) All Travel Applications for travel should be endorsed by the proper administrative officers and approved by the Office of the President before the trip is taken. (See "note a" and "note c" for updated information.)
- (2) It is the responsibility of Department Directors, Deans and/or equivalent Administrative Officers to ensure that funds are available in their respective accounts to cover Travel Applications being submitted for approval.
- (3) Travel applications for out-of-state travel should be submitted at least (30)-thirty days prior to anticipated date of travel in order to ensure approval from Dr. Gaertner. (See "note b" for updated information.)
- (4) All travel outside the United States must have advance written approval of Dr. Gaertner prior to trip in order to be reimbursed. (See "note e" for updated information)
- (5) Travel should not involve more than three (3) consecutive school/work days off campus in normal situations. However, approval for travel in excess of three days may be requested, provided a written justification for the extended absence accompanies the Travel Application. (see "note f" for updated information)
- (6) The purpose of travel must be directly related to the goals and objectives of the University. The first and every successive endorser of the travel must vouch for the necessity and authenticity of the trip. The request for reimbursement must state the duties performed and how they benefit the University.
- (7) Authorized out-of-state travel should include the designation of an alternate claimant if appropriate.
- (8) It is the responsibility of a person traveling on a federal grant to ensure that grant guidelines are in agreement with University Travel Guidelines and to coordinate all travel information through the Office of Contracts and Grants.
- (9) All travel should comply with the Rules and Regulations as set forth by the State of Texas.
- (10) SHSU travel policies apply to all University-related travel, regardless of whether or not University, reimbursement is made from a state, local, or grant account. (See "note d" for updated information)

Since these original policies were approved there have been some changes in travel guidelines. The following notes reflect new interpretations now in effect and are provided for information purposes:

Note a: The President may delegate his responsibility for approving in-state and out-of-state travel to another person. Therefore, an authorized designee of the President may

sign these forms on behalf of the President. A written list of these authorized designees is on file in the Travel Office for reference purposes.

Note b: The President will only approve the out-of-state travel request of those reporting directly to him, the appropriate Vice President and or Dean will approve all others.

Note c: The approval of travel that is not prior to the date of travel must be forwarded to the appropriate Vice President and to Mr. Bouse for University Advancement. A letter of justification must be attached.

Note d: All travel for employees and prospective employees is processed by reimbursement basis utilizing a Sam Houston State University travel voucher.

Note e: Foreign travel needs the Texas State University System Request For “Chairman of the Board of Regents Approval and Release of Liability and Assumption of Risk for System Employees Traveling to Foreign Countries” form filled out and submitted with travel application (30) days prior to date of trip, when requesting reimbursement from state appropriated funds.

Note f: Travel applications – in the Division of Academic Affairs, department chairs are authorized to approve being away from campus for more than three weekdays.

STATE-FEDERAL RELATIONS/ TRAVEL TO WASHINGTON, D.C.

For Texas Fiscal Years 2006-2007, only State travelers who intend to confer on Legislative or Appropriation issues with the U.S. Congress/The Federal Government, staff, or officials should submit travel information to Office of State-Federal Relations.

If necessary to report travel information, report via web site: <http://www.osfr.state.tx.us/Print> the confirmation page and attach to the travel application.

If you have any questions, contact Norma O'Bannon at ext.41023.

Pursuant to Senate Bill 1, General Appropriations Act for 2006-2007, Article IX, Section 6.19(c)

PAYMENTS FOR PROFESSIONAL SERVICES POLICY

I. Purpose - The purpose of this policy is to provide a uniform guideline and procedure for the payment of compensation for professional services rendered to Sam Houston State University ("University") by faculty and staff of the University outside their regular employment and duties.

II. Definitions:

Correspondence Course: a method of providing instruction for academic credit through the systematic exchange of written course materials between student and teacher.

Correspondence Course Grader: the teacher or faculty member paid by the University to take charge of the written work of the correspondence course student, grade lessons, prepare and grade a final examination and submit a course grade.

Professional services: services requiring unique knowledge or expertise not generally available from the average person, usually, but not always, associated with particular specialties. The definition as generally used here does not include services within the scope of practice, as defined by state law, of: accounting, architecture, land surveying, medicine, optometry, or professional engineering. Accordingly, professional services (as the term is herein used) should be, but not necessarily are, exempt from regulation by the Professional Services Procurement Act (Government Code § 2254.001).

Continuing Education: generally nonacademic credit courses, but the course may be used for continuing accreditation or maintenance of a particular expertise.

Extended Learning: generally non-academic credit courses, but the course may be used for continuing accreditation or maintenance of a particular expertise.

Consulting Service: the service of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee (Government Code § 2254.021). As the term is used here, consulting services are provided to the University by university employees providing "consulting" limited to a particular fact pattern or situation calling for obvious specialized knowledge and expertise, usually requiring a written report/evaluation with specific recommendations for change or improvement.

University personnel, all of whom fall within this umbrella policy statement, are not totally independent to pursue contracting with the University or its managed grants/contracts. The personnel must work around and are subject to existing university duties; they must be paid through personnel action forms instead of direct "gross" payments; they must have payroll taxes withheld, and they still generally report to the same persons as they do on a day to day basis, albeit perhaps on a different "level." Since there are residual elements of an employer/employee relationship that destroy an independent contractor status, University personnel performing functions for the University or an activity under management by the University are, by definition, not independent contractors. It is impossible to consider University personnel performing any University activity not being subservient to the University in some fashion, and thus these types of University activities do not fall within the Government Code definition. While certain elements of an independent activity exist, the complete mix does not exist, and

thus, for legal/tax purposes, the personnel are employees for the purposes of this policy and university payroll activities. Since the personnel are employees, the attendant statutory requirements do not apply.

Lecturing: the process of imparting knowledge via speech and documents developed for such speech, herein defined as speeches and documents for non-academic credit classes or groups.

Internal Funding Sources: funds originating within or received and/or managed by the University, including, but not limited to, research grants and other funds managed by the Office of Contracts and Grants.

Professional Activities: activities related to the individual's professional stature, such as, but not limited to: professional affiliations, speeches, lectures, publications, and similar activities.

Faculty/staff temporarily not on payroll: employees not currently under contract with the university, such as but not limited to: a nine-month employee on summer leave, an employee taking voluntary unpaid leave, etc.

III. Compensation and Activity Limitations - Compensation shall be paid in accordance with the following guidelines:

A. The maximum total professional compensation per fiscal year from all internal sources of the University for the providing faculty/staff member shall be the sum of the individual's twelve month full time salary or wage , plus not more than twenty five percent of the nine month average salary of full professors at Sam Houston State University (based on non-administrative positions) as calculated by the office of the Vice President for Academic Affairs as of September 1 each year.

B. Each Fall Semester shall begin a new base period for computation of the maximum total professional compensation.

C. All such consulting, lecturing, correspondence course grading or other professional activities shall not conflict with any regularly scheduled University work, activity or organized classes.

D. The maximum professional compensation a University employee may receive in any one month shall be governed by the following:

1. Continuing Education, Extended Learning, and/or Correspondence Course Grading

a. Independent sources of funding: no monthly limit, subject to an overall aggregate maximum which shall not exceed the sum of the individual's twelve month full time stipend [salary] or wage, plus not more than twenty five percent of the nine month average salary of ____ [full] professors at Sam Houston State University (based on non-administrative positions) as calculated by the office of the Vice President for Academic Affairs and Student Services as of September 1 each year.

b. Federally supported funding: as per federal guidelines, which generally requires pro rata sharing of regular salary and benefits on percentage of effort basis. Federal rules prohibit compensation in excess of the regular salary of an employee and impose a shared cost based on a percentage of effort for the task, unless specific written authorization from the appropriate government agency is received.

2. All other activities:

a. Federally supported funding: as per federal guidelines, which generally requires pro rata sharing of regular salary and benefits on percentage of effort basis. Federal rules prohibit compensation in excess of the regular salary of an employee and impose a shared cost based on a percentage of effort for the task, unless specific written authorization from the appropriate government agency is received. If permitted in writing by the federal granting agency, the University may allow compensation in excess of the regular salary of an employee up to the limit established by the granting agency, or as described in this procedure, whichever is lesser.

b. State of Texas funding: compensation in excess of regular salary of an employee is generally prohibited. Exceptions may apply, such as those statutorily allowed for the College of Criminal Justice. If permitted by the state granting agency the University may allow compensation in excess of the regular salary of an employee up to the limit established by the granting agency, or as described in this procedure, whichever is lesser.

c. Independent sources of funding: no monthly limit, subject to an overall maximum which shall not exceed the sum of the individual's twelve month full time stipend [salary] or wage, plus not more than twenty five percent of the nine month average salary of ____ [full] professors at Sam Houston State University (based on non-administrative positions) as calculated by the office of the Vice President for Academic Affairs and Student Services as of September 1 each year, in aggregate from funding via internal sources.

IV. Procedural Requirements

Payments for professional services will be, as required by law, treated as payroll items and accordingly as salary payments, and are therefore to be submitted on the appropriate payroll action form. Such funding sources will be fully liable for appropriate payroll taxes and fringe benefits. Full time employees may not be reimbursed for professional services from any state account (fund group 10).

V. Compliance

Adherence to this policy is the responsibility of the initiating party, and authorization must be approved by the President through appropriate channels using the appropriate approval form, generally a Payroll Action Form. Further, the person must have had

approvals for such activities documented as per Sections 4.(11) and 5.4, Rules and Regulations of the Texas State University System.

VI. Superseding Law

This policy shall be subordinate to any overriding state or federal law, and may only be incorporated to the legal extent allowable for payment of professional services by University faculty/staff.

VII. Publication/Bid Requirements

Any potential contract in excess of \$14,000 per fiscal year and not falling within this policy's guidelines (i.e., non university employee, etc.) must be published via appropriate professional services announcements in the Texas Register. Such professional services may, in some cases, require bidding procedures in compliance with the Professional Services Act.

VIII. Benefits

Dual employment with the State regulations shall apply so that duplicated benefits shall not result.

Reviewed by: Jacque Gilliam

**SAM HOUSTON STATE UNIVERSITY
HUMAN RESOURCES POLICY E-2
NEPOTISM
REVISED 4/1998**

SUBJECT: Nepotism

PURPOSE: To provide a standard policy to regulate hiring two or more individuals from the same immediate family.

POLICY: It is the policy of Sam Houston State University to refuse to employ, appoint, promote or transfer any person who is related to an officer of the University or his/her spouse within the first or second degree by marriage (affinity) or within the first, second or third degree by blood (consanguinity) to any employee whose duty would involve acting in an official capacity in employment, promotion, and/or transfer decisions; nor shall any person be employed if either person would come under the administrative supervision of the other; or if either would have any official voice in recommending salary increases or promotion in rank for the other.

CONTENTS:

1. Degrees of Relationship
2. Consanguinity and Affinity
3. Supervision of Relatives
4. Exceptions

1. Degrees of Relationship

OFFICER & SPOUSE	1st	2nd	3rd
	Child	Grandchild	Great-Grandchild
	Parent	Sister/Brother	Niece/Nephew
	Spouse	Grandparent	Aunt/Uncle
			Great-Grandparent

2. Consanguinity and Affinity

a. Two persons are related to each other by consanguinity if one is a descendant of the other or if they share a common ancestor. Adoptive children are treated as natural children of the adoptive parents in this regard.

b. Two persons are related to each other by affinity if they are married to each other or the spouse of one of the persons is related by consanguinity to the other person.

Termination of a marriage by divorce or the death of a spouse terminates relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is treated as continuing to exist.

3. Supervision of Relatives

a. Departments or comparable administrative units may employ individuals who are related to another within the prohibited degrees provided such employment does not cause one such relative to (a) have responsibility for the direct or indirect supervision of the other relative, or (b) have authority over the salary received or other terms and conditions of employment of the other relative. Employment under either of these conditions may be authorized only by the President. These conditions apply to the continuation of employment as well as the initial appointment.

(1) This policy does not prohibit the re-appointment or continued employment of any person related to another within either of the prohibited degrees who shall have been employed at the University before the adoption of this policy. However, no University employee may approve, recommend, or otherwise act with regard to the appointment, reappointment, promotion, or salary of any person related within either of the prohibited degrees.

(2) If the reappointment or continued employment of a person places such person under an administrative supervisor related within the above specified degrees, all subsequent actions with regard to evaluation, reappointment, promotion, or salary shall be the responsibility of the next highest administrative supervisor.

4. Exceptions

a. Relationships shall not affect honorary positions or nonremunerative positions.

b. An exception to the nepotism policy is made if the relative of the officer (who is related within the second degree by marriage or within the third degree by blood) has been continuously employed for:

- 30 days, if the officer/board member is appointed;
- six months, if the officer/board member is elected in a nongeneral election; or
- 12 months, if the officer/board member is elected in a general election.

c. Violation of the nepotism statutes is a misdemeanor involving official misconduct and employees violating this statute are subject to a fine and removal from office.

Approved: _____
Bobby K. Marks, President
Sam Houston State University

Sam Houston State University
A Member of The Texas State University System

Information Resources Policy UCS002
SHSU Web Accessibility Policy

Sam Houston State University is committed to making all official, academic and business, University-sponsored pages accessible to all users. A descriptive text equivalent is provided for images aiding users who listen to the content of the site by using a screen reader, rather than reading the site. Major reports and other publications that are on the Web site are generally available in HTML or Adobe Portable Document Format.

SHSU is committed to making its Web site accessible according to the standards set forth by the [World Wide Web Consortium](#) (W3C). To improve the accessibility of our Web site, we test any major redesign with screen readers and other tools. The results of these reviews are incorporated into the Web site. We currently use various tools for site validation, including [Webxact's Bobby](#) and [W3C](#), and it is our goal to achieve the highest level of accessibility attainable. Yearly audits are conducted to ensure compliance with the criteria established by the state.

SHSU welcomes comments on how to improve the site's accessibility for users with disabilities. If you use assistive technology and the format of any material on our Web site interferes with your ability to access the information, please contact SHSU at helpdesk@shsu.edu or telephone our Helpdesk at 936.294.1950. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the Web address of the requested material, and your contact information.

Additional information about accessibility programs in Texas is available from the Governor's Committee on People with Disabilities at <http://www.governor.state.tx.us/disabilities/>.

SHSU Web Accessibility Coordinator
Box 2449
Huntsville , TX 77341-2449
936.294.1950
Fax: 936.294.1231
E-mail:helpdesk@shsu.edu

Reviewed by Nancy Sears, Assistant Director of Computer Services 6/16/07
Contact the Computer Services helpdesk@shsu.edu with questions

Sam Houston State University
A Member of The Texas State University System

Information Resources Policy UCS005
University Administrative Computing System (Nell) Policy

Computer Services provides and maintains the Nell administrative computing system. Access to this system is restricted to authorized users. Access is only granted upon approval of an access request which may be made from the Computer Services web site.

http://www.shsu.edu/~ucs_www/forms/computeracct.pdf

This access will remain intact as long as the individual is on the University payroll. Therefore, if there is a change in status, the hiring department should notify the Computer Services department to remove login privileges for students. The Human Resources Department is responsible for notifying Computer Services of the need to remove access for a fulltime staff or faculty member upon termination, retirement, or reassignment. Program access should also be reviewed by the appropriate department heads and the appropriate request for changes should be made to the helpdesk@shsu.edu

Nell users may be allowed access to confidential data and are required to follow and develop procedures to ensure confidentiality of this data.

Requests for student information to meet open records requests should be referred to the University Registrar's office. Requests for staff or faculty information to meet open records requests should be referred to the University Human Resources department.

Users of the University Administrative computing system are required to abide by the Texas Open Records Act as defined in the SHSU Administrative Policies and Procedures Manual Section One Administration sub section Open Records and as defined in the Texas Open Records Act, Title 5 Open Government, chapter 552 Public information, of the Government Code.

<http://www.capitol.state.tx.us/statutes/docs/GV/content/word/gv.005.00.000552.00.doc>

Users of the University Administrative computing system are required to abide by Title 3 Higher Education, chapter 51.914 of the Education Code that addresses protection of certain information.

<http://www.capitol.state.tx.us/statutes/docs/ED/content/word/ed.003.00.000051.00.doc>

Reviewed by Nancy Sears, Assistant Director of Computer Services 6/16/07
Contact the Computer Services helpdesk@shsu.edu with questions

Sam Houston State University
A Member of The Texas State University System

Information Resources Policy
SHSU Web Site Disclaimer

The Sam Houston State University web site, <http://www.shsu.edu>, is provided as a public service. Users of this web site are responsible for checking the accuracy, completeness, currency and/or suitability of all information. SHSU makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via this web site.

This Web site provides links to other Web sites, both public and private, for informational purposes. SHSU specifically disclaims any and all liability and responsibility for any claims or damage that may arise as a result of SHSU providing the Web site or the information it contains, or that may arise in any way with respect to any Web sites maintained by third parties and linked to the SHSU site. SHSU advises site visitors to read the privacy policies of any third-party sites accessed through this site.

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Reviewed/Approved by Associate VP for Information Resources 2/2007

Sam Houston State University
A Member of the Texas State University System

PEABODY LIBRARY

RESERVATION FORM

Principle Party: _____

Contact No. (HM): _____

- Dean
- Vice President

Address: _____

Contact No. (WK): _____

Type of Function: _____

Approx. No. Guests: _____

Date of Event: _____

Time of Event: _____ to _____
Begin. End

University Acct. No. to be Charged: _____
Account No.

\$ _____
Amount Date

Check all that apply:

- Food will be served
- Alcohol will be served
- Food will be provided by the group
- Catered
- Off-Campus Guests Attending
- Decorating: _____

Type of Food: _____

Brief Description of Event: _____

Special Arrangements (tables, chairs, trashcans): _____

PLEASE PRINT OR TYPE:

Return to: SHSU, C/O Rhonda Curry
Box 2026, Huntsville, TX 77341-2026
Office: (936)294.4758
Fax: (936)294.1465

Responsible Party: _____

Address: _____

Office Use Only

Phone No.: _____

Approved by: _____ Date: _____
Peabody Library Coord.

Signature: _____

Date: _____

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-16

PEABODY LIBRARY

POLICY FOR OPERATIONS

Sam Houston State University recognizes the historical value of Peabody Library and, in this regard, the policy outlined below has as its purpose, the preservation of the building as a Texas landmark.

- (1) Use of Peabody Library will be limited to Deans and Vice Presidents.
- (2) All reservations for use of the facility will be made through the Office of the President, Rhonda Curry, (936) 294.4758.
- (3) To guarantee your reservation, the Reservation Form must be signed and returned with a non-refundable deposit of one-half the rental fee within 48 hours.
- (4) The signed contract, remaining balance, and refundable \$200 cleanup fee are due payable thirty (30) days prior to the date of the function. Make Check Payable to: Sam Houston State University. If the outstanding balance is not paid in full within thirty (30) days of the event, the scheduled event will be terminated. Prices are subject to change pending receipt of a signed contract.
- (5) The Office of the President will have priority use of the building. Beyond that, requests will be honored on a first-come, first-serve basis.
- (6) Peabody Library may be used for formal receptions and special occasions limited to no more than 80 seated persons or 125 standing persons, strictly enforced.
 - a. The event will be either a conventional daytime university reception or formal evening reception
- (7) Peabody Library is a designated "NO SMOKING" facility.
- (8) No furniture, rugs, or furnishings will be moved when the building is used by a group. Tape, adhesive tacks, or pins will not be placed on the interior or exterior walls of the building.
- (9) Functions will be serviced by the university's contracted food service (currently ARAMARK), with the exceptions of printed napkins, fresh flowers, and professional photography.
- (10) The University contracted food service will refuse to serve additional alcohol to any guest who becomes inebriated. The responsible party renting Peabody Library will be responsible for the guest(s) and for arranging safe transportation.
- (11) Sam Houston State University is not responsible for personal items or equipment you or your guests bring into Peabody Library. Any items left at Peabody Library for more than 72 hours will become the property of SHSU.
- (12) The use of confetti, rice, bird seed, or rose petals is prohibited. Bubbles may be used outside the building. No shoe polish or shaving cream is allowed. If the building and/or grounds are left littered by the client or their guests the clean up fee will not be refunded.
- (13) Groups must provide their own garbage bags or containers for disposal. All garbage upon completion of the event must be placed in the dumpster on University Drive. If the building and/or grounds are left littered by the client or their guests the clean up fee (paragraph 4) will not be refunded.

- (14) Peabody Library staff will bring to the attention of any responsible party any child or guest found running, playing, or destroying state property. The child and or guest will be asked to leave the premises immediately if the offending behavior continues. Damage incurred will be billed to the responsible party.
- (15) If any group is thought to have misused the facility or to have failed to adhere to this policy in all respects, the group will meet with the President, and if found to have violated this privilege, the group will be barred by the Office of the President from using the facility for two years from the date of the infraction or indefinitely. Violations of state law will be referred to the University Police.
- (16) There will be no tables or chairs moved into or out of Peabody Library unless there are special circumstances that have been approved by the Office of the President.

PEABODY LIBRARY

INDEMNITY AGREEMENT

- In consideration for being permitted use of Peabody Library shall indemnify, hold harmless and defend the Texas State University System (TSUS), the undersigned, its regents, officers, employees, and division, including Peabody Library of Sam Houston State University, the released parties, from and against any claims, demands, suits, proceeding, liabilities, judgments, awards, losses, damages, costs or expenses (including legal fees) whatsoever, whether or not brought by or in favor of any governmental agency or other party, and whether or not based on contract, tort (including negligence), sole, jointly, or severally, any theory of strict liability, or infringement of propriety rights, for bodily injury, sickness, death, injury to or destruction of tangible property, and the loss of use or other loss or expense, arising out of or in any manner caused or occasioned in whole or in part, by any act, omission, error, fault, or negligence of the released parties. It is the intention of this indemnity agreement for the using responsible party to indemnify TSUS for any damages it may sustain for the use of the facility no matter which party is legally liable. The undersigned represents that he/she has authority to bind the organization.

Name of Organization	Date
----------------------	------

Name	Title
------	-------

PEABODY LIBRARY

SEATING CAPACITIES

Standing Capacity: 80

Seated Capacity: 50

Corporate Bill of Fare - Businesses, Schools, & Organizations
Operation during regular business hours. (Mon.-Fri., 9:00am–5:00pm)

RENTAL FEES

Full use of Library \$150 function

Special Occasions Bill of Fare - Personal
Operation of facility (Mon.-Fri., 5:00pm–10:00pm) (Sat. 9:00am–11:00pm) (Sun. 12:00pm–9:00pm)

RENTAL FEES

Full use of Library \$250 function

University Related Events
Hosted by Vice Presidents or Deans

RENTAL FEES

Full use of Library NO CHARGE

PEABODY LIBRARY

ALCOHOL BEVERAGE POLICY

- A. The following policy shall apply for the establishment, organization, and implementation of alcohol beverage service in Peabody Library. University policy states:

“System universities shall not sell, serve, or permit the sale or service of alcohol on campus, except in “special use” buildings or facilities designated by the President.”

Peabody Library is such a “special use” building and has been so designated by the President.

1. Organizations and individuals desiring to have alcohol served or consumed in conjunction with an event scheduled in Peabody Library must have the university President’s signature approval. A “Request for Alcohol Beverage Service” form should be initiated at least fifteen (15) business days prior to the event and must be completed and returned to the President’s office events coordinator ten (10) days prior to the event.
 2. Alcohol must be served by a licensed caterer, who must present a copy of the “License to Serve Alcohol Outside of the Restaurant” to the Facility Manager for permanent files. The University catering service, Aramark, has this license and per contract with Sam Houston State University, has right of first refusal for all functions.
 3. The SHSU alcohol beverage license holder may dispense the full range of alcohol beverages for approved special events.
 4. The consumption of alcohol beverages will be limited to the inside area of Peabody Library and grounds.
 5. Alcohol beverages are not permitted in any public area of Sam Houston State University.
- B. Alcohol beverage sales and/or services in Peabody Library are divided into two categories. The categories are established as catered event or Peabody Library sanctioned events:
1. Catered events
 - a. Catered events will include only closed, private, controlled access events.
 - b. The sponsoring organization is responsible for controlling access to the event facility and individual access to alcohol beverages to assure compliance with state law.
 2. Peabody Library sanction events
 - a. Peabody Library sanction events are those functions which are permitted in Peabody Library and are open to the public and/or for which there is a door charge, but where specific invitations have not been issued.
 - b. The responsible party for university-sanctioned events is the university entity reserving the facility and completing the “Request for Alcohol Beverages Service” form.

C. Violations

1. Suspected violations of University or Peabody Library policy, but not state law, who have misused the facility or to have failed to adhere to this policy in all respects, the group will meet with the President, and if found to have violated this privilege, the group will be barred by the Office of the President from using the facility for two years from the date of the infraction or indefinitely.
2. Violations of state law will be referred to the University Police.

D. Security

1. One or more uniformed university police officers are required to be on duty during an event that is serving alcohol beverages. Expense for this service will be assessed to the sponsoring organization.
2. If payment for security is to be paid from non-university funds, agreed amount must be paid in cash to SHSU Department of Public Safety 48 hours prior to the event.
3. If payment for security is to be paid from university funds, agreed amount must be paid on an interdepartmental order directly to SHSU Department of Public Safety 48 hours prior to the event.

All reservations with UPD officers will be handled through the Office of the President-Peabody Library Coordinator.

PEABODY LIBRARY

REQUEST FOR ALCOHOL BEVERAGE SERVICE

Principle Party: _____

- Dean
- Vice President

Function: _____

Date of Event: _____ Time of Event: _____ to _____
Begin. End

Alcohol Beverage license holder: _____

Type of Service Requested:

- Beer
- Wine
- Mixed Drinks
- Full Service Bar

One or more uniformed university police officers (or their designate) shall be required to be on duty throughout the duration of each catered event serving alcohol beverages.

Number of Officers: _____ Total Time: _____

- Rate of UPD: \$25.00 per hour for each officer. \$50.00 minimal charge. Charges for police service will extend for one half hour beyond ending of event to allow time for participants to vacate the facility.

Notes: _____

We acknowledge receipt of the Peabody Library Alcohol Beverage Policy and accept the terms and responsibilities designated therein. If the responsible party does not comply with the rules, Sam Houston State University has the right to cancel the function and all fees paid will be kept by Peabody Library. The responsible party is held responsible for all of the event attendees and will be held responsible for all actions resulting from the use/service of alcohol beverages.

Responsible Party: _____
Print Name Signature

Address: _____

Contact No.: _____ **Date:** _____

Office Use Only

Peabody Library Coordinator: _____	Date: _____	<input type="checkbox"/>	Approval
Licensed Caterer: _____	Date: _____	<input type="checkbox"/>	Approval
President-SHSU: _____	Date: _____	<input type="checkbox"/>	Approved

**Sam Houston State University
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President's Office Policy PRE-017

POLITICAL INFLUENCE

No university money shall be used for influencing the outcome of any election or the passage or defeat of any legislative measure.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
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President's Office Policy PRE-020

OPEN RECORDS POLICY

The following procedures should be followed according to the [Public Information Act](#).

THE PUBLIC INFORMATION ACT

Texas Government code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decisions, or information for which an exception to disclosure has not been sought.

RIGHTS OF REQUESTORS

You have the right to:

- Prompt access to information that is not confidential or otherwise protected.
- Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements.
- Receive certain kinds of information without exceptions, like the voting record of public officials, and other information.
- Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement.
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both.
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public.
- Receive a copy of the communication from the government body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy.
- Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

RESPONSIBILITIES OF GOVERNMENTAL BODIES

All governmental bodies responding to information requests have the responsibility to:

- Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures.
- Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements.
- Be informed about open records laws and educate employees on the requirements of those laws.
- Inform requestors of the estimated charges greater than \$40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, has amended the request, or has sent a complaint of overcharges to the Office of the Attorney General, in writing before finalizing the request.

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- Inform the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time.
- Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor.
- Segregate public information from information that may be withheld and provide that public information promptly.
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body.
- Respond in writing to all written communications from the Office of the Attorney General regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

PROCEDURES TO OBTAIN INFORMATION

- (1) Submit a request by mail, fax, email, or in person according to a governmental body's reasonable procedures.
- (2) Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- (3) Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

A. INFORMATION TO BE RELEASED

- You may review it promptly, and if it cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

COST OF RECORDS

Texas Administration Code

- You must respond to any written estimate of charges within 10 business days of the date the governmental body sent it or the request is considered automatically withdrawn.
- If estimated costs exceed \$100.00 (or \$50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit.
- You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges.
- Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

B. INFORMATION THAT MAY BE WITHHELD DUE TO AN EXCEPTION

- By the 10th business day after a governmental body receives your written request, a governmental body must:
 1. request an Attorney General opinion and state which exceptions apply;
 2. notify the requestor of the referral to the Attorney General; and
 3. notify third parties if the request involves their proprietary information.

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- Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- The Attorney General must issue a decision no later than the 45th working day from the day after the Attorney General received the request for a decision. The Attorney General may request an additional 10 working day extension.
- Governmental bodies may not ask the Attorney General to “reconsider” an opinion.

To request information from this governmental body, please contact in writing:

By mail: Kathy Gilcrease
Assistant to the President
Box 2026, SHSU
Huntsville, TX 77341

By email: gilcrease@shsu.edu

By fax: 936-294-1465

In person: Administration Building
Office of the President, Ste. 303

For complaints regarding failure to release public information please contact your local County or District Attorney. Please ask and you will be provided with this information.

- You may also contact the Office of the Attorney General, Open Government Hotline, at 512-478-6736 or toll-free at 1-877-673-6839.
- For complaints regarding overcharges, please contact the Office of the Attorney General's Cost Rules Administrator at 512-475-2497.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-09

GRANTING OF THE HONORARY DOCTORATE

Candidates nominated to receive an Honorary Doctorate from Sam Houston State University should be individuals who have achieved national or international distinction and whose lives are exemplary of the university's aspirations for its students.

Honorary Doctorates will be recommended by the President of Sam Houston State University and must be approved by the Board of Regents, Texas State University System. Presentation of the degree may be made at one of the university's commencements or on any other appropriate occasion.

Not eligible to receive an Honorary Doctorate from Sam Houston State University are employees of the university, Regents of The Texas State University System, individuals who have direct political, legal, or budgetary authority over Sam Houston State University, and officials currently holding elective office.

No Honorary Doctorate shall be awarded in consideration of any past, present, or future gift to Sam Houston State University.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-10

GUIDELINES FOR BESTOWING THE SAM HOUSTON HUMANITARIAN AWARD

The Sam Houston Humanitarian Award was established in 1993 in honor of the two hundredth anniversary of the birth of an American Statesman and Texas hero, Sam Houston. Selection criteria include evidence of the same qualities exhibited by Sam Houston:

- Responsible and distinguished leadership and service.
- Notable contributions to humanity.
- Record of civic and cultural involvement.
- Pursuit of educational and scholarly quests.
- Empowerment of others toward equality for humankind.

The Sam Houston Humanitarian Award is bestowed upon individuals who have demonstrated the above qualities in their lives.

The following guidelines apply:

- The Award is presented at no prescribed time periods; at the discretion of the president, more than one Award or no Awards may be presented in any one year.
- The Award carries no financial stipend.
- Anyone in the University community may nominate an individual for the Award.
- Nominations, with supporting documentation, are to be submitted to the President of Sam Houston State University.
- The final decision for approval of a nomination for the Award will be made by the president after consultation with the President's Cabinet.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-11

LOGO USE POLICY

It shall be the policy of the university to require a firm or agency to execute a Non-Exclusive License Agreement in conjunction with permission to use Sam Houston State University "marks" or logos. The form for the Non-Exclusive License Agreement appears in the "Forms" section, and the president or his designee will execute the agreement for the university. This process is initiated through the office of the athletic director, 936.294.4205.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-12

MEDICAL EMERGENCY PROCEDURES

A medical emergency that includes an accident, injury or illness should be handled in the following manner:

- (1) In the case of an extreme emergency (when it is the opinion of the individual at the emergency scene that time is a critical factor in saving the person's life) the individual should call 9-911 first and then call the university police.
- (2) Otherwise, the individual should notify the University Police Department immediately at 294-1794 and give the pertinent information.
- (3) An officer will be dispatched to the scene.
- (4) Ambulance service:
 - a. Ambulance service will be required in all cases if the injury or illness is life threatening or if transportation other than by ambulance would be injurious to the person.
 - b. When an ambulance is required, university police will contact the ambulance service and provide proper directions to the campus location.
 - c. If the individual is conscious and other forms of transportation would not be injurious to the person, he or she may refuse ambulance transport.

EMPLOYEE EMERGENCY INFORMATION

- (1) All university employees will be requested to provide their department with personal emergency and notification information on forms provided to them by the university and to update them at the end of the fiscal year (August 31).
- (2) Emergency numbers (university police 4-1794 and 9-911) should be placed on or near all campus telephones.

Individuals must pay for the costs of their individual emergency medical services.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-13

NAMING OF BUILDINGS/ROOMS POLICY

The Board of Regents retains exclusive authority for the permanent naming of buildings, major portions of buildings, and other geographic areas on component or system-owned or controlled property (facilities) or for the erecting of full-size statues or monuments. A building naming request will be initiated by either the Board of Regents or by the President or President's Cabinet through the Board. Requests to name lesser facilities or specific rooms in buildings will initiate through channels, such as from chairs through deans, through vice presidents, and then to the President's Cabinet for consideration and approval/denial.

GUIDELINES

NAMING OF BUILDINGS

1. Entities or individuals who have made an extraordinary financial contribution to the university.
2. Entities or individuals with prominent distinction as friends of the university.
3. Former members of the governing body of the university (TSUS Board of Regents).
4. Former presidents and former employees of the university (faculty or staff) who have provided meritorious service to the university and are held in high esteem and deep affection by their colleagues, with number of years of service not necessarily a factor.
5. Entities or individuals, including alumni, with outstanding achievement in their chosen professions, in research, or in service.
6. Non-employees with meritorious service to the university and held in high esteem by the university community and the general community.
7. Any name submitted by the Board of Regents.

NAMING LESSER FACILITIES OR SPECIFIC ROOMS:

1. Entities or individuals who have made notable financial contribution to the university.
2. Entities or individuals with distinction as friends of the university.
3. Former faculty or staff who has provided meritorious service to the university and have gained wide recognition and affection among their colleagues, with number of years of service not necessarily a factor.
4. Entities or individuals, including alumni, with outstanding achievement in their chosen professions, in research, or in service.
5. Non-employees with meritorious service to the university and held in high esteem by the university community and the general community.

Additional information regarding naming opportunities may be obtained by contacting the Vice President of University Advancement.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-15

ORANGE LIGHTING OF AUSTIN HALL

AUTHORITY

The president designates the authority to the appropriate staff or vice president for turning on the orange lights in Austin Hall.

PROCEDURE

The orange lights for Austin hall will be turned on by the University Police Department for the following occasions:

- All university recognized holidays.
- Meetings of The Texas State University System Board of Regents, when held on the Sam Houston State University campus.
- University commencements.
- Southland Conference victories in all sports.
- Southland Conference Championship victories.
- National Collegiate Athletic Association Championship victories.

The orange lights are turned on at dusk on the day of the event for holidays, commencements, and special meetings and remain on until dawn.

The orange lights are turned on immediately following a Southland Conference or NCAA victory in any sport, and will remain on until dawn of the next day. The sports information director will notify the University Police Department.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-18

SIGNATURES

All official forms used in the business affairs of the university must be signed with a full signature of the official concerned. No initials, stamps, or substitute signatures are acceptable.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-19

NONSMOKING POLICY

POLICY STATEMENT

In order to promote a healthy, safe, and aesthetically pleasing work, educational, and living environment, smoking will not be permitted in any University-owned or leased buildings or vehicles, indoor facility, or indoor site at Sam Houston State University except in areas permitted below. (See Section 1. General Rules, B. Areas and Circumstances in which Smoking is Permitted.)

SCOPE

This policy applies to all faculty, staff, students, and visitors of Sam Houston State University.

SECTION I. GENERAL RULES

A. PROHIBITED AREAS FOR SMOKING

Smoking is not permitted in any University-owned or leased buildings or vehicles. This includes hallways, classrooms, offices, restrooms, meeting rooms, indoor or open-air athletic facilities (including Bowers Stadium, Baseball/Softball Stadiums and Bernard G. Johnson Coliseum), performance halls, and all other spaces in university-owned or leased buildings or vehicles.

B. AREAS AND CIRCUMSTANCES IN WHICH SMOKING IS PERMITTED

Smoking areas are permitted outside university facilities provided that these areas are located far enough away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities. In general, this is at least 25 feet from any gate, entryway, arch, doorway, and common path of travel, air intake or open window. (Smokers are reminded that improper disposal of smoking materials is a fire hazard and considered litter.)

Smoking may be permitted under this policy as follows:

- (1) In designated smoking zones away from the seating areas.
- (2) By artists or actors who participate in authorized performances that require smoking as a part of the artistic production.

SECTION II. DESIGNATION OF RESPONSIBLE AUTHORITY

The Building Liaisons are the responsible authority for each building, facility, and site at the institution.

SECTION III. COMPLIANCE OF POLICY

All members of the university community and visitors to the SHSU campus shall be responsible for compliance with this policy. It is expected that smokers will voluntarily comply with the spirit and intent of this policy.

Approved by Cabinet: 7.18.2005

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

University Advancement Policy UA-05
University Publications & Marketing Communications

1. DEFINITION OF UNIVERSITY PUBLICATIONS & MARKETING COMMUNICATIONS

1.01 For purposes of this policy, University publications and marketing communications include, but are not limited to, any printed material, electronic bulletin board messages, billboard advertising, external campus signage, audio or visual production that originates at the University or which are contracted to outside printers, producers, consulting firms, and research agencies that either bears the Logo of Sam Houston State University or purports to represent the University.

1.02 Examples of such publications and marketing communications include, but are not limited to:

a. Office stationery, on which the name and return address of the University are printed, such as letterhead, business cards, mailing labels, envelopes. Approval is not required for reprints of such materials as long as they reflect the current university logo and design.

b. Printed or other media-produced materials such as:

(1) Fliers, brochures, pamphlets regarding instructional programs, study opportunities, workshops, seminars, and other materials for academic programs.

(2) Materials for University-supported activities or projects, such as twirling, cheerleading, soccer schools, fine arts presentations, guest lectures, seminars, or presentations.

(3) Materials for auxiliary enterprise activities, projects, or programs such as housing, dining services, and the Lowman Student Center.

(4) Materials for student fee-funded activities, projects, or programs, T-shirts with printing, pencils with printing, and give-away items for events such as homecoming.

(5) Mass media communications, including radio and television commercials, public service announcements for external media, promotional billboards, newspaper and magazine advertising, promotional videos/DVDs, special interest publications, and direct mail.

(6) All photographs taken on the campus and at University events are considered to be the property of the University unless they are for personal and private use. The use of photographs by the media, in printed material, and for public display must be approved by the Director of Marketing. Members of the faculty and student body are exempted from approval of their exhibition of photography that is displayed for academic-related and professional purposes.

(7) Exterior campus signage, including directional signs, building and parking lot signs, signage attached to buildings to indicate a facility's name and purposes, and decorative banners attached to light poles.

Sam Houston State University
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1.03 Exceptions to this policy are defined as:

Scholarly publications and creative endeavors (as described in FES Form 3 [Academic Policy Statement 820317](#)).

Those publications which are designed and intended for exclusive intra-university distribution and use, such as departmental brochures describing programs and services for internal distribution, posters to be used on campus, advertisements for campus print or electronic media, overprinting of date, time, and place on pre-printed program posters, and interdepartmental procedures manuals.

Incidental items (such as building, restroom, operational hours, and inside directional signs, room numbers, metal plate inscriptions on awards and trophies, which do not bear the Logo, and name tags for employees).

Those publications which are deemed excluded or for which approval is delegated by the president of the University or a vice president or equivalent administrative officer of the administrative area in which the proposed publication originates.

2. OBJECTIVES OF UNIVERSITY PUBLICATIONS & MARKETING COMMUNICATIONS POLICY

2.01 To assure that each University publication and marketing communication piece will be designed to accomplish specific objectives;

2.02 To assure that each University publication and marketing communication will depict both in form and content the quality and aspirations of the educational programs at the University;

2.03 To assure coordination of messages about and for the University;

2.04 To strengthen the image and brand of the University;

2.05 To simplify the design development process and lower overall marketing costs.

3. PUBLICATION & MARKETING COMMUNICATION GUIDELINES

3.01 Each University publication to be mailed will comply with federal and state postal regulations. It is the responsibility of the account manager to ensure compliance with these regulations;

3.02 Each publication and marketing communication piece will contain the statement: A Member of The Texas State University System. Envelopes do not need this statement);

3.03 Whenever practical, each University publication and marketing communication piece will contain a statement indicating that no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by Sam Houston State University on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, sex, age, or handicap. The correct and official statement is: "Sam Houston State University is an Equal Opportunity/Affirmative Action Institution." Materials such as wearables, souvenirs, and commemorative pieces are exempted. The account manager is responsible for compliance with University and state archival requirements. Guidelines are available from the University's Office of Library Services.

4. AUTHORIZATIONS AND DISPOSITION

Sam Houston State University
A Member of The Texas State University System

4.01 Each University publication, as defined by the policy, whether printed at the University or by a privately-owned press and whether or not at direct cost to the University, will comply with guidelines set forth.

4.02 Each University publication will be authorized by approval at the college or unit level (Dean, Associate Vice President or Director).

4.03 Mass media communication pieces, as defined by the policy, whether developed at the University or by privately owned businesses or individual professionals and whether or not at direct cost to the University will comply with the guidelines set forth.

4.04 Each mass media communication piece will be authorized by approval at the college or unit level (Dean, Associate Vice President or Director) and the Director of Marketing.

5. UNIVERSITY LOGO

5.01 Use of the Official University Logo (interlocking SH) is encouraged. The logo will be reproduced in a manner that reflects quality.

5.02 The University Logo is the property of Sam Houston State University and is not for private use.

5.03 The Official University Seal (depiction of Sam Houston with his cane) is for formal use only, including use by Office of the President, and for invitations and other formal printed material, diplomas, certificates, award and recognition plaques, high-quality banners and flags used at formal occasions, such as convocations and commencements, and appropriate display within offices.

5.04 The Official University Seal will not be used on wearables, vehicles, stationary with the exception of the University President, newsletters, fliers, and post cards.

6. MEDIA RELATIONS

6.01 To coordinate and maximize media coverage and assure quality, information from the University to the external public will be processed through the University's Office of Public Relations.

6.02 Personal journalistic, scholarly, creative, or commentary material is not required to be submitted through the Office of Public Relations.

7. ACADEMIC FREEDOM AND FREEDOM OF SPEECH

7.01 This policy is subordinate to the academic freedom and citizenship rights of University employees.

Reviewed/Approved by Frank Holmes, Vice President for University Advancement, July 2005

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-01

ALCOHOL BEVERAGE POLICY

The sale or service of alcohol beverages on the campus of Sam Houston State University is not permitted except in "special use" buildings or facilities designated and approved by the university president.

Departments, individuals, or sponsoring organizations of events (where alcohol beverages are to be served in special use buildings or other designated facilities) are required to complete a letter to the president requesting permission to serve alcohol. An approved letter will authorize the service of alcohol beverages in conjunction with a scheduled special event. The letter should be sent through the appropriate channels which will require the approval signatures of several university administrators including the university president; therefore, the request should be initiated at least fifteen (15) business days in advance of the event.

Alcohol must be served by a licensed caterer, who must present a copy of "License to Serve Alcohol Outside of a Restaurant". The university catering service, Aramark, has this license, and per contract with Sam Houston State University, has right of first refusal for all university sponsored events.

Gift funds will be used to purchase alcohol.

The possession and consumption of alcohol beverages on any property owned and/or controlled by Sam Houston State University are prohibited except where permitted explicitly by published policies. The legal age for the purchase, consumption and/or possession of alcohol beverages in the State of Texas is 21 and is subject to change by action of the State Legislature and will become effective on campus as prescribed by law. Violators of this state law and university policy will be subject to university penalties and criminal charges.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-02

AUDIT POLICY

All financial records, ledgers, and accounts shall be maintained in conformity with rules and regulations of the state comptroller, state auditor, and other entities who have responsibility for setting financial management and reporting standards for state colleges and universities, such as the Governmental Accounting Standards Board (GASB) and National Association of College and University Business Officers (NACUBO). These records are to be made available to external auditors and the university's internal auditor upon request.

Since the university is funded from several sources, it is subject to audit from several different types of auditors. Below is a discussion of the university's policies regarding these different audit groups.

INTRODUCTION

The policies and procedures contained in this document will be followed by the Internal Audit Department staff. When these policies and procedures are found to be deficient, the Director of Internal Audit will discuss the deficiency with the university president. Changes to these policies and procedures can be made only with approval of the university president and the Board of Regents of the Texas State University System. Each proposed change will be in writing and will be signed by the Director of Internal Audit and the university president.

INDEPENDENCE

Internal auditors will be independent of the activities they audit. Internal auditors at Sam Houston State University will be independent and will carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational status and objectivity.

ORGANIZATION

The organizational status of the Internal Audit Department will be sufficient to permit the accomplishment of its audit responsibilities. The Board of Regents of the Texas State University System (the Board) shall approve the appointment and removal of the director of internal audit. The director of internal audit at Sam Houston State University shall report directly to the Board through the Director of Audits and Analysis of the Texas State University System. The director shall also have direct communication with the Board. Continued, regular communication with the Board helps assure independence and provides a means for the Board and the director to keep each other informed on matters of mutual interest.

The director of internal audit has a straight line of communication to the Board through the Director of Audits and Analysis of the Texas State University System. The Finance Committee of the Board oversees communication between the University Internal Audit Department and the Director of Audits and Analysis of The Texas State University System. Reports and communication with these authoritative bodies may be as frequent as needed. The director of internal audit will submit both annual reports and reports at regularly scheduled meetings to the Board.

While the internal auditors are independent of the management of the university, communication and coordination between the Internal Audit Department, the President of Sam Houston State University and other members of senior management is an integral part of the internal audit function. Generally, all items and documents submitted to the Board will also be reviewed and approved by senior management. Daily

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operations of the Internal Audit Department will be closely coordinated between the President of the University and the director of internal audit.

ANNUAL REPORTS

On an annual basis, the director of internal audit shall prepare the following reports and documents:

- (1) Annual Audit Report
- (2) Annual Audit Plan and Risk Assessment
- (3) Budget

These reports and documents will be approved by both senior management of the university and the Board. Approval by the Board of the annual report and audit plan will be documented in the minutes of the appropriate meetings. Any deviations from the approved risk assessment, audit plan or budget will be approved by the President of the University and the Chairman of the Finance Committee of the Board.

In addition to the above reports, the director of internal audit will be responsible for reviewing the Charter for the Internal Audit Department and communicating the assessment with senior management and the Board.

REPORTS FOR REGULARLY SCHEDULED BOARD MEETINGS

Activity reports will be submitted to the Board at their regular meetings. These reports will be presented to the Board in a summary report of all audit reports released since the last Board meeting. The Director of Internal Audit at Sam Houston State University will prepare a summary report of the university's Internal Audit Department. These reports will include:

- (1) A brief description of the significant findings and recommendations from each audit and management's response.
- (2) A list of audits for which management responses were not received within the required time frame, including management's explanatory comments regarding extenuating circumstances and justification for an extension of time.
- (3) Evaluation progress made on audit recommendations issued in the current fiscal year.

OBJECTIVITY

Internal auditors will be objective in performing audits. Objectivity is an independent mental attitude which internal auditors will maintain in performing audits. Internal auditors are not to subordinate their judgment on audit matters to that of others. All work will be performed in such a manner that the auditor has an honest belief in his/her work product and that no significant quality compromises are made.

The director will obtain from all audit staff, on an annual basis, documentation of any potential or actual conflicts of interest. The director will then make all staff assignments so that potential and actual conflicts of interest and bias are avoided. Internal audit staff will be required to report to the director any situations in which a conflict of interest or bias is present or may reasonably be inferred. Internal auditors will not be considered independent of a department if the department has employed any person who is related to the auditor or his/her spouse within the first or second degree by marriage (affinity) or within the first, second or third degree by blood (consanguinity). The degrees of relationship used by the Internal Audit Department are the same as noted in the University's Human Resource Policy on Nepotism.

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In no instances shall internal auditors assume operating responsibilities. If senior management directs internal auditors to perform non-audit work, it should be understood that they are not functioning as internal auditors. The Board of Regents should approve any such deviations of the auditor's responsibility.

Staff transferred to or temporarily engaged by the Internal Audit Department should not be assigned to audit those activities which they previously performed until a period of six months has elapsed. Such assignments will be presumed to impair objectivity and will be considered when supervising the audit work and reporting the audit results.

All results of internal audit work will be reviewed by the director of internal audit, the director of audits and analysis and appropriate university management prior to the release of the work.

PROFESSIONAL PROFICIENCY

Professional proficiency is the responsibility of the Internal Audit Department and each internal auditor. The director will assign to each audit a person who collectively possesses the necessary knowledge, skills, and disciplines to conduct the audit properly.

STAFF AND SUPERVISION

The director of internal audit will be required to hold a Certified Public Accountant certificate, and have at least five years of audit experience. An MBA and/or CIA certification are preferred.

Qualified assistant internal auditors will be required to have a degree in accounting. An MBA or equivalent experience is preferred. A CPA certification or "in the process of" is also preferred.

The director of internal audit is responsible for providing appropriate audit supervision. Supervision is a continuing process, beginning with planning and ending with the conclusion of the audit assignment.

Supervision includes:

- (1) Providing suitable instructions to subordinates at the outset of the audit and proving the audit program.
- (2) Seeing that the approved audit program is carried out unless deviations are both justified and authorized.
- (3) Determining that audit work papers adequately support the audit findings, conclusions, and reports.
- (4) Making sure that audit reports are accurate, objective, clear, constructive, and timely.
- (5) Determining that audit objectives are being met.

The director of internal audit will document evidence of supervision and review on all audits. This may be accomplished by signing off on all work papers and audit documents.

COMPLIANCE WITH THE STANDARDS OF CONDUCT

The Internal Audit Department has adopted the Code of Ethics of the Institute of Internal Auditors. The code sets forth high standards of honesty, objectivity, diligence, and loyalty to which internal auditors shall conform. See Exhibit A for a copy of the Code.

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CONTINUING EDUCATION

Internal auditors shall enroll in continuing education in order to maintain their proficiency. Adequate continuing education to maintain CPA and CIA status (if applicable) is required. Continuing education hours shall be directly related to internal audit to be considered valid by the department and the university.

DUE PROFESSIONAL CARE

Due professional care calls for the application of the care and skill expected of a reasonably prudent and competent internal auditor in the same or similar circumstances. Professional care will, therefore, be appropriate to the complexities of the audit being performed. In exercising due professional care, internal auditors will be alert to the possibility of intentional wrong doing, errors and omissions, inefficiency, waste, ineffectiveness, and conflicts of interest. They will also be alert to those conditions and activities where irregularities are most likely to occur. In addition, they will identify inadequate controls and recommend improvements to promote compliance with applicable statutes and acceptable procedures and practices.

FRAUD

Deterrence of fraud consists of those actions taken to discourage the perpetration of fraud and limits the exposure if fraud does occur. The principal mechanism for deterring fraud is control. The primary responsibility for establishing and maintaining controls rests with management. Internal auditors are responsible for assisting in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of the system of internal control, commensurate with the extent of the potential exposure/risk in the various segments of the university's operations.

When an internal auditor suspects fraud, the director of internal audit will be immediately notified. Upon review of the circumstances and documentation, if the director suspects wrong doing, the appropriate authorities within the university will be informed. The director may recommend whatever investigation is considered necessary in the circumstances. Thereafter, the auditor should follow up to see that the Internal Audit Department's responsibilities have been met.

The Internal Audit Department's follow-up will include determination that all applicable reports have been filed with the appropriate local and state agencies. Any time that the President of the University has reasonable cause to believe that university resources may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct has occurred in relation to the operation of the university, he/she shall promptly report the reason or basis for the belief to the Chair of the Finance Committee, to the system director of audits and analysis, and if required by Government Code Section 321.022, to the state auditor. The system's director of audits and analysis is responsible for the final release of report copies to the proper oversight agencies.

Government Code Section 321.022 requires that any time the university president has "reasonable cause to believe" that losses due to fraudulent or unlawful conduct have been incurred by the university, the State Auditor's Office will be notified that such a loss may have occurred. Any time a set of facts exist which would result in a reasonable and prudent person to believe that an offense may have been committed, there is considered to be "reasonable cause to believe." To determine whether a reasonable and prudent person would believe that an offense may have been committed, the auditor will consider the following criterion as set forth in the legislature:

- The basis of the belief should be more than mere suspicion.
- The department should be able to point to particular facts which support the belief that a loss may have occurred as a result of fraud or unlawful conduct.

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- It is not necessary that probable cause be established or a suspect identified.

The university's compliance with reporting procedures will be documented by the Internal Audit Department.

SCOPE OF WORK

The scope of internal auditing should encompass the examination and evaluation of the adequacy and effectiveness of the university's system of internal control and the quality of performance in carrying out assigned responsibilities. Internal audit will examine and evaluate the planning, organizing, and directing processes to determine whether reasonable assurance exists that objectives and goals will be achieved. Such evaluations, in the aggregate, provide information to appraise the overall system of internal control.

All systems, processes, operations, functions, and activities within the university are subject to the internal auditors' evaluations. Such evaluations will encompass whether reasonable assurance exists that:

- (1) Objectives and goals have been established.
- (2) Authorizing, monitoring, and periodic comparison activities have been planned, performed, and documented as necessary to attain objectives and goals.
- (3) Planned results have been achieved.

Internal auditors perform evaluations at specific points in time but will be alert to actual or potential changes in conditions which affect the ability to provide assurance from a forward-looking-perspective. In those cases, internal auditors will address the risk that performance may deteriorate.

Internal audit will review the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information. Information systems provide data for decision making, control, and compliance with external requirements. Therefore, internal auditors should examine information systems and, as appropriate, ascertain whether financial and operating records and reports contain accurate, reliable, timely, complete, and useful information, and, whether controls over record keeping and reporting are adequate and effective.

Internal audit will review the systems established to ensure compliance with policies, planning, procedures, laws, and regulations which could have a significant impact on operations and reports, and will determine whether the university is in compliance.

Internal auditors will review the means used to safeguard assets from various types of losses such as those resulting from theft, fire, improper or illegal activities, and exposure to elements.

Internal audit is responsible for the appraisal of the economy and efficiency with which resources are employed. This appraisal includes determining whether:

- (1) Operating standards have been established for measuring economy and efficiency.
- (2) Established operating standards are understood and are being met.
- (3) Deviations from operating standards are identified, analyzed, and communicated to those responsible for corrective action.
- (4) Corrective action has been taken.

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These audits related to the economical and efficient use of resources should identify such conditions as underutilized facilities, nonproductive work, procedures which are not cost justified, and over staffing or under staffing.

Internal auditors will review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried as planned. Internal audit can provide assistance to managers who are developing objectives, goals, and systems by determining whether the underlying assumptions are appropriate; whether accurate, current, and relevant information is being used; and whether suitable controls have been incorporated into the operations or programs.

PERFORMANCE OF AUDIT WORK

PLANNING

The director of internal audit is responsible for planning and conducting the audit assignment, subject to supervisory review and approval.

Planning will be documented and will include:

- (1) Establishing audit objectives and scope of work.
- (2) Obtaining background information about the activities to be audited.
- (3) Determining the resources necessary to perform the audit.
- (4) Communicating with all who need to know about the audit.
- (5) Performing, as appropriate, a survey to become familiar with the activities, risks, and controls to identify areas for audit emphasis, and to invite auditee comments and suggestions.
- (6) Writing the audit program. The audit program will include:
 - a. Documentation of the internal auditor's procedures for collecting, analyzing, interpreting, and documenting information during the audit.
 - b. Objectives of the audit.
 - c. Scope and degree of testing required to achieve the audit objectives in each phase of the audit.
 - d. Identification of technical aspects, risks, processes, and transactions which should be examined.
 - e. Statement of the nature and extent of testing required.
 - f. Procedures for preparation will be prepared prior to the commencement of audit work and modified, as appropriate, during the course of the audit.
- (7) Determining how, when, and to who audit results will be communicated.

WORK PAPERS

Working papers that document the audit will be prepared by the auditor and reviewed by the director of internal audit. These papers record the information obtained and the analyses made, and support the bases for the findings and recommendations to be reported. Audit work papers document the following aspects of the audit process:

- Planning.
- The examination and evaluation of the adequacy and effectiveness of the system of internal control.
- The auditing procedure performed, the information obtained, and the conclusions reached.
Review.

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- Reporting.
- Follow-up.

Each work paper will contain a heading which will include the auditable unit being examined, the division of the unit (if applicable) and the date of the period covered by the audit. Each work paper will be signed and dated by the internal auditor creating the work paper and signed and dated as reviewed by the director of internal audit. Procedures and conclusions will be documented on each work paper. All audit tick marks will be explained. Each work paper will be numbered in the bottom right hand corner of the paper.

Audit work papers are the property of the university. They are to remain under the control of the Internal Audit Department and will be accessible only to authorized personnel. In circumstances where requests for access to audit work papers and reports are made by parties outside the university, approval will be obtained from the President of the University and/or legal counsel, as appropriate. Section 552.116 of the Texas Government Code exempts auditor work papers from the public information requirement of Section 552.021.

All work papers will be retained for a period of no less than ten years. Work papers related to the fraud, misappropriation of funds or other unlawful acts may be retained indefinitely.

REPORTS

A signed, written report will be issued upon completion of each examination. Each report will be discussed with appropriate management prior to the final issuance of the report. Management will respond in writing to findings and recommendations noted in the report. The final report, complete with management's comments will be reviewed and approved by the Director of Audits and Analysis of the Texas State University System prior to final release of the report.

Each report shall contain a description of the purpose, scope and results of the audit; and, where appropriate, an expression of the auditor's opinion. Reports will include a brief summary, which highlights the significant findings and recommendations for potential improvements and a summary of management's responses to those findings and recommendations. The audit category for each audit will be stated in the report. In addition, a detailed discussion will follow of the findings, recommendations along with a complete copy of management's written responses.

Audits will be categorized according to the Rules and Regulations of the Texas State University System. Those rules and regulations require that each audit be classified as follows:

Category I - System's Director of Audits and Analysis is required to immediately send these reports to the Finance Committee Chairman of the Board and the university president. Criterion for Category I reports include:

- a. Reports reflecting employee/management fraud or theft.
- b. Reports that reflect a financial impact of more than \$20,000 savings or cost (lesser amounts if deemed material in the internal auditor's judgment).
- c. Any significant area of noncompliance with state or federal regulations or laws.
- d. Reports of situations presented to the University President in which the auditor has experienced undue pressure or delaying behavior.
- e. Significant violations of generally accepted internal controls.

Category I audits require special reporting procedures. These procedures include:

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- a. The Director of Internal Audit will report to the Board of Regents, in the standard prescribed format, at the first Board meeting following the issuance of a Category I audit.
- b. The Director of Internal Audit will perform a follow up audit every six months until all recommendations/findings have been satisfactorily resolved.
- c. The President of the University shall include in his quarterly Board report the status of the recommendations/findings until they have been satisfactorily resolved.

Category II - All other audits will be classified as Category II audits. These reports will be sent to The Texas State University System's Director of Audits and Analysis. The director of audits and analysis will then send the reports to the Finance Committee Chairman.

The category rating of the report will be published in each draft and final report. Category I reports will be reported directly to the Chairman of the Finance Committee (with file copy to the Texas State University System Director of Finance).

MANAGEMENT RESPONSE

University procedures require that management respond to an internal audit report within three weeks of the date of the report. Management responses to each audit will include:

- (1) Indication of agreement or disagreement with each recommendation. In those cases where management agrees to implement a recommendation, a timetable for implementation will be given.
- (2) In those cases where management disagrees with implementation, a justification will be provided.

Once management has responded to the report, internal audit will evaluate the response and forward the response and audit report to The Director of Audits and Analysis of the Texas State University System. Follow-up procedures should commence approximately 90 days after management has responded and the report is finalized.

AUDIT FOLLOW-UP

Internal audit will determine that corrective action was taken and is achieving the desired results, or that senior management or the Board has assumed the risk of not taking corrective action on reported findings. Certain reported findings may be so significant as to require immediate action by management. These conditions should be monitored by internal audit until corrected due to the effect they may have on the University. There may also be instances where the director of internal audit judges that management's oral or written response shows that action already taken is sufficient, when weighed against the relative importance of the audit finding. On such occasions, follow-up may be performed as part of the next audit.

MANAGEMENT OF THE INTERNAL AUDIT DEPARTMENT

The director of internal audit is responsible for properly managing the department so that:

- (1) Audit work fulfills the general purposes and responsibilities approved by senior management and accepted by the Board.
- (2) Resources of the Internal Audit Department are efficiently and effectively employed.
- (3) Audit work conforms to the Standards for the Professional Practice of Internal Auditing.

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The director of internal audit is responsible for seeking the approval of senior management and the acceptance by the Board of a formal written charter, audit plan and risk analysis for the Internal Audit Department.

PLANNING

The director of internal audit will establish plans to carry out responsibilities of the Internal Audit Department. These plans will be consistent with the Internal Audit Department's charter and with the goals of the university. The planning process will establish:

- (1) Goals.
- (2) Audit work schedules.
- (3) Staffing plans and financial budgets.
- (4) Activity reports.

The director of internal audit is responsible for the final risk assessment used in the audit plan. The risk assessment process will include identification of auditable activities, identification of relevant risk factors, and an assessment of their relative significance.

The first phase of the risk assessment process is to identify and catalog the auditable units. Risk factors are the criteria used to identify the relative significance of, and likelihood that, conditions and/or events may occur that could adversely affect the university. The number of risk factors utilized will be limited, but sufficient to provide the director of internal audit with confidence that the risk assessment is comprehensive.

Risk assessment then becomes a systematic process for assessing and integrating professional judgments about probable adverse conditions and/or events. Generally, higher audit priorities will be assigned to activities with higher risks.

The director will incorporate information from a variety of sources into the risk assessment process. Such sources will include, but will not be limited to discussions with the Board and various members of management; discussions among management and staff of the Internal Audit Department; discussion with external auditors; consideration of applicable laws and regulations; analysis of financial and operating data; review of prior audits; and industry or economic trends.

The risk assessment process will be conducted annually and approved by management and the Board. Activity reports will be submitted periodically to senior management and to the Board. These reports will compare performance with the department's goals and audit work schedules and explain any reason for major variances and indicate any action taken or needed.

POLICIES AND PROCEDURES

The director of internal audit will provide and review on an annual basis, written policies and procedures to guide the audit staff. These policies and procedures will include job descriptions for each level of the audit staff. Each employee of the Internal Audit Department shall have an annual review. This review will include counsel to auditors concerning their performance and professional development.

EXTERNAL AUDITORS

The director of internal audit will coordinate work efforts with external auditors. In the instance of state, or regulatory auditors, Internal Audit will coordinate all efforts and work closely with the auditors to insure the

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audit runs efficiently. The internal auditor may assist the external auditor in the preparation of work papers and other data. In the case contracted audits, the internal auditor should assist with the preparation of data in all ways possible to reduce audit costs and assess the effectiveness of the audit.

QUALITY ASSURANCE

External reviews of the Internal Audit Department should be performed to appraise the quality of the department's operations. These reviews should be performed by qualified persons who are independent of the university and who do not have either a real or apparent conflict of interest. Such reviews should be conducted at least once every three years. On completion of the review, a formal, written report should be issued. The report should express an opinion as to the department's compliance with the Standards for the Professional Practice of Internal Auditing and, as appropriate, should include recommendations for improvement. The report should also address compliance with the department's charter and other applicable standards. The report should be addressed to the person who requested the review. The director of internal audit should prepare a written action plan in response to the significant comments and recommendations contained in the report of external review. Appropriate follow-up is also the director's responsibility.

In addition to the external review, the Internal Audit Department will conduct continual supervision and review. Upon the completion of each internal audit report, the report along with the response from management shall be forwarded to the Director of Audits and Analysis of the Texas State University System. The director shall review the report and responses prior to final release.

The director of internal audit will constantly supervise and review all programs and procedures used by the department. Internal auditors are required to review and sign off on all work performed. The director of internal audit will then review each work paper and report completed by auditors and sign off on the document. Adequate supervision is the most fundamental element of a quality assurance program. The word "continually" indicates that supervision should be performed throughout the planning, examination, evaluation, report, and follow-up phases for all assignments. Supervision should also extend to training, employee performance evaluation, time and expense control, and similar administrative areas.

REQUESTS FOR SPECIAL PROJECTS

To request unscheduled audits or advisory services from internal audit, the requesting party must complete an Audit/Advisory Service Request and submit the form to the director of internal audit. The director will then evaluate the request and respond to the requestor within two weeks of the date of the request. An Audit/Advisory Service Request will be evaluated on the impact of the service to the university, time frame requested, number of hours to complete the request and position with current audit schedule.

Requests which have a major impact on department or university operations will receive first priority. Any requests requiring adjustment to the approved audit plan will require approval of the university president and the Chairman of the Finance Committee of the Board of Regents

Effective as of 7/5/2005

Administered by the President's Office 936.294.1013

For further information or clarification, contact president@shsu.edu

Reviewed by: Kelly Bengé

Date: 2.16.2007

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AUSTIN HALL

RESERVATION FORM

Principal Party: _____ Contact No. (HM): _____

- SHSU Alumni Association Member (Century Club and above only)
- Faculty/ Staff (Current or Retired)
- Student Organization: _____
- Outside Organization: _____

Address: _____ Contact No. (WK): _____

Type of Function: _____ Approx No. Guests: _____

Date of Event: _____ Time of Event: _____ to _____
Begin End

Please check facility and services requested below:

FACILITY: (the University Living Room, 1st floor)

- Anniversary, Graduation, Rehearsal Dinner in the University Living Room
- Anniversary, Graduation, Rehearsal, or Retirement Dinner in Dining Rooms
- Dinner/ Luncheon in the University Living Room
- Dinner/ Luncheon in Dining Rooms
- Bridal/Baby Shower in the University Living Room
- Reception in the University Living Room
- Wedding on Grounds with reception in the University Living Room
- Use of the house or grounds for photographs
- Other: _____

FACILITY: (the University Meeting Room, 2nd floor)

- Anniversary, Graduation, Rehearsal Dinner in the University Meeting Room
- Anniversary, Graduation, Rehearsal, or Retirement Dinner in Dining Rooms
- Luncheon/Dinner in the University Meeting Room
- Luncheon/dinner in Dining Rooms
- Bridal/Baby Shower in the University Meeting Room
- Reception in the University Meeting Room
- Wedding on Grounds w/reception in the University Meeting Room
- Other: _____

SERVICES:

- Use of piano
- Catering - All functions will be serviced by the university's contracted catering service (ARAMARK)
- Use of kitchen
- Use of podium
- Meals/Refreshments (please specify): _____
- Alcohol Service
- Other: _____

Type of Food: _____

Brief Description of Event: _____

Special Arrangements (tables, chairs, trashcans): _____

PLEASE PRINT OR TYPE:

Responsible Party: _____

Address: _____

Phone No.: _____

Signature: _____

Date: _____

Return forms: SHSU, C/O Rhonda Curry
Box 2026, Huntsville, TX 77341-2026
Office: (936)294.4758
Fax: (936)294.1465

Office Use Only

Approved by: _____ Date: _____
Dean of Students

Approved by: _____ Date: _____
Austin Hall Coord.

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President's Office Policy PRE-03

AUSTIN HALL

POLICY FOR OPERATIONS

Sam Houston State University recognizes the historical value of Austin Hall and, in this regard, the policy outlined below has as its purpose, the preservation of the building as a Texas landmark.

- (1) Use of Austin Hall will be limited to University Organizations, service groups sponsored directly by the University, current or retired faculty and staff, and Sam Houston State University Alumni Association members, century club, and higher upon the approval of the Office of the President. Arrangements must be made by the faculty sponsor for each University Organization wishing to use Austin Hall.
- (2) All reservations for use of the facility will be made through the Office of the President, Rhonda Curry, (936) 294.4758. Recognized student groups who wish to use the facility will obtain the reservation form from the Dean of Students Office, and that office must approve the event before submitting the form to the Office of the President.
- (3) To guarantee your reservation, the Rental Contract must be signed and returned with a non refundable deposit of one-half the rental fee within 48 hours.
- (4) The signed contract, remaining balance, and refundable \$200 cleanup fee are due payable thirty (30) days prior to the date of the function. Make Check Payable to: Sam Houston State University. If the outstanding balance is not paid in full within thirty (30) days of the event, the scheduled event will be terminated. Prices are subject to change pending receipt of a signed contract.
- (5) The Office of the President will have priority use of the building. Beyond that, requests will be honored on a first-come, first-serve basis.
- (6) The downstairs area of Austin Hall (the University Living Room) may be used for formal receptions, dinners, and special occasions limited to no more than 75 persons, or seated dinners limited to a maximum number of 30 persons.
- (7) The upstairs area of Austin Hall (the University Meeting Room) may be used for formal receptions, dinners, and special occasions limited to no more than 90 persons, or seated dinners limited to a maximum number of 40 persons.
- (8) University sanctioned organizations may use Austin Hall for certain specifically defined formal functions, with strict adherence to the following guidelines. In the case of recognized student organizations, the Department of Student Activities (may or will) monitor the event.
 - a. The limits or numbers of individuals attending as stated in paragraph "6 & 7" above will be strictly enforced. The faculty/staff advisors will be responsible for adhering to these limitations.
 - b. The event will be a conventional daytime university reception, a formal evening reception, or formal sit-down dinner.
 - c. If the event involves a student group, the faculty advisor **MUST** be present for the entire event, and must pick up the key, be responsible for locking the building when the event is over, and must return the key to the Office of the President the next morning.
STUDENTS WILL NOT BE GIVEN THE KEY TO THE BUILDING.
 - d. "Rush" parties may not be held in the facility.
 - e. Because they may require lit candles and "secrecy" that could prohibit the presence of a faculty advisor or building monitor, initiation ceremonies are not considered suitable events for Austin Hall.
- (9) Austin Hall is a designated "NO SMOKING" facility.

- (10) No furniture, rugs, or furnishings will be moved when the building is used by a group. Tape, adhesive tacks, or pins will not be placed on the interior or exterior walls of the building.
- (11) Functions will be serviced by the university's contracted food service (currently ARAMARK), with the exceptions of wedding cakes, printed napkins, fresh flowers, professional photography, and live music.
- (12) The University contracted food service will refuse to serve additional alcohol to any guest who becomes inebriated. The responsible party renting Austin Hall will be responsible for the guest and for arranging safe transportation.
- (13) Sam Houston State University is not responsible for personal items or equipment you or your guests bring into Austin Hall. Any items left at Austin Hall for more than 72 hours will become the property of SHSU.
- (14) The use of confetti, rice, bird seed, or rose petals is prohibited. Bubbles may be used outside the building. No shoe polish or shaving cream is allowed. If the building/and or grounds are left littered by the client or their guests the clean up fee (paragraph 4) will not be refunded.
- (15) Groups must provide their own garbage bags or containers for disposal. All garbage upon completion of event must be placed in the dumpster on University Drive.
- (16) Austin Hall staff will bring to the attention of the responsible party any child or guest found running, playing, or destroying state property. The child and or guest will be asked to leave the premises immediately if the offending behavior continues. Damage incurred will be billed to the responsible party.
- (17) If any group is thought to have misused the facility or to have failed to adhere to this policy in all respects, the group will meet with the Dean of Students Office (in the case of currently registered student organizations) or the President, and if found to have violated this privilege, the group will be barred by the Office of the President from using the facility for two years or indefinitely, from the date of the infraction. Violations of State law will be referred to University Police.
- (18) Hauling, Moving, and Storage will be responsible for set-up and take down of tables and chairs in Austin Hall. In the event that tables and chairs are not available or suitable for the event, the responsible party will have to provide their own chairs and tables. These can be purchased through an outside rental company.

AUSTIN HALL

IDEMNITY AGREEMENT

- In consideration for being permitted use of Austin Hall shall indemnify, hold harmless and defend the Texas State University System (TSUS), the undersigned, its regents, officers, employees, and division, including Austin Hall of Sam Houston State University, the released parties, from and against any claims, demands, suits, proceeding, liabilities, judgments, awards, losses, damages, costs or expenses (including legal fees) whatsoever, whether or not brought by or in favor of any governmental agency or other party, and whether or not based on contract, tort (including negligence), sole, jointly, or severally, any theory of strict liability, or infringement of propriety rights, for bodily injury, sickness, death, injury to or destruction of tangible property, and the loss of use or other loss or expense, arising out of or in any manner caused or occasioned in whole or in part, by any act, omission, error, fault, or negligence of the released parties. It is the intention of this indemnity agreement for the using responsible party to indemnify TSUS for any damages it may sustain for the use of the facility no matter which party is legally liable. The undersigned represents that he/she has authority to bind the organization.

Name of Organization

Date

Name

Title

AUSTIN HALL

GUIDELINES FOR PHOTOGRAPHERS

- The fee for taking professional photographs at Austin Hall is \$50.00 per session. This includes the use of the dressing room, half an hour for dressing, and two hours for the photography session.
- Brides should arrive at Austin Hall with hair and makeup ready.
- Personal photography session may be booked through the Office of the President from 8:30 a.m. to 5:00 p.m. Monday-Friday. Shoots should be no longer than two hours and must be completed by 5:00 p.m. The time limits must be followed unless other arrangements have been made.
- No furniture in the house is to be moved. This includes rugs, lamps, floral arrangements, drapes, and sheers, etc. Please note that Austin Hall is decorated for the Christmas Holidays before Thanksgiving. Therefore, wedding portraits should be avoided during December as holiday decorations will appear in the photographs.
- All personal belongings and other items must be picked up before leaving. Please do not leave cups, soda bottles, film wrappers and equipment behind. Trash containers are located throughout the house.
- Sam Houston State University is not responsible for personal items or equipment you or your guests bring into Austin Hall. Any items left at Austin Hall for more than 72 hours will become the property of SHSU.
- If photographs are to be taken outside on the grounds, please bring a sheet or cloth to go under the Bride's dress. For wedding portraits, don't forget the Bride's bouquet.

If you require further assistance please speak to Rhonda Curry at (936) 294.4758.

Sam Houston State University
A Member of the Texas State University System

AUSTIN HALL

SEATING CAPACITIES

<u>Formal Dining Rooms:</u>		<u>Conference Rooms w/tables:</u>		<u>Receptions:</u>	
Dining Room I	10	Living Room-downstairs	30	Use of Entire Facility	150
Dining Room II	8	Meeting Room-upstairs	40		
Dining Room III	20	<u>Conference Rooms w/out tables:</u>			
Dining Room IV	20	Living Room-downstairs	40		
Dining Room V	20	Meeting Room-upstairs	60		

Corporate Bill of Fare - Businesses, Schools, & Organizations
Operation during regular business hours. (Mon.-Fri., 9:00am-5:00pm)

RENTAL FEES

Full use of Austin Hall	\$250 function
Use of the Dining Room (per room)	\$ 50 function
Use of the Living/Meeting Room (per room)	\$100 function

Special Occasions Bill of Fare - Personal
Operation of facility (Mon.-Fri., 5:00pm-10:00pm) (Sat. 9:00am-11:00pm) (Sun. 12:00pm-9:00pm)

RENTAL FEES

Ceremony & Reception House & Grounds	\$700 function
Wedding Reception House & Grounds	\$700 function
Special Occasion House & Grounds	\$500 function
Use of Dining Room for Lunch or Dinner (per room)	\$ 50 function
Use of Living/Meeting Room	\$100 function

University Related Events
Hosted by Vice Presidents, Deans or Academic Departments

RENTAL FEES

Full use of Austin Hall	NO CHARGE
Use of the Dining Room	NO CHARGE
Use of the Living/Meeting Room	NO CHARGE

AUSTIN HALL

ALCOHOL BEVERAGE POLICY

- A. The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in Austin Hall. University policy states:

“System universities shall not sell, serve, or permit the sale or service of alcohol on campus, except in “special use” buildings or facilities designated by the President.”

Austin Hall is such a “special use” building and has been so designated by the President.

1. Organizations and individuals desiring to have alcohol served or consumed in conjunction with an event scheduled in Austin Hall must have the university President’s signature approval. A “Request for Alcohol Beverage Service” form should be initiated at least fifteen (15) business days prior to the event and must be completed and returned to the President’s office events coordinator ten (10) days prior to the event.
 2. Alcohol must be served by a licensed caterer, who must present a copy of the “License to Serve Alcohol Outside of the Restaurant” to the Facility Manager for permanent files. The University catering service, Aramark, has this license and per contract with Sam Houston State University, has right of first refusal for all functions.
 3. The SHSU alcoholic beverage license holder may dispense the full range of alcoholic beverages for approved special events.
 4. The consumption of alcoholic beverages will be limited to the inside area of Austin Hall and grounds.
 5. Alcoholic beverages are not permitted in any public area of Sam Houston State University.
- B. Alcoholic beverage sales and/or services in Austin Hall are divided into two categories. The categories are established as catered event or Austin Hall sanctioned events:
1. Catered events
 - a. Catered events will include only closed, private, controlled access events.
 - b. The sponsoring organization is responsible for controlling access to the event facility and individual access to alcoholic beverages to assure compliance with state law.
 2. Austin Hall sanction events
 - a. Austin Hall sanction events are those functions which are permitted in Austin Hall and are open to the public and/or for which there is a door charge, but where specific invitations have not been issued.
 - b. The responsible party for university-sanctioned events is the university entity reserving the facility and completing the “Request for Alcohol Beverage Service” form.
- C. Violations
1. Suspected violations of University or Austin Hall policy, but not state law, who have misused the facility or to have failed to adhere to this policy in all respects, the group will meet with the Dean of Students Office (in the case of currently registered student organizations) or the President, and if found to have violated this privilege, the group will be barred by the Office of the President from using the facility for two years from the date of the infraction or indefinitely. The Dean of Students will review the violations (in the case of currently registered student organizations) and may refer the violation to the proper authority for adjudication.

2. Violations of state law will be referred to the University Police.

D. Security

1. One or more uniformed University Police officers are required to be on duty during an event that is serving alcohol beverages. Expense for this service will be assessed to the sponsoring organization.
2. If payment for security is to be paid from non-university funds, agreed amount must be paid in cash to SHSU Department of Public Safety 48 hours prior to the event.
3. If payment for security is to be paid from university funds, agreed amount must be paid on an interdepartmental order directly to SHSU Department of Public Safety 48 hours prior to the event.

All reservations with UPD officers will be handled through the Office of the President-Austin Hall Coordinator.

AUSTIN HALL

REQUEST FOR ALCOHOL BEVERAGE SERVICE

Principal Party: _____

- SHSU Alumni Association Member
- Faculty/Staff
- Outside Organization

Function: _____

Date of Event: _____ Time of Event: _____ to _____
Begin. End

Alcohol Beverage license holder: _____

Type of Service Requested:

- Beer
- Wine
- Mixed Drinks
- Full Service Bar

One or more uniformed university police officers (or their designate) shall be required to be on duty throughout the duration of each catered event serving alcoholic beverages.

Number of Officers: _____ Total Time: _____

- Rate of UPD: \$25.00 per hour for each officer. \$50.00 minimal charge. Charges for police service will extend for one half hour beyond the ending of the event to allow time for participants to vacate the facility.

Notes: _____

We acknowledge receipt of the Austin Hall Alcohol Beverage Policy and accept the terms and responsibilities designated therein. If the responsible party does not comply with the rules, Sam Houston State University has the right to cancel the function and all fees paid will be kept by Sam Houston State University. The responsible party is held responsible for all of the event attendees and will be held responsible for all actions resulting from the use/service of alcoholic beverages.

Responsible Party: _____
Print Name Signature

Address: _____

Contact No.: _____ **Date:** _____

Office Use Only

Austin Hall Coordinator: _____	Date: _____	<input type="checkbox"/>	Approval
Licensed Caterer: _____	Date: _____	<input type="checkbox"/>	Approval
President-SHSU: _____	Date: _____	<input type="checkbox"/>	Approved

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-04

CALENDAR

The university calendar for students and faculty will be published in the catalog each year and on SamInfo under the category of [Registrar – Academic Calendar](#). The calendar for the staff will be published on the human resource web site under the category of [Holidays](#).

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-07

CLOSING THE CAMPUS DUE TO WEATHER RELATED EMERGENCIES

To ensure the safety of students, faculty, and staff, the following procedure is to be followed when such safety is threatened by weather or other emergencies:

The senior police officer on duty will immediately notify the Director of University Public Safety Services (UPS) or his/her designee when weather conditions or reports indicate icing or snow.

The Director of UPS or his/her designee will notify the Director of Physical Plant in order to facilitate the spreading of sand, etc. as appropriate.

The Director of UPS or his/her designee will notify the President of the university and make a recommendation concerning the closing of the campus.

The president will make the final decision about closing of the campus. When a decision is made to close the campus, the president will immediately notify members of the President's Cabinet and others who report directly to the president. Each of those individuals will notify the appropriate people within their areas of responsibility.

The Vice President of University Advancement (VPUA) will notify, as quickly as possible, the Director of Public Relations, who will carry out the appropriate notification procedures to the media in Huntsville, Houston, and surrounding areas.

The Vice President of Academic Affairs (VPAA) will notify, as quickly as possible, the appropriate individuals within his/her area of responsibility, including the academic deans. The deans, in turn, will notify, as quickly as possible, the academic department chairs, who will inform the faculty of the decision to cancel classes.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of The Texas State University System

President's Office Policy PRE-14

OFFICE HOURS

All administrative offices shall remain open from 8:00 a.m. until 5:00 p.m., Monday through Friday, except for designated holidays. Offices may be open beyond the normal schedule as required by individual departmental needs. Offices shall remain open during the noon hours each working day with at least one person on duty to accept calls, receive visitors, or transact business. Exceptions may be made by the division vice president where it is not practical to stay open during the noon hour.

Reviewed by: Kathy Gilcrease
Date: 2.16.2007

Sam Houston State University
A Member of the Texas State University System

GIBBS RANCH

RESERVATION FORM

Principle Party: _____ Contact No. (HM): _____

- SHSU Alumni Association Member (Century Club and above only)
- Faculty/ Staff (Current or Retired)
- Student Organization: _____
- Outside Organization: _____

Address: _____ Contact No. (WK): _____

Type of Function: _____ Approx No. Guests: _____

Date of Event: _____ Time of Event: _____ to _____
Begin End

Please check facilities to be used:

- Ranch House
- Grounds

University Acct. No. to be Charged: _____ \$ _____
Account Amount Date

Check all that apply:

- Food will be served
- Alcohol will be served
- Food will be provided by the group
- Catered

Type of food: _____

Brief Description of Event: _____

Special Arrangements (tables, chairs, trashcans): _____

PLEASE PRINT OR TYPE:
Responsible Party: _____

Address: _____

Phone No.: _____

Signature: _____

Date: _____

Return to: SHSU, C/O Rhonda Curry
Box 2026, Huntsville, TX 77341-2026
Office: (936)294.4758
Fax: (936)294.1465

Office Use Only

Approved by: _____ Date: _____
Dean of Students

Approved by: _____ Date: _____
Gibbs Ranch Coord.

Sam Houston State University
A Member of the Texas State University System

President's Office Policy PRE-21

GIBBS RANCH

POLICY FOR OPERATIONS

- (1) Use of the Conference Ranch House or Grounds will be limited to university organizations, service groups sponsored directly by the university, current or retired faculty and staff, and Sam Houston State University Alumni Association members, century club status and higher upon the approval of the Office of the President. Arrangements must be made by the faculty sponsor or advisor for each university student organization wishing to use the Conference Ranch House or Grounds.
- (2) All reservations for use of the facility will be made through the Office of the President, Rhonda Curry (936) 294.4758. Recognized student groups who wish to use the facility will obtain the reservation form from the Dean of Students Office, and that office must approve the event before submitting the form to the Office of the President.
- (3) To guarantee your reservation, the Rental Contract must be signed and returned with a non refundable deposit of one-half the rental fee within 48 hours.
- (4) The signed contract, remaining balance, and refundable \$200 cleanup fee are due thirty (30) days prior to the date of the function. Make check payable to Sam Houston State University. If the outstanding balance is not paid in full within thirty (30) days of the event, the event will be terminated. Prices are subject to change pending on the receipt of the signed contract.
- (5) The Office of the President will have priority use of the building. Beyond that, requests will be honored on a first-come, first-serve basis.
- (6) The Conference Ranch House will accommodate up to 30 persons. There are three smaller rooms also available for meetings. The Grounds will accommodate up to 300 persons standing and 130 sitting. The limits on the number of individuals attending will be strictly enforced.
- (7) University sanctioned organizations may use The Gibbs Ranch for certain specifically defined formal functions, with strict adherence to the following guidelines. In the case of recognized student organizations, the Department of Student Activities (may or will) monitor the event.
 - a. The Limits or numbers of individuals attending as stated in paragraph (6) above will be strictly enforced. The faculty/staff advisors will be responsible for adhering to these limitations.
 - b. The event will be either a conventional daytime university receptions or formal evening reception.
 - c. If the event involves a student group, the faculty advisor **MUST** be present for the entire event, and must pick up the key, be responsible for locking the building when the event is over, and must return the key to the Office of the President the next morning. **STUDENTS WILL NOT BE GIVEN THE KEY TO THE BUILDING.**
 - d. "Rush" parties may not be held at the facility.
 - e. Or any other event that may require lit candles and "secrecy" that could prohibit the presence of a faculty advisor or building monitor, (Example: Initiation ceremonies are not considered suitable events).
- (8) The Gibbs Ranch is a designated "NO SMOKING" facility.
- (9) If the kitchen is used by the group, the group is responsible for cleaning the kitchen and hauling off the garbage the day of the function. When a caterer is used, the caterer will be responsible for cleaning the kitchen and hauling off the garbage the day of the function. If the house/and or grounds are left littered by the client or their guests the clean up fee will not be refunded (See paragraph 4).

- (10) The University Custodial staff will be responsible for the cleaning of floors and bathrooms of the Ranch House.
- (11) Cloths, dishes, utensils, garbage bags, towels, and other supplies will have to be provided by the responsible party using the Conference Ranch House or Grounds.
- (12) The furniture, rugs, and wall pieces are not to be moved and nothing is to be attached to the walls or furniture in the Conference Ranch House.
- (13) Sam Houston State University is not responsible for personal items or equipment you or your guests bring to Gibbs Ranch. Any items left at Gibbs Ranch for more than 72 hours will become the property of SHSU.
- (14) Groups must provide their own garbage bags or containers for disposal. Any group that uses the kitchen facilities must remove all garbage upon completion of the event and place the garbage in the dumpster at Gibbs Ranch.
- (15) Compliance with the Alcoholic Beverage Policy established in the Policies and Procedures.
- (16) The responsible party is responsible for moving the appropriate number of tables and chairs for their event. Gibbs Ranch has twenty-five 8 ft tables and 130 chairs stored on location in the garage. The party will be responsible for returning them back to their stored location. In the event that tables and chairs are not available or suitable for the event, the responsible party will have to provide their own chairs and tables. These can be rented through a rental company.
- (17) If any group is thought to have misused the facility or to have failed to adhere to this policy in all respects, the group will meet with the Dean of Students Office (in the case of currently registered student organizations) or the President, and if found to have violated this privilege, the group will be barred by the Office of the President from using the facility for two years or indefinitely, from the date of the infraction. Violations of State law will be referred to University Police.

Sam Houston State University
A Member of the Texas State University System

GIBBS RANCH

IDEMNITY AGREEMENT

- In consideration for being permitted use of Gibbs Ranch shall indemnify, hold harmless and defend the Texas State University System (TSUS), the undersigned, its regents, officers, employees, and division, including Gibbs Ranch of Sam Houston State University, the released parties, from and against any claims, demands, suits, proceeding, liabilities, judgments, awards, losses, damages, costs or expenses (including legal fees) whatsoever, whether or not brought by or in favor of any governmental agency or other party, and whether or not based on contract, tort (including negligence), sole, jointly, or severally, any theory of strict liability, or infringement of propriety rights, for bodily injury, sickness, death, injury to or destruction of tangible property, and the loss of use or other loss or expense, arising out of or in any manner caused or occasioned in whole or in part, by any act, omission, error, fault, or negligence of the released parties. It is the intention of this indemnity agreement for the using responsible party to indemnify TSUS for any damages it may sustain for the use of the facility no matter which party is legally liable. The undersigned represents that he/she has authority to bind the organization.

Name of Organization

Date

Name

Title

Sam Houston State University
A Member of the Texas State University System

GIBBS RANCH

SEATING CAPACITIES

<u>Ranch House:</u> Conference Room = 30	<u>Grounds:</u> Grounds = 300	Grounds w/tables = 130
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Corporate Bill of Fare - Businesses, Schools, & University Student Organizations
Operation during regular business hours. (Mon.-Fri., 7:00am–5:00pm)

RENTAL FEES

Full use of Ranch House and Grounds	\$175 function
Use of the Ranch House	\$125 function
Use of Grounds	\$100 function

Special Occasions Bill of Fare - Personal
Operation of facility (Mon.-Fri., 5:00pm–10:00 pm) (Sat., 9:00am–11:00pm) (Sun. 12:00pm–9:00pm)

RENTAL FEES

Full use of Ranch House and Grounds	\$200 function
Special Occasion Ranch House and Grounds (Use of the Ranch) House	\$200 function
Use of Grounds	\$150 function

University Related Events
Hosted by Vice Presidents, Deans, or Academic Departments

RENTAL FEES

Full use of Ranch House and Grounds	\$ 75 function
Special Occasion Ranch House & Grounds	\$ 75 function
Use of the Ranch House	\$ 75 function
Use of Grounds	\$ 75 function

Sam Houston State University
A Member of the Texas State University System

GIBBS RANCH

ALCOHOL BEVERAGE POLICY

- A. The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in Gibbs Ranch. University policy states:

“System universities shall not sell, serve, or permit the sale or service of alcohol on campus, except in “special use” buildings or facilities designated by the President.”

Gibbs Ranch is such a ‘special use’ building and has been so designated by the President.

1. Organizations and individuals desiring to have alcohol served or consumed in conjunction with an event scheduled in Gibbs Ranch must have the university President’s signature approval. A “Request for Alcohol Beverage Service” form should be initiated at least fifteen (15) business days prior to the event and must be completed and returned to the President's office events coordinator ten (10) days prior to the event.
 2. Alcohol must be served by a licensed caterer, who must present a copy of the “License to Serve Alcohol Outside of the Restaurant” to the Facility Manager for permanent files. The University catering service, Aramark, has this license and per contract with Sam Houston State University, has right of first refusal for all functions.
 3. The SHSU alcoholic beverage license holder may dispense the full range of alcoholic beverages for approved special events.
 4. The consumption of alcoholic beverages will be limited to the inside area of Gibbs Ranch and grounds.
 5. Alcoholic beverages are not permitted in any public area of Sam Houston State University.
- B. Alcoholic beverage sales and/or services in Gibbs Ranch are divided into two categories. The categories are established as catered event or Gibbs Ranch sanctioned events:
1. Catered Events
 - a. Catered events will include only closed, private, controlled access events.
 - b. The sponsoring organization is responsible for controlling access to the event facility and individual access to alcoholic beverages to assure compliance with state law.
 2. Gibbs Ranch Sanction Events
 - a. Gibbs Ranch sanction events are those functions which are permitted in Gibbs Ranch and are open to the public and/or for which there is a door charge, but where specific invitations have not been issues.
 - b. The responsible party for university-sanctioned events is the university entity reserving the facility and completing the “Request for Alcohol Beverage Service” form.

C. Violations

1. Suspected violations of University or Gibbs Ranch policy, but not state law, who have misused the facility or to have failed to adhere to this policy in all respects, the group will meet with the Dean of Students (in the case of currently registered student organizations) or the

President, and if found to have violated this privilege, the group will be barred by the Office of the President from using the facility for two years from the date of the infraction or indefinitely. The Dean of Students will review the violations (in the case of currently registered student organizations) and may refer the violation to the proper authority for adjudication.

2. Violations of state law will be referred to the University Police.

D. Security

1. One or more uniformed University Police officers are required to be on duty during an event that is serving alcohol beverages. Expense for this service will be assessed to the sponsoring organization.
2. If payment for security is to be paid from non-university funds, agreed amount must be paid in cash to SHSU Department of Public Safety 48 hours prior to the event.
3. If payment for security is to be paid from university funds, agreed amount must be paid on an interdepartmental order directly to SHSU Department of Public Safety 48 hours prior to the event.

All reservations with UPD officers will be handled through the Office of the President-Gibbs Ranch Coordinator.

Sam Houston State University
A Member of the Texas State University System

GIBBS RANCH

REQUEST FOR ALCOHOL BEVERAGE SERVICE

Principal Party: _____

- SHSU Alumni Association Member
- Faculty/Staff
- Outside Organization

Function: _____

Date of Event: _____ Time of Event: _____ to _____
Begin. End

Alcohol Beverage license holder: _____

Type of Service Requested:

- Beer
- Wine
- Mixed Drinks
- Full Service Bar

One or more uniformed university police officers (or their designate) shall be required to be on duty throughout the duration of each catered event serving alcoholic beverages.

Number of Officers: _____ Total Time: _____

- Rate of UPD: \$25.00 per hour for each officer. \$50.00 minimal charge. Charges for police service will extend for one half hour beyond the ending of the event to allow time for participants to vacate the facility.

Notes: _____

We acknowledge receipt of the Gibbs Ranch Alcohol Beverage Policy and accept the terms and responsibilities designated therein. If the responsible party does not comply with the rules, Sam Houston State University has the right to cancel the function and all fees paid will be kept by Sam Houston State University. The responsible party is held responsible for all of the event attendees and will be held responsible for all actions resulting from the use/service of alcoholic beverages.

Responsible Party: _____
Print Name Signature

Address: _____

Contact No.: _____ **Date:** _____

Office Use Only			
Gibbs Ranch Coordinator: _____	Date: _____	<input type="checkbox"/>	Approval
Licensed Caterer: _____	Date: _____	<input type="checkbox"/>	Approval
President-SHSU: _____	Date: _____	<input type="checkbox"/>	Approved

Signatures

All official forms used in Sam Houston State University business affairs must be signed with the full signature of the official concerned. No initials, stamps or substitute signatures are acceptable. Please see the policy at President's Office Policy [PRE-18, "Signatures."](#)

Smoking Policy

To create a healthy, safe, and aesthetically pleasing work, educational and living environment, smoking is not permitted in any University owned or leased buildings or vehicles, indoor facility, or indoor site at Sam Houston State University. This policy and its general rules are explained in the President's Office Policy [PRE-19, "Nonsmoking Policy."](#) For additional policy on the use of tobacco products at Sam Houston State University, please see Academic Policy Statement [890228, "Use of Tobacco Products in Academic Classrooms and Facilities."](#)

Student Absences on Religious Holy Days

Sam Houston State University abides by the Texas Education Code, Section 51.911, requiring an institution of higher education to excuse a student from attending classes or other required activities, including examinations, for an observance of a religious holy day, including travel for that purpose. This policy is fully addressed in Academic Policy Statement [861001, "Student Absences on Religious Holy Days."](#)

Student Rosters and Records

In support of the University's Attendance Initiative student rosters are available electronically via two methods. One method is via the SamWeb administrative web portal, from the University homepage, on the menu at the top of the page, select **Faculty & Staff**. In the center of the page under the heading **Administrative Web Access** select **Class Roster**. On the SamWeb login page enter user name and password; then on the **All Class Rosters** page select the appropriate semester and year.

The second method of accessing class rosters is by means of ROST09RG via the Sam Menu icon located on all faculty computer desktops. Windows users click on the Sam Menu icon to open the Sam Houston State University Administrative Menu Login, enter username and password and click on the "continue" button to access to this menu. Select "Faculty Reports" and then double click on ROST09RG Attendance Roster Report, then choose appropriate semester and year. Rosters for an entire department may be printed, or enter the course CID number to print an individual roster, or print all the rosters associated with an individual username. Macintosh users will access Rosters via the Remote Desktop. If a Mac machine does not have the Remote Desktop then follow the instructions for [Connecting to the Remote Desktop on a Macintosh](#) or call the Computer Services Helpdesk at x41950 for assistance.

Student Records are under the custody and care of the President of the University and his designee the Registrar. For a full discussion of the policy related to student records please see Academic Policy Statement 820823, "[Reproducing of Hard Copy of Student Academic Records from the University's Computer Databank.](#)"

Summer Employment

Faculty who are employed for the nine-month academic year are not guaranteed employment during the summer sessions because enrollment is generally much less than during the long semesters. Guidelines for selection of faculty for summer school teaching assignments are as follows:

1. Paramount among all considerations should be the needs of a particular individual department or instructional program as expressed in terms of requirements for course offerings.
2. Careful consideration should be given to how well the expertise of those faculty members who request summer employment matches the requirements of the department's instructional program.
3. To the fullest extent possible, summer teaching assignments should be given to tenured or tenure-track faculty of the department.
4. Attention should be given developing of an equitable rotation system for selecting faculty members for summer employment provided that the system follows items 1, 2, and 3 above.
5. In the interest of answering compliance, each dean is asked to remind the chairs of these guidelines and to monitor carefully the appointment of all summer teaching faculty.

The services of department chairs are generally required throughout the summer.

Tenure

Policies regarding tenure are in Academic Policy Statement [900417, “Faculty Reappointment, Tenure and Promotion”](#) and The Texas State University System, Board of Regents’ Rules and Regulations, [Chapter V, Subsection 4.2, “Tenure.”](#)

Travel

Sam Houston State University is well aware of the value of professional meetings for faculty. Such travel however, must be well justified and approval must be obtained in advance. Arrangements for classes to be missed must be finalized in advance of the trip. All travel is subject to the Administrative Policy, [Travel Policies and Procedures](#). Faculty are encouraged to contact the departmental secretary within academic departments for questions and assistance with travel. Additional assistance may be obtained from the Travel Office located within Administrative Accounting.

Faculty members intending to confer on legislative or appropriation issues with the U.S. Congress, the federal government, staff, or officials are required by the State of Texas to submit travel information to the Office of State-Federal Relations in advance of travel. Please refer to the above referenced travel policies and procedures, specifically subsection [“To Washington, D.C.”](#)

11. COPYRIGHT POLICY.

11.1 Policy Statement and Purpose.

Copyright is the ownership and control of the intellectual property in original works of authorship that is subject to copyright law. The purpose of The Texas State University System copyright policy is to outline the respective rights which a Component and members of its faculty, staff, and student body have in copyrightable materials created by them while affiliated with the Component.

All rights in copyright shall remain with the creator of the work except as otherwise provided by *Section 10.2* of this policy.

11.2 Ownership of Copyright.

11.21 The System and its Components claim no ownership of fiction, popular nonfiction, poetry, music compositions, or other works of artistic imagination that are not Component works. For other materials that are totally faculty generated with no university equipment or aid other than that routinely used by faculty in duties associated with teaching, the faculty member holds the copyright and complete intellectual property rights.

11.22 If the work is contracted in writing by the Component of the employee on a work-for-hire basis, the Component then owns the copyright and all benefits of the materials.

11.23 Copyright of all materials (including software) that are developed with the significant use of funds, space, equipment, or facilities administered by a Component, including but not limited to classroom and laboratory materials, but without any obligation by the Component to others in connection with such support, shall be held by the Component.

The provision of office or library facilities alone shall not be construed as providing “substantial resources,” which shall include, for example, the purchase of new technology software or equipment not normally needed for the employee’s duties, and/or a substantial monetary award explicitly for the creation of the work.

11.24 Copyright ownership of all material (including software) that is developed in the course of or pursuant to a sponsored research or support agreement (i.e., an agreement which provides funds, space, equipment, or facilities for research purposes) shall be determined in accordance with the terms of such agreement, or, in the absence of such terms, the copyright shall be held by the Component. The agreement may grant the employee a non-exclusive educational license allowing the employee to share royalties from third parties using the materials.

11.3 Mediated Coursework.

- 11.31 Mediated courseware includes, but is not necessarily limited to, instructional materials delivered over the Internet, synchronous or asynchronous video or audio courses, Components of course, or instructional support materials.
- 11.32 Copyright of mediated courseware developed without specific direction or significant support of the Component shall remain with the employee. No royalty, rent, or other consideration shall be paid to the employee or former employee when that mediated courseware or a modification thereof is used for instruction by the Component. The employee or former employee shall take no action that limits the Component's right to use the instructional materials and shall provide written notice on the courseware itself if the Component's right of use. See *Chapter V, Paragraph 4.75* of these Rules for the policy on noncompetitive use of employee-owned, mediated courseware.
- 11.33 Copyright of mediated courseware, developed at the specific direction or with the substantial resources of a Component shall be jointly held by the Component and the employee, unless otherwise specified at the time of commissioning of the work, and shall not be used without written consent of the Component. The Component shall have the right to modify the courseware and decide who will utilize it in instruction. Royalties or revenues generated from the licensing of such mediated courseware may be jointly shared with the employee as noted in this *Paragraph 10*. The Component may specifically agree to share control rights with the employee.

11.4 Distribution of Copyright Royalties.

- 11.41 Creators of copyrightable material not owned by a Component, or to which a Component has relinquished any ownership claim, own the copyrights in their works and are free to publish them, register the copyright and receive any revenues which may result therefrom.
- 11.42 Royalty income received by a Component through the sale, licensing, leasing, or use of copyrightable material in which a Component has a property interest will normally be shared with the author and the Component where the material originated.
 - 11.421 The net royalties or other net income received by the Component will, in most instances, be distributed under a formula of fifty percent (50%) to the author and fifty percent (50%) to the Component.
 - 11.422 Any distribution which grants the author more than fifty percent (50%) of net royalties shall require approval of the Board of Regents.

- 11.423 In the event of multiple authors, the proper distribution of the fifty percent (50%) author's share shall be determined by their Component President, as appropriate.
- 11.424 The disposition of the fifty percent (50%) dedicated to the Component is within the discretion of the Component President.
- 11.43 In the event that an author contributes a personal work to a Component, a written agreement accepting such contribution shall be executed. The terms of the agreement shall include a statement governing the division of royalties between the Component and the author.
- 11.44 In cases of extramural funding, the terms of the funding agreement shall govern the division of any royalties that may result from commercialization of materials resulting therefrom. In the event that the funding agreement vests royalty rights in a Component, and does not provide any royalty share for the author, the author shall be entitled to the same proportionate share he or she would have received if the work had not been extramurally funded. Such a royalty payment to the author, however, may not violate the terms of the funding agreement. Such share shall be a proportion of whatever share is owned by the Component under the terms of the funding agreement and this policy.
- 11.5 Revision of Materials. Materials owned by a Component under the terms of this policy shall not be altered or revised without providing the author a reasonable opportunity to assume the responsibility for the revision. If the author declines the opportunity to revise such material, the assignment of responsibility for the revision will be made by the President.
- 11.6 Withdrawal of Materials. Materials owned by a Component shall be withdrawn from use when the Component in consultation with the author deems such use to be obsolete or inappropriate. No withdrawal or other discontinuance shall take place that would violate the terms of any licensing or other agreement relating to the materials.
- 11.7 Use of Copyrighted Software.

The Texas State University System and its Components are committed to: (1) providing faculty, staff and students with the computer hardware and software necessary to perform their respective job tasks and instructional assignments; (2) protecting its computer environment from viruses; and, (3) maintaining compliance with the U.S. copyright laws and software license agreements and discouraging copyright infringement. This policy applies to all Component computer users, including faculty, staff, and students. Employees and students, who illegally duplicate software and/or its documentation or otherwise fail to

comply with Component third party software license agreements, will be subject to disciplinary action up to and including termination of employment or expulsion from school.

11.71 The use of Component-owned or leased hardware or software is limited to Component business or instruction-related activities. Software that has not been purchased or licensed by the Component or for which the individual user cannot demonstrate or certify purchase or license for business or instructional use may not be loaded onto Component-owned or leased computers.

11.72 Copyright Compliance. Users of licensed software must read and comply with the license agreement. When a Component has contracted for a site or enterprise license, copying of the software media up to the number of licenses may be allowed, depending on the license agreement. The software user generally may:

- (1) Make only one backup copy of the software for archival purposes. If the underlying license is discontinued, this copy must be destroyed.
- (2) Make a copy if it is required as an essential step (and NOT AS A MERE CONVENIENCE) in installing the software on the computing equipment.

11.73 Federal law requires compliance with the following restrictions when using software acquired by the Component:

- (1) A user shall not install software on more than one computer, unless written evidence exists that the Component has purchased the software and the license gives the purchaser the right to install it. Should a user find such software, the user should immediately uninstall the software, remove the files from the computer, and destroy any media copies.
- (2) Manuals, and other copyrighted materials, shall not be copied without specific, written permission of the publisher.
- (3) Upgrading a software package does not release the software user from the terms of the original agreement, unless the software developer changes the license agreement. The old version of the software may not continue to be used on a different computer or be distributed for use to others.
- (4) When concurrent use is allowed by the license agreement, the number of concurrent users of a local area network (LAN) version of purchased software may not exceed the number of licensed users.

- 11.74 License Agreements. Each manufacturer includes a license agreement package with its software that details any restrictions on its use. Component users must comply with the vendor's license provisions regarding the use of the software, even though the individual user has not personally signed the license agreement. License agreements differ among the various software vendors and some may grant additional rights, such as allowing use on a portable or home computer. The Component shall hold the user responsible for reading, understanding and complying with provisions of the license agreement for each software package.
- 11.75 Component Responsibility. Each Component shall publish software copyright policies and operating procedures that articulate specific steps implementing this *Subparagraph 10.7* and covering, at a minimum, the following topics:
- (1) Guidelines for use of Component computer hardware and software;
 - (2) Computer and Software Use—User Education;
 - (3) Software Selection, Budgeting & Acquisition;
 - (4) Software Inventory, Audit & Copyright Compliance.

12. PATENT POLICY.

- 12.1 Purpose. The Components within The Texas State University System are dedicated to instruction, research, and public service. It is the policy of the Board of Regents of the System that each Component carry out its scholarly work in an open and free atmosphere and publish results obtained therefrom freely. The Board recognizes that patentable inventions and discoveries may arise on occasion in the course of scholarly work conducted by the employees and students of its Component. It is the purpose of this policy to insure that such inventions and discoveries are used and controlled in a fashion that maximizes their benefit to the public, the inventor, and the System.
- 12.2 Applicability. This policy shall apply to all persons employed by a Component of The Texas State University System and to anyone using facilities owned or under the supervision of a Component in connection with the development of a patentable product.
- 12.3 Condition of Employment and Enrollment. The patent policy of the Board of Regents, as amended from time to time, shall be deemed to be a part of the conditions of employment of every employee of each Component, including student employees, and of the conditions of enrollment and attendance by every student at each Component.
- 12.4 Ownership. Except as otherwise described in this policy, every invention or discovery or part thereof that results from research or other

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- 12.2 Applicability. This policy shall apply to all persons employed by a Component of The Texas State University System and to anyone using facilities owned or under the supervision of a Component in connection with the development of a patentable product.
- 12.3 Condition of Employment and Enrollment. The patent policy of the Board of Regents, as amended from time to time, shall be deemed to be a part of the conditions of employment of every employee of each Component, including student employees, and of the conditions of enrollment and attendance by every student at each Component.
- 12.4 Ownership. Except as otherwise described in this policy, every invention or discovery or part thereof that results from research or other

activities carried out at a Component, or that is developed with the aid of the Component's facilities, staff, or through funds administered by the Component, shall be the property of the Component.

12.5 Inventions Made on Own Time. Inventions or discoveries made by Component employees or students in their personal time and not involving the use of Component facilities are the property of the inventor except in case of conflict with any other applicable agreement.

12.51 For purposes of this policy, an individual's "personal time" shall mean time other than that devoted to normal or assigned functions in teaching, extension, Component service, or direction or conduct of research on Component premises or utilizing "Component facilities".

12.52 The term "Component facilities" shall mean any facility, including equipment and material, available to the inventor as a direct result of the inventor's affiliation with the Component, and which would not be available to a non-Component individual on the same basis.

12.53 Persons who claim that inventions or discoveries are made on personal time and without the use of Component facilities have the responsibility to disclose all such inventions to the Component in accordance with the disclosure procedures applicable to inventions made on Component time or with the use of Component facilities. It shall be the responsibility of the inventor to demonstrate the basis of the inventor's claim that only personal time and no Component facilities were utilized.

12.54 If the inventor so desires, inventions or discoveries made on personal time and without the use of Component facilities may be assigned to the Component. Under this arrangement, the procedures will be the same as for inventions or discoveries made by Component personnel on Component time or with the use of Component facilities and materials.

12.6 Patents Arising From Government Sponsored Research. Patents on inventions or discoveries arising from research financed by federal, state, or local government may be controlled by the terms of the grants and contracts specified by the government agency sponsoring the research, or by applicable law. In some cases, the sponsoring government agency may claim rights to patents resulting from the sponsored research.

12.61 Except as provided by law or by government-supported grants or contracts, or when no patent rights are claimed by the government agency, or when such rights are waived by the government, patents arising from government sponsored research are controlled by this Patent Policy.

12.62 When a patent arising out of research supported under government grants or contracts is owned by a Component that

Component will, if requested, agree to a non-exclusive royalty-free license for use of such patent by the sponsoring government agency.

- 12.63 If such a patent is owned by the sponsoring government agency, the Component shall be free to use the invention so covered for its own scientific and educational purposes without payment of royalty or other charge, consistent with applicable law.
- 12.7 Patents Arising From Research Sponsored by Non-Governmental Entities. Each Component must ensure that its facilities and the results of the work of its employees are applied in a manner which best serves the interests of the public. Likewise, the legitimate interests of a private sponsor who provides financial or other support to research carried out through the Component must be considered.
- 12.71 Components should normally reserve the right to ownership of patents on inventions or discoveries arising out of research supported in whole or in part by grants or contracts with non-governmental organizations or firms. Contracts or agreements which are entered into between a Component and such organizations or firms should contain clauses setting forth such a reservation unless deviations therefrom are requested by the sponsor and approved by the Component consistent with the public interest.
- 12.72 In the interest of fair treatment to the non-governmental sponsors of research, upon request special provisions may be negotiated which grant ownership of patents arising out of research sponsored by a non-governmental organization or firm to the sponsor of such research. In such cases, the Component should: (1) retain the right to use the invention or discovery for its own research, educational, and service purposes without the payment of royalty fees, (2) require the sponsor to use due diligence in the commercial use of the invention, and (3) retain the right to freely publish the results of its research after a reasonable period necessary to protect the rights of the parties and to allow for the filing of a patent application.
- 12.8 Component Patent Committee. The President of each Component shall appoint a Component Patent Committee, consisting of no less than three members, one of whom shall be designated by the President to serve as chairman of the Committee. Such Committee shall perform the duties delineated in this policy and such other duties as may be assigned to it by the President.
- 12.9 Duty to Disclose Discoveries and Inventions. All individuals covered by this policy have a duty to disclose in writing their inventions and discoveries promptly to the pertinent Component Patent Committee.
- 12.91 The duty to disclose arises as soon as the individual has reason to believe, based on his or her own knowledge or upon information

supplied by others, that the invention or discovery may be patentable.

- 12.92 Certainty about patentability is not required before a disclosure should be made.
- 12.93 Individuals shall execute such declarations, assignments, or other documents as may be necessary in the course of invention evaluation, patent prosecution, or protection of patent rights, to insure that title in such inventions shall be held by the Component, where this policy indicates the Component shall hold title, or by such other parties as may be appropriate under the circumstances.
- 12.(10) Review By Patent Committee. The Component Patent Committee, after receiving disclosure of an invention, shall forward a recommendation to the Component President concerning such discovery. Such recommendation shall include: (1) the committee's opinion whether the Component has an ownership interest in the invention in question, or whether such invention was one developed on personal time and without use of Component facilities, and (2) whether and how the Component should assert and exploit its ownership interest in any invention or discovery.
- 12.(11) Waiver of Component Interests.
- 12.(11)1 If the Component President, after reviewing the recommendation of the Component Patent Committee, concludes that an invention or discovery is one developed on personal time and without the use of Component facilities, the President shall advise the inventor that the Component asserts no ownership interest in the invention or discovery.
- 12.(11)2 If the Component President, after reviewing the recommendation of the Component Patent Committee, concludes that a Component should not assert and exploit its interest in an invention developed on Component time or with the use of Component facilities, the inventor shall be notified that he is free to obtain and exploit a patent in his own right, and the Component shall not have any further rights, obligations or duties thereto except as it may specifically reserve.
- 12.(12) Patent Management. The President of each Component, or any person designated by him, is authorized to negotiate with reputable agencies or firms to secure for each Component arrangements for the management of inventions and discoveries in which the Component decides to assert and exploit its ownership interest.
- 12.(12)1 Such management may include, but is not limited to, competent evaluation of invention and discovery disclosures, expeditious filing of applications for patents, and licensing and administration of patents.

- 12.(12)2 A Component is authorized to administer its own patent management and licensing program without the use of a patent management agent, if it determines that such arrangement may better serve Component and public interests.
- 12.(13) Licenses. The President of each Component may grant licenses for the use of inventions and discoveries in which the Component has an ownership interest.
- 12.(13)1 It is recognized under some circumstances the granting of an exclusive license may be appropriate because in the absence of such a condition some inventions or discoveries may not reach the market place for the public benefit.
- 12.(13)2 Normally, an exclusive license may be granted for a period not to exceed five years, although the President may grant a longer period of exclusive license when he deems it advisable.
- 12.(14) Royalties.
- 12.(14)1 In consideration of the disclosure and assignment of invention rights, the inventor, or the inventor's heirs, successors, and assigns, normally shall receive fifty percent (50%) of the net royalties or other net income arising from an invention or discovery, after a deduction for administrative and patent management costs. Administrative and patent management costs include, but are not limited to, the costs associated with the patenting, licensing, and protection of patent rights. The remaining fifty percent (50%) of net royalties shall accrue to the Component responsible for the invention or discovery. Special facts concerning an invention or discovery may warrant a different distribution of royalties.
- 12.(14)2 Agreements with respect to royalties shall be in writing and signed by the inventor and the President of the Component.
- 12.(14)3 Any agreement which grants the inventor more than fifty percent (50%) of the net royalties shall require approval of the Board of Regents.
- 12.(15) Disposition of Income. In the disposition of any net income accruing to a Component from patents, first consideration will be given to the promotion of research.
- 12.(16) Avoidance of Conflicts.
- 12.(16)1 Any employee covered by *Sections 11.(17)2, 11.(18)1, or 11.(18)2* of this *Chapter* shall report in writing to the Component President, or his designee, the name of any

business entity as referred to therein in which the person has an interest or for which the person serves as a director, officer, or employee and shall be responsible for submitting a revised written report upon any change in the interest or position held by such person in such business entity. These reports shall be accumulated in the office of the President (or designee), who shall immediately thereafter file his report with the System Administration. Upon approval by the Board of Regents, the report shall be submitted to the Governor and Legislature as required by the *Texas Education Code, Section 51.912*).

12.(16)2 Prior to signing any consulting agreement that deals with patent rights, trade secrets, or the like, where any Component time, facilities, materials, or other resources are involved, Component personnel and students must bring the proposed agreement to the attention of the appropriate administrators of the Component and either obtain a waiver of Component rights or otherwise modify the consulting agreement to conform with this policy, as is determined by the Component in its discretion.

12.(17) Equity Interests.

12.(17)1 Owned by the Component. In agreements with business entities relating to rights in inventions and discoveries owned by a Component, the Component may receive equity interests as partial or total compensation for the rights conveyed.

12.(17)2 Owned by an Employee. In accordance with *Texas Education Code, Section 51.92*, and subject to review and approval by the President of a Component, employees of a Component who conceive, create, discover, invent, or develop inventions or discoveries may hold an equity interest in a business entity that has an agreement with the Component relating to the research, development, licensing or exploration of those discoveries or inventions.

12.(17)3 The Component may negotiate, but shall not be obligated to negotiate, an equity interest on behalf of any employee as a part of an agreement between the Component and a business entity relating to inventions and discoveries conceived, created, discovered, invented, or developed by the employee and owned by the Component.

12.(17)4 Dividend income and income from the sale or disposition of equity interests held by a Component pursuant to agreements relating to inventions and discoveries shall belong to the Component and shall be distributed in accordance with the provisions of this policy. Dividend income and income from the sale or disposition of an equity interest held by a Component employee pursuant to an agreement between the

Component and a business entity relating to rights in inventions and discoveries conceived, created, discovered, invented, or developed by such employee shall belong to the employee.

12.(18) Business/Management Participation.

12.(18)1 By Employees. Any Component employee who conceives, creates, discovers, invents, or develops an invention or discovery shall not serve as a member of the board of directors or other governing board, or as an officer or an employee (other than as a consultant in accordance with Component and Regent policies and regulations) of a business entity that has an agreement with the Component relating to the research, development, licensing, or exploitation of that invention or discovery without prior review and approval by the President of the Component.

12.(18)2 For the Component. When requested and authorized by the Board of Regents, an employee may serve on behalf of the Board as a member of the board of directors or other governing board of a business entity that has an agreement with a Component relating to the research, development, licensing, or exploitation of inventions and discoveries.

13. ABANDONED AND UNCLAIMED PERSONAL PROPERTY.

Abandoned and unclaimed personal property discovered on a System Component campus shall be turned over to the campus security or police department for safekeeping and standardized handling. Property shall be considered abandoned if it appears from the circumstances under which the Component comes into possession of the property that the owner has thrown it away or has voluntarily left or lost it without any intent or expectation to regain it.

Abandoned and unclaimed personal property acquired by the campus security or police department of a system Component shall be held for a minimum of one hundred and twenty (120) days from the time the campus security or police office acquires the property. If the property is reclaimed during that time, the Component may charge the owner a reasonable storage fee. Campus security or police will develop appropriate procedures to assure the return, if possible, of unclaimed personal property to the proper owners. Such procedures shall be published in all appropriate Component handbooks and catalogs.

After one hundred and twenty (120) days, and after appropriate property checks which reflect the value of the property have been made (such as, but not limited to the National Crime Information Center), the item may be sold as part of a normal Component surplus property sale.

5. CURRICULUM PROCEDURES.

5.1 Curriculum Policies. Each of the Components shall follow the curriculum policies of the Board of Regents and *Education Code, Sections 61.051 and 61.052.*

- 5.11 Approval of Requests. Each request for new courses, degree programs, or departments must be approved by the Board of Regents with subsequent approval by the Texas Higher Education Coordinating Board before being included in the catalogue.
- 5.12 Notice of Requests. All requests for curriculum changes must be submitted to the members of the Curriculum Committee and the System Administration at least eight calendar days prior to the scheduled Board meeting.
- 5.13 Nature of Requests. The nature of each request for a curriculum change and its justification shall be set out in a brief written statement. The statement shall show the title and number of the course, the semester credit hour value, and the department in which the course or program will be offered.
- 5.14 Degree Programs. Each request for a new degree program shall include a request for the new courses which the program requires.
- 5.15 Graduate Programs. Each request for a graduate program shall be evaluated on the need of the program and qualifications of the faculty.
- 5.16 Deletions. Any course which has not been taught at anytime for the previous three years, as designated by the Coordinating Board, shall be dropped unless authorized for continuation by the Curriculum Committee.
- 5.17 Committee Considerations. In passing upon requests for new courses, the Curriculum Committee shall give consideration to the number of courses already available in that department and the enrollment in such courses.
- 5.18 Off-Campus Courses. Off-campus courses shall be offered only in accordance with guidelines approved by the Texas Higher Education Coordinating Board.
- 5.19 Short Courses. The Components shall not offer or allow a student to register for any short courses (any course taught over a period of less than three weeks) where the combined academic credit to be earned for all course work attempted would exceed an average of one semester credit hour per contact week. (Effective the fall semester, 1985)

- 5.1(10) Before any course previously authorized by the Board of Regents and the Texas Higher Education Coordinating Board, can continue to be taught, the course syllabus shall be reviewed once a year by the appropriate departmental chair or head.
- 5.1(11) Out-of-Country Courses or Programs. As a condition of being permitted to take or participate in Component approved out-of-country courses or programs, a student shall first execute a liability waiver and release of claims in favor of the Board of Regents, the Component, and their officers and employees.
- 5.2 Twelfth and Fourth Class Day Reports. The Curriculum Committee shall also examine twelfth and fourth class day reports of each Component. Each Component President shall present to the Board, on appropriate occasions, a twelfth or fourth class day report stating the total number of students (headcount) registered for resident instruction in classes of the Component; the total number of students registered in off-campus extension classes; the total number of students registered in correspondence courses; the total number of full-time faculty equivalents registered; the total number of semester hours taught by each faculty member; the number of semester credit hours taught; the number of full-time student equivalents registered; and the student/teacher ratio. Such enrollment reports shall be submitted by the Component President to members of the Curriculum Committee and the Chancellor at the same time as the class reports (CBM-004) are submitted to the Coordinating Board pursuant to its educational data reporting system for senior colleges and universities, and shall be considered by the Board at its next meeting.

See *Chapter I, Subsection 6.2*, for the responsibilities of the Curriculum Committee.

6. FINANCIAL AFFAIRS.

- 6.1 Insurance Coverage. The Components within The Texas State University System are authorized to purchase policies of insurance as provided by this *Subsection* or for other purposes that may be specifically authorized by statute or the State Office of Risk Management (SORM) rules.
- 6.11 Blanket Fidelity Bonds. Blanket fidelity bonds, approved by the Board, shall be required to cover all employees of the Components under the governance of the Board. The System's Vice Chancellor for Finance is responsible for coordinating acquisition of the blanket fidelity bonds.
- 6.12 Director's and Officer's Liability Insurance. Director's and officer's liability insurance, as approved by the Board, shall be required to cover all directors and officers of the System and its Components. The System's Vice Chancellor for Finance is responsible for coordinating acquisition of the Director's and Officer's coverage.

been employed in a Component before the adoption of this policy. However, no System employee may approve, recommend, or otherwise act with regard to the appointment, reappointment, promotion, or salary of any person related within either of the prohibited degrees.

2.231 If the appointment, reappointment or continued employment of a person places such person under an administrative supervisor related within the above specified degree, all subsequent actions with regard to reappointment, promotion, or salary shall be the responsibility of the next highest administrative supervisor. It shall also be the responsibility of the next highest administrator to make a written review of the work performance of such employee at least annually and submit each review for approval or disapproval by the Component's appropriate vice President in the case of classified employees or the President in the case of faculty or unclassified employees. When appropriate, the next highest administrator may delegate these responsibilities to another administrator who is neither related to the person subject to the personnel actions nor in that person's reporting line.

2.232 All situations covered by *Subsection 2.231* of this *Chapter* shall be reported annually in May through the Components' President's Report to the Board.

2.3 Retirement and Recognition of Service.

2.31 Retirement Programs. The Board of Regents authorizes each Component in the System to make retirement programs available to each eligible employee through the Teacher Retirement System of Texas, or the Optional Retirement Program, and tax sheltered annuities as authorized by statute.

2.32 Requirements of the Optional Retirement Program.

2.321 Company Qualifications. Each Component will design its specifications for companies to qualify as Optional Retirement Program vendors on that Component's campus. The Board of Regents must approve those specifications. Thereafter, the Component's President (or the President's designee) may authorize any insurance or investment company qualified and admitted to do business in this State to offer an ORP on the Component's campus. Any program offered is subject to compliance with statutory provisions, the prescribed *Rules and Regulations* of the Texas Department of Insurance, the State Securities Board, the Texas Higher Education Coordinating Board, and the requirements of the Board of Regents.

- 2.322 Contributions. Employee and State contribution rates for the Optional Retirement Program and Teacher Retirement System shall comply with law.
- 2.323 Tax Considerations. Whether or not the employer's and/or employee's contributions to the Optional Retirement Program are tax sheltered, the employee's contribution is made on all salary reduction as required by the ORP statute. All contributions shall comply with IRS laws and regulations for accounts authorized under *Section 403(b)* of the *Internal Revenue Code*."
- 2.324 Authorization. The Component President or a representative designated by the President shall be authorized to sign the forms necessary to administer the Optional Retirement Program and the Teacher Retirement System.
- 2.325 Certification of State Comptroller. Each Component shall be required to certify to the State Comptroller each Fiscal Year an estimate of the amount of funds required for payments of State Matching Contributions for participants in the Optional Retirement Program.
- 2.326 Eligibility to Participate. An employee of a Component of The Texas State University System is eligible for participation in the Optional Retirement Program in accordance with rules adopted by the Texas Higher Education Coordinating Board. An employee who has met the ORP vesting requirement and subsequently transfers to a position which would not otherwise qualify for ORP participation shall remain in ORP except as authorized by TRS rules.
- 2.33 Salary Reduction Plan of the Optional Retirement Program. The Components are authorized to participate in the salary reduction agreement of the Optional Retirement Program as provided by statute. The Component President or a representative designated by the President is authorized to approve the forms required for this salary reduction agreement through those carriers approved by the Board of Regents in the implementation of the Optional Retirement Program.
- 2.34 Honorary Titles and Resolutions for Retirees. Faithful and distinguished service by a retiring faculty member or administrator may be recognized by an appropriate resolution of the Board, upon recommendation of the Local Committee.
- 2.341 Long and distinguished service by a faculty member holding the rank of Professor or Associate Professor may be recognized upon retirement by conferral of the title of

Professor Emeritus, Associate Professor Emeritus, Distinguished Professor Emeritus or Distinguished Associate Professor Emeritus as provided by *Section 4.(16)* of this *Chapter*.

2.342 Faithful and distinguished service by the President of a Component may be recognized by the Board upon retirement, or upon returning to full-time teaching if a tenured member of the faculty, by conferral of the honorary title President Emeritus of the Component, without remuneration or authority for this honorary title.

2.4 Standards of Conduct. Except as exempted by *Sections 11.(16), 11.(17)* and *11.(18)* of *Chapter III* of these *Rules and Regulations*, all Component employees shall adhere to the standards of conduct articulated in *Chapter VIII*:

2.41 No employee shall engage in any form of sexual harassment as defined by *Section 8* of *Chapter VII* of these *Rules and Regulations*, or racial harassment as defined by *Section 7* of *Chapter VII* of these *Rules and Regulations*.

2.42 No contacts on behalf of the Component, its programs or the System to the Legislature shall be made without the specific approval of the Component President who shall inform the System Administrative Office. Information, not considered under law to be confidential, which is requested by a member of the Legislature or committee or by any other state official or employee and which relates to proposed or pending legislation, shall be furnished to the requesting party and the System Administrative Office informed of the request and information provided. The Presidents shall be responsible for advising their Component employees of this rule at the start of each legislative session. See also *Chapter VIII, Paragraph 5* of these *Rules and Regulations* pertaining to political activities.

2.5 Absences.

2.51 The President of each Component shall adopt policies and guidelines covering the authorized absences for all faculty and staff employees, including administrative officers. Such policies and guidelines shall be in accordance with the provisions of current statutes and these *Rules and Regulations*. A leave of absence granted to a faculty or staff employee by the President of the Component under the provisions of this *Subsection* shall not modify in any way the employment status of the employee as defined in *Chapter V, Sections 1-5*, of these *Rules and Regulations* unless such modification in status is approved in advance by the Board of Regents. Unless approved in advance by the Board, upon expiration of the leave, the employee shall return

- (3) Requirements of admission and graduation;
- (4) Honors and scholastic performance generally;
- (5) Approval of candidates for degrees; and,
- (6) Faculty rules of procedure.

4.10(12) Faculty Minutes. Copies of Component faculty minutes, or those of their legislative bodies, shall be available for use of members of the particular faculties individually, if desired, and shall be filed in the office of their secretaries and a copy distributed to the offices of the Academic Deans, Academic Vice President, and President.

4.10(2) Recruitment and Resignation of Faculty Members. Mobility of faculty members among colleges and universities is rightly recognized as desirable in American higher education. Yet, the departure of a faculty member always requires changes within a Component and may entail major adjustments on the part of the faculty member's colleagues, the administration, and students in the faculty member's field. Thus, each Component President shall establish procedures regarding the recruitment and resignation of faculty members. The standards set forth below are recommended:

- (1) Recruitment Negotiations. Negotiations looking to the possible appointment of persons for the following fall semester who are faculty members of other universities in active service or on leave-of-absence and should be begun and completed as early as possible in the academic year and the appropriate other Component officers informed of such negotiations.
- (2) Notification of Resignation. A faculty member should not resign later than May 15 or thirty days after receiving notification of the terms of continued employment for the following year, whichever date occurs later.
- (3) Appointment Offer. To permit a faculty member to give due consideration and timely notice to his or her Component, an offer of appointment for the following fall at a Component should be made before May 1 whenever possible.

4.10(3) Retired Faculty. A full-time faculty member, who has retired from service from one of the Components in The Texas State University System and who held the title professor, associate professor, assistant professor, or instructor at the time of

retirement, shall be accorded the following privileges and perquisites at such Component:

- (1) A faculty identification card denoting previous academic rank and the designation "Retired". In the case of holders of an emeritus title, the identification card shall denote the applicable emeritus title;
- (2) Faculty library privileges;
- (3) Use of Component dining services;
- (4) Authority to purchase a faculty-staff activity card on the same basis as active faculty members;
- (5) Parking privileges provided to active faculty members of the Component;
- (6) Continued eligibility for Component group health and life insurance as provided by statute;
- (7) Use of internal Component mail service and facilities; and,
- (8) Other privileges for retired faculty approved by the President of the Component.

5. UNCLASSIFIED EMPLOYEES (EXCLUDING ADMINISTRATIVE OFFICERS) AND ALL CLASSIFIED EMPLOYEES.

5.1 Employment.

5.11 Hiring. The Board authorizes the President of the Component to hire all unclassified staff employees (exclusive of administrative officers), all classified staff employees, and other non-faculty personnel who are paid on a monthly or hourly basis. The employment of unclassified staff employees is subject to ratification by the Chancellor and the Board of Regents. All employees hired under the authority of this *Subsection* shall serve without a fixed term and at the pleasure of the President.

5.111 All hiring shall be made on the basis of merit. The President of the Component may investigate the character, integrity, scholastic attainment, and other qualifications of prospective employees before hiring them or before exercising any delegated authority for hiring them.

5.112 As provided in the *Constitution of the State of Texas, Article I, Section 4*, and by statute, no religious qualification shall be required for

- 4.842 Textbooks, notebooks, manuals, or other materials for the use of students of a Component, written or prepared by a member of the faculty of that Component, shall not be prescribed for the use of or sold to such students until such books, notes, manuals, or materials shall have been approved, with reasons stated, by the department head and approved by the academic Vice President. All such requests shall indicate the proposed prices and profits, and their authorization shall be effective only to the end of the fiscal year (August 31) for which such approval has been given.
- 4.85 Acceptance of Money from Students. Faculty members shall not, without approval of the President or his/her designee, collect from students any fees or charges to be expended for Component purposes or sell to students books, notes, materials or supplies. Faculty of the rank of lecturer or above, and other instructional personnel as designated by the Component President, may not accept pay from students for extra instruction or teaching of students registered in the Component. With prior written approval of the President or his or her designee, instructional employees below the rank of lecturer may accept pay from students for extra-class instruction or coaching but only in courses or sections of courses with which they have no instructional connection. The faculty handbook of the Component shall specify the procedure for approval at the Component level.
- 4.86 Knowledge of These *Rules & Regulations*. Each faculty member shall become acquainted with these *Rules and Regulations*, Component policies and faculty handbooks, catalogues, announcements of courses, other official publications, and printed or other material regularly prepared for the use of the faculty. The President shall have copies of these *Rules and Regulations*, Component policies and faculty handbook available at the President's office, the library, and other appropriate campus locations.

4.9 Distinguished, Emeritus, and Distinguished Emeritus Faculty.

- 4.91 Several honorary titles recognize long and distinguished service and constitute continued academic appointments without remuneration or authority.
- 4.92 Distinguished Professor. Upon the recommendation of the President of a Component, the Board of Regents may bestow the title of distinguished professor upon a very select number of tenured faculty members who already have held the rank of professor at least five years. Each Component wishing to bestow the title of Distinguished Professor shall establish other criteria and/or benefits that must be approved by the Board of Regents.

- 4.93 Emeritus Faculty. The President of each Component is authorized to bestow the title of professor emeritus or associate professor emeritus upon any retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement, provided that the faculty member has served in the rank of professor or associate professor for a cumulative total of at least ten years. Further, the President is authorized to bestow an appropriate emeritus title upon other retiring or retired, ranked faculty provided that said faculty have served the Component for a cumulative total of at least fifteen years.

The conferring of these titles is not automatic upon retirement but shall be based upon individual distinction, exceptionally high quality service, and outstanding contributions to the Component which clearly demonstrate the individual's worthiness for this honor.

- 4.94 Distinguished Emeritus Faculty. Nominations for distinguished emeritus status are made to the President by the Vice President for academic affairs after consultation with the appropriate departmental faculty and the academic deans. Upon the President's recommendation, the Board of Regents may bestow the title of distinguished professor emeritus or distinguished associate professor emeritus upon a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement.

- (1) The title, distinguished professor emeritus, may be conferred upon a faculty member who has served in the rank of professor at the Component for at least ten years and who meets other qualitative criteria established by each Component.
- (2) The title, distinguished associate professor emeritus, may be conferred upon a faculty member who has served in the rank of associate professor at the Component for at least twenty years and who meets other qualitative criteria established by each Component.

In exceptional cases the Board of Regents, upon the President's recommendation, may waive the minimum length of service requirement.

- 4.941 Holders of the title of distinguished professor emeritus or distinguished associate professor emeritus shall be accorded the following privileges and perquisites:

- (1) Use of the title distinguished professor emeritus or distinguished associate professor emeritus.

- (2) Membership (without vote) in the general faculty and in the college and department faculties in which membership was held at the time of retirement.
- (3) Membership in the graduate faculty (without vote) if membership was held at the time of retirement.
- (4) Eligibility for service on Component committees upon appointment by the President of the Component.
- (5) Assignments of office space and use of laboratory facilities, when available, with the approval of the department head, dean of the college, and Vice President for Academic Affairs.
- (6) Listing in the faculty directory and in the catalog.
- (7) The additional privileges and perquisites of retired faculty as set forth in *Subsection 4.93* of this *Chapter*.

4.942 Persons who hold an emeritus title at other institutions normally are not eligible for an emeritus title at a Component in The Texas State University System.

4.943 If a faculty member enjoying emeritus status is recalled to service in the interest of the Component after an intervening period, emeritus status is not affected.

4.10 Miscellaneous Provisions.

4.10(1) Faculty Organizations. The President of each Component is authorized and encouraged to permit the faculty to organize and function in the form of representative faculty bodies in order that the faculty might effect greater utilization of its resources in the conduct of Component affairs.

4.10(11) General Authority. Subject to the ultimate authority of the Board of Regents and the delegated authority of the Component President or his or her designees, the faculties of the Components shall have an appropriate advisory role in the governance of their respective Components. Officially recognized faculty bodies shall have no existence separate and apart from the Component with which they are associated. This role may include but not be limited to the following areas:

- (1) General academic policies and procedures;
- (2) Student life and activities;

4. FACULTY.

4.1 Employment.

4.11 The Board of Regents strongly desires to maintain learned faculties who, by precept and example, will instruct and inspire their students and reflect credit upon the Component. The Board encourages scholarship, creative activity, research, and public service but affirms that the primary goal of each faculty member shall be to attain a greater proficiency in teaching.

4.12 Nominations. The President of each Component shall recommend to the Chancellor and the Board the employment or re-employment of faculty members to be awarded term or annual appointments, advising in writing as to the tenure status, proposed academic rank, and highest degree of each nominee.

4.13 Appointments. All faculty appointments, including the granting of tenure, are subject to the approval of the Chancellor and the Board. At the earliest practicable Board meeting following the Governor's approval of the State's *General Appropriations Act*, the Board shall appoint the faculty and other teaching personnel to term or annual appointments for a specified period not to exceed one year. The President shall advise each appointee in writing of the provisions and conditions of the appointment. If a faculty member has already been appointed by the Board for either a fall or spring semester, the contract may be extended for the summer or for additional special assignments during the same Fiscal Year by the President, unless the extension includes a change in academic rank or an increase in the base salary.

4.14 **Reappointments.** Written notice of a decision not to reappoint will be given to a tenure track faculty member not later than March 1st, of the first, or not later than December 15th of the second, academic year of probationary service. After two or more academic years, written notice shall be given not later than August 31st that the subsequent academic year will be the terminal year of appointment. The notice required by this *Section* is not applicable where termination of employment is for good cause under *Subsection 4.4* or for faculty members who are appointed on a term basis.

4.141 Reappointment or the award of tenure shall be accomplished only upon the Presidents written recommendation and the Chancellor's and the Board of Regent's approval. If the faculty member does not receive notice as prescribed in this *Chapter*, it shall be his or her duty to inquire as to the decision of the President, who shall without delay give the required notice to the faculty member. Failure of the Component to comply with the notice provisions of this *Chapter* shall not entitle a faculty member to *de facto* tenure, and these *Rules and*

Regulations expressly prohibit the awarding of *de facto* tenure.

- 4.142 Each faculty member shall keep the President or his or her designee notified of the faculty member's current mailing address. Written notices required by *Subsections 4.24* or *4.44* shall be sent by certified mail, return receipt requested. Notice shall be complete when deposited in the United States mail, addressed to the last known address given by the faculty member. The faculty member's failure or refusal to receive the notice is immaterial.
- 4.15 Vacancies. A President may fill, by interim appointment, a faculty vacancy, subject to the Chancellor's and Board of Regent's ratification.
- 4.16 Salary Authority. No faculty member's salary, regardless of the source of funds, shall exceed the Component President's salary as designated by the Legislature in the *General Appropriations Act*, unless the salary is specifically recommended by the Chancellor and approved by the Board of Regents.
- 4.2 Tenure.
- 4.21 Defined. Tenure denotes an entitlement to continued employment as a member of the faculty at a Component in accordance with the provisions of these *Rules and Regulations*. Tenured faculty can expect those privileges customarily associated with tenure at their Component. Such privileges include a suitable office and workspace, serving as a principal investigator and conducting of research, teaching classes, and participating in faculty governance. However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment. Only members of the faculty with the academic title of Professor, Associate Professor, or Assistant Professor may be granted tenure, unless the Component handbook recognizes the rank of Instructor as eligible for tenure. In exceptional cases, tenure may be granted at the time of appointment to any of such academic ranks by the Board of Regents or may be withheld pending satisfactory completion of a probationary period of faculty service. For tenure to be granted at the time of appointment, the President must consult with and submit a written justification to the Chancellor, who shall review all such recommendations with the full Board.
- 4.22 Tenure Track Faculty. Only full-time service in the academic ranks of Professor, Associate Professor, Assistant Professor, and/or Instructor (at Components where such is an academic rank eligible for tenure) shall be counted toward fulfillment of a

required probationary period. Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of a required probationary period. If the Component faculty handbook does not recognize the rank of Instructor as eligible for tenure, then no more than three (3) years service as Instructor shall be so counted.

- 4.23 Prior Service Credit. At the discretion of the Component, up to three (3) years prior service at the other academic Component may be counted toward fulfillment of the required probationary period.
- 4.24 Maximum Probationary Service. The maximum period of probationary faculty service in tenure track status in any academic rank or combination of academic ranks shall not exceed six years of full-time academic service. Not later than August 31st of the last academic year of the maximum probationary period in effect at any Component, a tenure track faculty member shall be given written notice that the subsequent academic year will be the terminal year of employment or that, beginning with the subsequent academic year, tenure will be granted. In the event that the employment of a tenure track faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with *Subsection 4.4* below. Faculty members who have not been granted tenure by the Board of Regents shall not be entitled to tenure by virtue of being employed at the Component past the probationary period, i.e., such faculty members do not have *de facto* tenure.
- 4.25 Calculating Service. For purposes of calculating the period of probationary service, an “Academic year” shall be the approximate nine-month period from September through May as designated in the common calendar established by the Texas Higher Education Coordinating Board. One year of probationary service is accrued by at least nine months full-time academic service during any academic year, regardless of whether contracted on an annual basis or for a consecutive fall and spring semester. A faculty member shall be considered to be on full-time academic service if in full compliance with Board standards pertaining to minimum faculty workloads at general academic universities. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the beginning of the following academic year shall not be counted as academic service toward fulfillment of the maximum probationary period.
- 4.26 Non-tenured Faculty. No non-tenured member of the faculty should expect continued employment beyond the period of current appointment as approved by the Board of Regent’s. Any commitment to employ a non-tenured member of the faculty beyond the period of current appointment shall have no force and effect until approved by the Board. Non-tenured members of the

faculty serve at the pleasure of the Component President and the Board, subject to the provisions of proper notice as required by these *Rules and Regulations*.

- 4.27 Non-reappointment and Denial of Tenure. A non-tenured faculty member, who is notified of non-reappointment in accordance with *Subsection 4.14* or who is notified in accordance with *Subsection 4.24* that tenure has been denied and that the subsequent academic year will be the terminal year of appointment, shall not be entitled to a statement of the reasons upon which the decision for such action is based.
- 4.28 Performance Reviews. Components shall develop and publish campus-specific faculty performance review policies.
 - 4.281 Annual Review Policies. Each Component shall develop campus-specific annual review policies for non-tenured faculty members.
 - 4.282 Performance Review of Tenured and Other Faculty. Each Component shall develop campus-specific post tenure policies and procedures to determine whether a tenured faculty member is performing consistently at an acceptable professional level as well as a mechanism whereby a faculty member is informed of any deficiencies and provided opportunity to improve his or her performance. Such policies and procedures shall be consistent with the tenure policies of this *Chapter* and *Education Code, Section 51.942* (Seventy-fifth Legislature, 1997) and shall accord faculty members fundamental due process and a right of appeal in accordance with existing Component and Board policy.
- 4.3 Promotion.
 - 4.31 Discretionary Nature of Promotion. The academic promotion of a faculty member is discretionary on the part of the President of the Component, the Chancellor and the Board of Regents. Faculty members do not have an entitlement to a prospective promotion rising to the level of a property interest, and the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest. No commitments, implied or otherwise, shall be made by any individual regarding faculty promotions without the prior written approval of the President, and all faculty promotions shall be subject to the approval of the Chancellor and Board of Regents. Faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. However, supervisors are encouraged to offer suggestions for a program of professional development in teaching, scholarly or creative work, and leadership or service that may enhance the likelihood of promotion in the future.

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Nothing herein shall be construed in derogation of the Board's employment-at-will policy.

- 2.143 Any employee of any Component of the System, including any member of the administration or faculty, who, acting either singly or in concert with others, obstructs or disrupts, by force or violence, any teaching, research, administrative, disciplinary, public service, or other activity authorized to be held or conducted on the campus of a Component of the System, shall be subject to dismissal as an employee. As used in this *Subsection*, the words "force or violence" include but are not limited to such acts as "stand-ins," "sit-ins," and "lie-ins" when such acts are in fact obstructive or disruptive of any of the authorized activities listed above.
- 2.144 Every employee is expected to obey all Federal, State, and local laws, particularly *Texas Penal Code, Section 42.01* and *42.05* (Disorderly Conduct and Disrupting Meeting or Procession) and *Texas Education Code, Section 4.30* and *4.31* (Disruptive Activities and Exhibition of Firearms). Any employee who violates any provision of these four statutes is subject to dismissal as an employee notwithstanding any action by civil authorities on account of the violation.
- 2.145 The minimum standards of individual conduct required by the penal statutes of Texas or the United States are both expected and required of every employee of the System and its Components. Any employee who violates the minimum standards of conduct required by any penal statute of Texas or the United States is subject to dismissal as an employee regardless of whether any action is taken against the employee by civil authorities on account of such violation.
- 2.146 If action for dismissal of an employee is taken, the appropriate administrative officer shall proceed with the action in the same manner as would be the case of a violation by an employee of any other provision of these *Rules and Regulations* or a provision of the faculty or staff handbook of the Component.
- 2.15 Grievances. Every employee of each Component shall be entitled to present grievances concerning such individuals' wages, hours of work, or conditions of work individually or through a representative that does not claim the right to strike.

2.2 Appointment of Relatives (Nepotism Rule).

- 2.21 Each appointment of an employee at a Component, whether on a full-time or part-time basis, shall be made solely with regard to

the special fitness of the appointee subject to applicable statutes and subject also to the provisions of this *Section* of the System's *Rules and Regulations*.

2.22 In accordance with the prohibition of *Government Code, Chapter 573*, no person related to any member of the Board of Regents within the second degree of affinity or within the third degree by consanguinity shall be eligible for appointment to any office, position, employment, or duty with any Component of The Texas State University System, when the salary, fee, or compensation of such appointee is to be paid, either directly or indirectly, out of public funds of any kind.

2.221 *Government Code, Chapter 573* does not prohibit the reappointment or continued employment of any person who shall have been continuously employed in any such office, position, employment, or duty for a period of one (1) year prior to the appointment of the member of the Board of Regents related to such person within the prohibited degree, nor does it prohibit honorary or non-remunerative positions.

2.222 The prohibition of *Government Code, Chapter 573* applies to all programs administered under the Board of Regents and may not be waived.

2.223 When a person is allowed to continue employment because of the operation of the exception specified by *Subsection 2.221* of this *Chapter*, the Board member who is related to such person shall not participate in the deliberation or voting upon the appointment, reappointment, employment, confirmation, re-employment, change in status, compensation, or dismissal of such person, if such action applies only to such person and is not taken with respect to a bonafide class or category of employee.

2.23 Even though the appointment of a person would not be prohibited by *Government Code, Chapter 573*, special arrangements for personnel actions must be made before a Component may employ any person related within the second degree of affinity or the third degree of consanguinity to another employee if:

(a) Such employment causes one relative to have a direct supervisory relationship over the other relative; or

(b) Such employment causes one relative to have authority over the salary or other terms of employment of the other.

This policy does not prohibit the reappointment or continued employment of any person related to another within either of the prohibited degrees who shall have

been employed in a Component before the adoption of this policy. However, no System employee may approve, recommend, or otherwise act with regard to the appointment, reappointment, promotion, or salary of any person related within either of the prohibited degrees.

2.231 If the appointment, reappointment or continued employment of a person places such person under an administrative supervisor related within the above specified degree, all subsequent actions with regard to reappointment, promotion, or salary shall be the responsibility of the next highest administrative supervisor. It shall also be the responsibility of the next highest administrator to make a written review of the work performance of such employee at least annually and submit each review for approval or disapproval by the Component's appropriate vice President in the case of classified employees or the President in the case of faculty or unclassified employees. When appropriate, the next highest administrator may delegate these responsibilities to another administrator who is neither related to the person subject to the personnel actions nor in that person's reporting line.

2.232 All situations covered by *Subsection 2.231* of this *Chapter* shall be reported annually in May through the Components' President's Report to the Board.

2.3 Retirement and Recognition of Service.

2.31 Retirement Programs. The Board of Regents authorizes each Component in the System to make retirement programs available to each eligible employee through the Teacher Retirement System of Texas, or the Optional Retirement Program, and tax sheltered annuities as authorized by statute.

2.32 Requirements of the Optional Retirement Program.

2.321 Company Qualifications. Each Component will design its specifications for companies to qualify as Optional Retirement Program vendors on that Component's campus. The Board of Regents must approve those specifications. Thereafter, the Component's President (or the President's designee) may authorize any insurance or investment company qualified and admitted to do business in this State to offer an ORP on the Component's campus. Any program offered is subject to compliance with statutory provisions, the prescribed *Rules and Regulations* of the Texas Department of Insurance, the State Securities Board, the Texas Higher Education Coordinating Board, and the requirements of the Board of Regents.

Regulations expressly prohibit the awarding of *de facto* tenure.

- 4.142 Each faculty member shall keep the President or his or her designee notified of the faculty member's current mailing address. Written notices required by *Subsections 4.24* or *4.44* shall be sent by certified mail, return receipt requested. Notice shall be complete when deposited in the United States mail, addressed to the last known address given by the faculty member. The faculty member's failure or refusal to receive the notice is immaterial.
- 4.15 Vacancies. A President may fill, by interim appointment, a faculty vacancy, subject to the Chancellor's and Board of Regent's ratification.
- 4.16 Salary Authority. No faculty member's salary, regardless of the source of funds, shall exceed the Component President's salary as designated by the Legislature in the *General Appropriations Act*, unless the salary is specifically recommended by the Chancellor and approved by the Board of Regents.

4.2 Tenure.

- 4.21 Defined. Tenure denotes an entitlement to continued employment as a member of the faculty at a Component in accordance with the provisions of these *Rules and Regulations*. Tenured faculty can expect those privileges customarily associated with tenure at their Component. Such privileges include a suitable office and workspace, serving as a principal investigator and conducting of research, teaching classes, and participating in faculty governance. However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment. Only members of the faculty with the academic title of Professor, Associate Professor, or Assistant Professor may be granted tenure, unless the Component handbook recognizes the rank of Instructor as eligible for tenure. In exceptional cases, tenure may be granted at the time of appointment to any of such academic ranks by the Board of Regents or may be withheld pending satisfactory completion of a probationary period of faculty service. For tenure to be granted at the time of appointment, the President must consult with and submit a written justification to the Chancellor, who shall review all such recommendations with the full Board.
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required probationary period. Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of a required probationary period. If the Component faculty handbook does not recognize the rank of Instructor as eligible for tenure, then no more than three (3) years service as Instructor shall be so counted.

- 4.23 Prior Service Credit. At the discretion of the Component, up to three (3) years prior service at the other academic Component may be counted toward fulfillment of the required probationary period.
- 4.24 Maximum Probationary Service. The maximum period of probationary faculty service in tenure track status in any academic rank or combination of academic ranks shall not exceed six years of full-time academic service. Not later than August 31st of the last academic year of the maximum probationary period in effect at any Component, a tenure track faculty member shall be given written notice that the subsequent academic year will be the terminal year of employment or that, beginning with the subsequent academic year, tenure will be granted. In the event that the employment of a tenure track faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with *Subsection 4.4* below. Faculty members who have not been granted tenure by the Board of Regents shall not be entitled to tenure by virtue of being employed at the Component past the probationary period, i.e., such faculty members do not have *de facto* tenure.
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- 4.26 Non-tenured Faculty. No non-tenured member of the faculty should expect continued employment beyond the period of current appointment as approved by the Board of Regent’s. Any commitment to employ a non-tenured member of the faculty beyond the period of current appointment shall have no force and effect until approved by the Board. Non-tenured members of the

faculty serve at the pleasure of the Component President and the Board, subject to the provisions of proper notice as required by these *Rules and Regulations*.

- 4.27 Non-reappointment and Denial of Tenure. A non-tenured faculty member, who is notified of non-reappointment in accordance with *Subsection 4.14* or who is notified in accordance with *Subsection 4.24* that tenure has been denied and that the subsequent academic year will be the terminal year of appointment, shall not be entitled to a statement of the reasons upon which the decision for such action is based.
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4.32 Guidelines. The President of each Component shall develop minimum expectations and guidelines to be used in the evaluation of faculty for promotions, salary increases, reappointments, and tenure. Such guidelines shall include but not be limited to:

- (1) Teaching in the classroom, laboratory, or seminar room;
- (2) Studying, investigating, discovering, and creating;
- (3) Performing curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, attending to administrative and disciplinary tasks, and promoting diligence and honest work in the student body;
- (4) Advising and counseling of students, including the posting or publishing of office hours in such a manner as may be required by the President;
- (5) Influencing beneficially students and citizens in various extracurricular ways.

Within the guidelines, a faculty member becomes eligible for promotion by meeting or exceeding standards of performance although such eligibility shall not entitle him or her to a promotion.

4.4 Faculty Grievances.

4.41 For purposes of this *Subsection*, “faculty member” means a person employed full-time by the institution, including professional librarians, whose duties include teaching, research, administration, or the performance of professional services. It does not include a person who holds faculty rank but spends the majority of his or her time engaged in managerial or supervisory activities, including a President, Vice President, Associate or Assistant Vice President, Dean, Associate or Assistant Dean.

4.42 A faculty member may present a grievance, individually or through a representative that does not claim the right to strike, to a System Component’s President or his or her designee on an issue related to wages, hours of employment, conditions of work, promotion denial, or the non-renewal or termination of the faculty member’s employment. Nothing herein shall require that informal, first and second level interactions between the faculty member and his/her supervisors include such representation.

4.43 The President of the Component may develop procedures for faculty grievances on these issues that include the following provisions:

- 4.431 The designee or hearing officer, presiding over the grievance, will make a recommendation to the President, who will make the final decision regarding the grievance;
- 4.432 The faculty member may present the grievance individually or through a representative that does not claim the right to strike;
- 4.433 A hearing officer may not recommend changing the Component administration's action regarding tenure, non-renewal, termination of employment, or denial of promotion unless the faculty member establishes, by preponderance of the evidence, that he or she has been denied a right guaranteed by the constitution or laws of the United States or the State of Texas;
- 4.434 A hearing officer may not recommend changes in disciplinary actions taken against a faculty member, unless the faculty member establishes, by a preponderance of the evidence, that the disciplinary action was an abuse of discretion and authority of the person imposing the disciplinary action;
- 4.435 The administration of the Component need not state the reasons for the questioned decision or offer evidence in support thereof, unless the faculty member presents a *prima facie* case in support of his or her allegation, in which case, the hearing officer shall determine whether the administration has stated a nondiscriminatory reason for its decision.

4.5 Termination and Due Process Procedures.

- 4.51 Grounds. Termination by a Component of the employment of a tenured faculty member and of all other faculty members before the expiration of the stated period of their appointment, except by resignation or retirement, will be only for good cause shown.

Good cause includes but is not limited to the following:

- (1) Failure to work efficiently or effectively;
- (2) Insubordination;
- (3) Serious professional or personal misconduct, examples of which include:
 - (a) Commission of a misdemeanor involving moral turpitude, or a felony;

improvement of teaching or scholarship at the Component;

- (2) Personal or immediate family illness;
- (3) Family Emergencies;
- (4) Specific assignments of the President of short duration (the Board of Regents discourages specific assignments which will cause a faculty member to be absent from assigned classes);
- (5) Special circumstances where the President considers such absences to be for valid reasons and in the best interest of both the faculty member and the Component.

4.822 Unauthorized Absences. Unauthorized absences on the part of the faculty member are not permitted. Each Component shall regard such absences as a violation of the terms of the faculty member's appointment.

4.83 **Outside Employment.** The President of each Component shall approve and incorporate in the faculty handbook specific policies governing outside employment by all faculty members. These guidelines shall include but not be limited to the provisions and conditions of this *Subsection*.

4.831 Faculty members should not be discouraged from accepting appropriate appointments of a consultative or advisory capacity with governmental agencies, industry, or other educational institutions as long as such activities do not conflict with the individual's work at the Component. The consideration to the System of such activity is the improvement of the individual through contact with the non-academic world. Faculty members should be discouraged from accepting regular employment outside the Component because such does not directly benefit the Component as indicated herein.

4.832 Conflict of interest must be avoided in all instances of outside employment. Conflict of interest means any outside activity which intrudes upon the faculty member's responsibility to the Component. See *Subsection 2.4* of this *Chapter* and *Chapter VIII (Ethics Code)*.

4.833 No member of the faculty engaged in outside remunerative activities shall use in connection therewith the official stationery, supplies, equipment, personnel services, or other resources of the System or any of its Component universities. Nor shall such member of the faculty accept pay from private persons or corporations

for tests, essays, chemical analysis, computer programming, bacteriological examinations, or other work of a routine character which involves the use of property owned by the System or its Components.

- 4.834 Every member of the faculty who gives professional opinions must protect the System and its Components against the use of such opinions for advertising purposes. That is, when work is done in a private capacity, the faculty member must make it clear to the employer that such work is unofficial and that, absent the President's prior approval, the name of the System and its Components are not in any way to be connected with the faculty member's name. Exceptions may be made for the name of the author attached to books, pamphlets, and articles in periodicals, and the identification of an individual in publications of corporations or companies related to service as a member of an advisory council, committee, or board of directors.
- 4.835 A faculty member (as defined in *Section 1.11* of this *Chapter*) may not engage in any outside work or receive compensation from an outside source that creates a conflict of interest with the faculty member's duties at the Component. A conflict of interest includes the actions prohibited in *Section 3.2* of *Chapter VIII* of these rules. The faculty member shall notify the President or his/her designee of such activity.
- 4.84 Textbooks and Other Course Materials. Policies which govern textbooks and other materials prescribed for use by students will be specified for each Component in the faculty handbook for that Component.
- 4.841 Generally, the individual faculty member or the academic department should have wide discretion in the choice of materials to be used in the courses offered by the department with the approval by the chairman or head of the department. Although the authorship of books, outlines, manuals, and similar materials by members of the faculty should be encouraged, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Where practicable and equitable, the charge for outlines, syllabi, and similar materials prescribed for the use of students should be borne by the instructional department concerned. Whenever a charge is authorized for such copied materials, the prices should be as low as possible, consistent with the payment of a fair and reasonable royalty to the author or authors. This charge must be considered in conjunction with the "Aincidental course fees or charges" such that students are not charged more than once for the same material(s).

Chair for consideration prior to execution and prior to public announcement of employment.

1.131 Each contract must include a provision permitting its termination for cause (as defined in the contract) without penalty.

1.132 Unless the contract specifically provides, the Component need not have or state cause for non-renewal.

1.133 The System Vice Chancellor and General Counsel must review contract renewals or extensions and either request modification or present the same for the Board Chair's consideration. No renewal extension, plus the year remaining on the contract, may exceed three (3) years if the contract is paid for, in whole or in part, with appropriated funds or five (5) years if paid for entirely with non- appropriated funds.

1.134 An employee under such a contract may be reassigned to other duties within the Components, retaining his or her base salary for a period not to exceed one (1) year, after which he or she shall be compensated until the contract expires at a rate not to exceed the salaries of other similarly situated employees.

1.135 If an employee is also provided a concurrent teaching appointment, the System's *Rules and Regulations* related to faculty will govern the teaching appointment.

2. GENERAL.

2.1 Employment.

2.11 Equal Employment Opportunity.

It is the policy of the Board of Regents of The Texas State University System and its Components, to provide equal opportunity in employment for all persons in accordance with their individual job-related qualifications and without illegal consideration of race, creed, color, sex, religion, age, national origin, or disability. Equal employment opportunities shall include all personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary.

Each Component shall have an Affirmative Action Program as required by *Executive Order 11246*, as amended by *Executive Order 11375*.

Each Component will maintain records of all information required by the Equal Employment Opportunity Commission, the Department of Education, and the Department of Labor as instructed by the Vice Chancellor and General Counsel of The Texas State University System.

2.12 Hiring and Promotions.

2.121 The President or other administrative officers of the Component will investigate thoroughly the character, integrity, scholastic attainment, and other qualifications of prospective members of the administration before nominating them to the Board or before exercising any delegated authority for making appointments.

2.122 Each Component may require a physical examination, performed by qualified medical personnel approved by the Component, of applicants to be employed. The expense of the examination will be paid by the Component.

2.13 Salaries. No Component employee's salary (not including longevity payments) paid from any source of funds will exceed the Component President's salary designated by the Legislature in the *General Appropriations Act* unless a list of such employees and their positions is included as a supplemental schedule in the original annual operating budget presented to the Chancellor and Board of Regents for approval, or, in the case of externally funded grants and contracts, such salary shall be included in an itemized list in the personnel section of the quarterly report submitted to the Chancellor and Board of Regents for approval.

2.14 Terminations. The Components shall retain and submit to the System Administration specific reports on terminations of all full-time employees as requested by the System Administration.

2.141 The Board of Regents or the President of the Component may suspend without prior notice or hearing and immediately remove from the Component any employee whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the Component. The President shall as soon as possible notify the Vice Chancellor and General Counsel of such action. In such cases, the President will set a hearing before the appropriate administrator or committee on the employee's case as soon thereafter as is practicable unless otherwise waived by the employee.

2.142 Employees, including both faculty and staff, shall be subject to discipline and/or dismissal for violating Component policy relating to electronic network facilities such as local area networks and the Internet.

4. FACULTY.

4.1 Employment.

4.11 The Board of Regents strongly desires to maintain learned faculties who, by precept and example, will instruct and inspire their students and reflect credit upon the Component. The Board encourages scholarship, creative activity, research, and public service but affirms that the primary goal of each faculty member shall be to attain a greater proficiency in teaching.

4.12 Nominations. The President of each Component shall recommend to the Chancellor and the Board the employment or re-employment of faculty members to be awarded term or annual appointments, advising in writing as to the tenure status, proposed academic rank, and highest degree of each nominee.

4.13 **Appointments.** All faculty appointments, including the granting of tenure, are subject to the approval of the Chancellor and the Board. At the earliest practicable Board meeting following the Governor's approval of the State's *General Appropriations Act*, the Board shall appoint the faculty and other teaching personnel to term or annual appointments for a specified period not to exceed one year. The President shall advise each appointee in writing of the provisions and conditions of the appointment. If a faculty member has already been appointed by the Board for either a fall or spring semester, the contract may be extended for the summer or for additional special assignments during the same Fiscal Year by the President, unless the extension includes a change in academic rank or an increase in the base salary.

4.14 Reappointments. Written notice of a decision not to reappoint will be given to a tenure track faculty member not later than March 1st, of the first, or not later than December 15th of the second, academic year of probationary service. After two or more academic years, written notice shall be given not later than August 31st that the subsequent academic year will be the terminal year of appointment. The notice required by this *Section* is not applicable where termination of employment is for good cause under *Subsection 4.4* or for faculty members who are appointed on a term basis.

4.141 Reappointment or the award of tenure shall be accomplished only upon the Presidents written recommendation and the Chancellor's and the Board of Regent's approval. If the faculty member does not receive notice as prescribed in this *Chapter*, it shall be his or her duty to inquire as to the decision of the President, who shall without delay give the required notice to the faculty member. Failure of the Component to comply with the notice provisions of this *Chapter* shall not entitle a faculty member to *de facto* tenure, and these *Rules and*

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Regulations expressly prohibit the awarding of *de facto* tenure.

- 4.142 Each faculty member shall keep the President or his or her designee notified of the faculty member's current mailing address. Written notices required by *Subsections 4.24* or *4.44* shall be sent by certified mail, return receipt requested. Notice shall be complete when deposited in the United States mail, addressed to the last known address given by the faculty member. The faculty member's failure or refusal to receive the notice is immaterial.
- 4.15 Vacancies. A President may fill, by interim appointment, a faculty vacancy, subject to the Chancellor's and Board of Regent's ratification.
- 4.16 Salary Authority. No faculty member's salary, regardless of the source of funds, shall exceed the Component President's salary as designated by the Legislature in the *General Appropriations Act*, unless the salary is specifically recommended by the Chancellor and approved by the Board of Regents.
- 4.2 Tenure.
- 4.21 Defined. Tenure denotes an entitlement to continued employment as a member of the faculty at a Component in accordance with the provisions of these *Rules and Regulations*. Tenured faculty can expect those privileges customarily associated with tenure at their Component. Such privileges include a suitable office and workspace, serving as a principal investigator and conducting of research, teaching classes, and participating in faculty governance. However, tenure does not create a property interest in any attributes of the faculty position beyond the annual salary. By way of example only, tenure does not create a property interest in laboratory space, a particular office, the right to teach graduate students, or use of research materials or equipment. Only members of the faculty with the academic title of Professor, Associate Professor, or Assistant Professor may be granted tenure, unless the Component handbook recognizes the rank of Instructor as eligible for tenure. In exceptional cases, tenure may be granted at the time of appointment to any of such academic ranks by the Board of Regents or may be withheld pending satisfactory completion of a probationary period of faculty service. For tenure to be granted at the time of appointment, the President must consult with and submit a written justification to the Chancellor, who shall review all such recommendations with the full Board.
- 4.22 Tenure Track Faculty. Only full-time service in the academic ranks of Professor, Associate Professor, Assistant Professor, and/or Instructor (at Components where such is an academic rank eligible for tenure) shall be counted toward fulfillment of a

faculty serve at the pleasure of the Component President and the Board, subject to the provisions of proper notice as required by these *Rules and Regulations*.

4.27 Non-reappointment and Denial of Tenure. A non-tenured faculty member, who is notified of non-reappointment in accordance with *Subsection 4.14* or who is notified in accordance with *Subsection 4.24* that tenure has been denied and that the subsequent academic year will be the terminal year of appointment, shall not be entitled to a statement of the reasons upon which the decision for such action is based.

4.28 Performance Reviews. Components shall develop and publish campus-specific faculty performance review policies.

4.281 Annual Review Policies. Each Component shall develop campus-specific annual review policies for non-tenured faculty members.

4.282 Performance Review of Tenured and Other Faculty. Each Component shall develop campus-specific post tenure policies and procedures to determine whether a tenured faculty member is performing consistently at an acceptable professional level as well as a mechanism whereby a faculty member is informed of any deficiencies and provided opportunity to improve his or her performance. Such policies and procedures shall be consistent with the tenure policies of this *Chapter* and *Education Code, Section 51.942* (Seventy-fifth Legislature, 1997) and shall accord faculty members fundamental due process and a right of appeal in accordance with existing Component and Board policy.

4.3 Promotion.

4.31 Discretionary Nature of Promotion. The academic promotion of a faculty member is discretionary on the part of the President of the Component, the Chancellor and the Board of Regents. Faculty members do not have an entitlement to a prospective promotion rising to the level of a property interest, and the denial of a prospective promotion is not sufficiently stigmatic to constitute a liberty interest. No commitments, implied or otherwise, shall be made by any individual regarding faculty promotions without the prior written approval of the President, and all faculty promotions shall be subject to the approval of the Chancellor and Board of Regents. Faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. However, supervisors are encouraged to offer suggestions for a program of professional development in teaching, scholarly or creative work, and leadership or service that may enhance the likelihood of promotion in the future.

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4.32 Guidelines. The President of each Component shall develop minimum expectations and guidelines to be used in the evaluation of faculty for promotions, salary increases, reappointments, and tenure. Such guidelines shall include but not be limited to:

- (1) Teaching in the classroom, laboratory, or seminar room;
- (2) Studying, investigating, discovering, and creating;
- (3) Performing curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, attending to administrative and disciplinary tasks, and promoting diligence and honest work in the student body;
- (4) Advising and counseling of students, including the posting or publishing of office hours in such a manner as may be required by the President;
- (5) Influencing beneficially students and citizens in various extracurricular ways.

Within the guidelines, a faculty member becomes eligible for promotion by meeting or exceeding standards of performance although such eligibility shall not entitle him or her to a promotion.

4.4 Faculty Grievances.

4.41 For purposes of this *Subsection*, “faculty member” means a person employed full-time by the institution, including professional librarians, whose duties include teaching, research, administration, or the performance of professional services. It does not include a person who holds faculty rank but spends the majority of his or her time engaged in managerial or supervisory activities, including a President, Vice President, Associate or Assistant Vice President, Dean, Associate or Assistant Dean.

4.42 A faculty member may present a grievance, individually or through a representative that does not claim the right to strike, to a System Component’s President or his or her designee on an issue related to wages, hours of employment, conditions of work, promotion denial, or the non-renewal or termination of the faculty member’s employment. Nothing herein shall require that informal, first and second level interactions between the faculty member and his/her supervisors include such representation.

4.43 The President of the Component may develop procedures for faculty grievances on these issues that include the following provisions:

- 4.431 The designee or hearing officer, presiding over the grievance, will make a recommendation to the President, who will make the final decision regarding the grievance;
- 4.432 The faculty member may present the grievance individually or through a representative that does not claim the right to strike;
- 4.433 A hearing officer may not recommend changing the Component administration's action regarding tenure, non-renewal, termination of employment, or denial of promotion unless the faculty member establishes, by preponderance of the evidence, that he or she has been denied a right guaranteed by the constitution or laws of the United States or the State of Texas;
- 4.434 A hearing officer may not recommend changes in disciplinary actions taken against a faculty member, unless the faculty member establishes, by a preponderance of the evidence, that the disciplinary action was an abuse of discretion and authority of the person imposing the disciplinary action;
- 4.435 The administration of the Component need not state the reasons for the questioned decision or offer evidence in support thereof, unless the faculty member presents a *prima facie* case in support of his or her allegation, in which case, the hearing officer shall determine whether the administration has stated a nondiscriminatory reason for its decision.

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Good cause includes but is not limited to the following:

- (1) Failure to work efficiently or effectively;
- (2) Insubordination;
- (3) Serious professional or personal misconduct, examples of which include:
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 - (a) Commission of a misdemeanor involving moral turpitude, or a felony;

- (b) Failure to secure and maintain Federal, State, or local permits required in the discharge of teaching, research, or other professional duties, including failure to maintain appropriate documentation;
 - (c) Willful destruction of Component property or violent disruption of the orderly operation of the campus;
 - (d) Violation of the System's ethics policy (*Chapter VIII* of these *Rules and Regulations*), including acceptance or solicitation of gifts that might tend to influence the discharge of one's professional responsibilities;
 - (e) Stealing and publishing as one's own the intellectual property of another;
 - (f) Misuse or misappropriation of state property, resources, funds, including funds held by a faculty member as part of official duties;
 - (g) Sexual harassment, as defined by *Section 8* of *Chapter VII* of these *Rules and Regulations*; and,
 - (h) Racial harassment as defined by *Section 7* of *Chapter VII* of these *Rules and Regulations*.
- (4) Professional incompetence and/or neglect of professional duties;
 - (5) Mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree of the performance of duties or the meeting of responsibilities to the institution, or to students and associates;
 - (6) Illegal use of drugs, narcotics, or controlled substances. A faculty member who, by a preponderance of the evidence, under these *Rules and Regulations*, is found to have illegally possessed, used, sold, or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to termination, suspension or other discipline as determined by the President or the President's designee. That an employee is charged in a criminal case, or is found "not guilty" therein, shall not be construed as prohibiting administrative enforcement of these *Rules and Regulations*. If, in the judgment of the President or the Board of Regents, the best interests of the students or the Component or the System so dictate, the employee may be immediately removed from contact

with students and other employees, pending resolution of disciplinary proceedings; and,

- (7) Intentionally or knowingly violating any Board or administrative order, rule, or regulation, including the provisions of *Chapter V, Section 2.144* of these *Rules and Regulations*. The employee is presumed to have knowledge of such Board or administrative order, rule, or regulation that is published in these *Rules and Regulations* or is a published policy of the Component.

4.52 Suspension. A President may, for good cause, suspend an accused faculty member pending immediate investigation or speedy hearing as hereinafter provided when the continuing presence of the faculty member poses a danger to persons or property or an ongoing threat of disrupting the academic process. An employee who is suspended or discharged from a particular duty or job at the Component may be suspended or discharged from all other duties or jobs in the Component for the same or other good cause. The President shall, as soon as possible, notify both the Chancellor and the Vice Chancellor and General Counsel of any such actions.

4.53 Summary Dismissal. In cases of good cause where the facts are admitted by the faculty member, summary dismissal may follow.

4.54 Hearing Tribunal. In all cases where the facts are in dispute, the accused faculty member shall be informed in writing of the charges which, on reasonable notice, will be heard by a special hearing tribunal whose membership, including its chair, shall be appointed by the President from members of the faculty whose academic rank is equal to or higher than that of the accused faculty member. At such a hearing:

- (1) The hearing tribunal shall not include any accuser of the faculty member. The faculty member may challenge the alleged lack of fairness or objectivity of any tribunal member, provided such challenge is made prior to the submission of any evidence to the tribunal. The faculty member shall have no right to disqualify such member from serving on the tribunal. Each such challenged member shall determine whether he or she can serve with fairness and objectivity in the matter. In the event the challenged member chooses not to serve, the President shall appoint a substitute.
- (2) The faculty member shall have a right to attend the hearing; confront and cross-examine adverse witnesses; present relevant evidence on his or her own behalf; testify or choose not to testify; and, be assisted or represented by counsel. The hearing shall be closed although the faculty member may request that it be open to the public.

Notwithstanding a faculty member's request, the tribunal may close all or a portion of a hearing to deliberate or if it appears likely that privacy interests of others are relevant and could be affected by an open hearing.

- (3) The Component, through a representative and/or through counsel, shall have the right to attend proceedings; present witnesses and evidence against the faculty member; and, cross-examine the faculty member (if the faculty member testifies) and his or her witnesses.
 - (4) The hearing tribunal, by a majority of the total membership, shall make written findings on the material facts and a recommendation of the continuance or termination of the faculty member's tenure as well as any supplementary suggestions it may have concerning the case. The original of such findings, the recommendation, any supplementary suggestions, and the record of the hearing shall be delivered to the President and a copy thereof sent to the faculty member. Any minority findings, recommendations, or suggestions shall be distributed in the same manner.
 - (5) A stenographic or electronic record of the such record shall be made accessible to the faculty member.
- 4.55 Review by President. The President shall review the record, plus any additional written briefs the parties wish to submit, and render a decision, stating his or her reasons therefore in writing and communicating the same to the faculty member. The President may recommit the matter to the same tribunal to hear additional evidence and/or to reconsider its findings, recommendations, or suggestions, if any. The original findings, recommendations, and suggestions of the hearing tribunal, a transcript of the hearing, any briefs submitted, and the decisions, recommendations, findings, and suggestions of the President shall be delivered to the Board.
- 4.56 Appeal to the Board. Upon written request by the faculty member, received in the System Administrative Office within thirty (30) calendar days of the faculty member's receipt of the President's decision, the Board shall review the record before it. Such request should specifically address any defects in procedure or substance which require reversal of the President's decision. The President may submit a written response to the request for review. By a majority of the total membership, the Board may approve, reject, or amend any decisions, findings, recommendations, and suggestions before it, or recommit the matter to the President for reconsideration or the hearing of additional evidence. The Board shall notify the faculty member in writing of the reasons for its decision.

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 - (5) Mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree of the performance of duties or the meeting of responsibilities to the institution, or to students and associates;
 - (6) Illegal use of drugs, narcotics, or controlled substances. A faculty member who, by a preponderance of the evidence, under these *Rules and Regulations*, is found to have illegally possessed, used, sold, or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to termination, suspension or other discipline as determined by the President or the President's designee. That an employee is charged in a criminal case, or is found "not guilty" therein, shall not be construed as prohibiting administrative enforcement of these *Rules and Regulations*. If, in the judgment of the President or the Board of Regents, the best interests of the students or the Component or the System so dictate, the employee may be immediately removed from contact

with students and other employees, pending resolution of disciplinary proceedings; and,

- (7) Intentionally or knowingly violating any Board or administrative order, rule, or regulation, including the provisions of *Chapter V, Section 2.144* of these *Rules and Regulations*. The employee is presumed to have knowledge of such Board or administrative order, rule, or regulation that is published in these *Rules and Regulations* or is a published policy of the Component.

4.52 Suspension. A President may, for good cause, suspend an accused faculty member pending immediate investigation or speedy hearing as hereinafter provided when the continuing presence of the faculty member poses a danger to persons or property or an ongoing threat of disrupting the academic process. An employee who is suspended or discharged from a particular duty or job at the Component may be suspended or discharged from all other duties or jobs in the Component for the same or other good cause. The President shall, as soon as possible, notify both the Chancellor and the Vice Chancellor and General Counsel of any such actions.

4.53 Summary Dismissal. In cases of good cause where the facts are admitted by the faculty member, summary dismissal may follow.

4.54 Hearing Tribunal. In all cases where the facts are in dispute, the accused faculty member shall be informed in writing of the charges which, on reasonable notice, will be heard by a special hearing tribunal whose membership, including its chair, shall be appointed by the President from members of the faculty whose academic rank is equal to or higher than that of the accused faculty member. At such a hearing:

- (1) The hearing tribunal shall not include any accuser of the faculty member. The faculty member may challenge the alleged lack of fairness or objectivity of any tribunal member, provided such challenge is made prior to the submission of any evidence to the tribunal. The faculty member shall have no right to disqualify such member from serving on the tribunal. Each such challenged member shall determine whether he or she can serve with fairness and objectivity in the matter. In the event the challenged member chooses not to serve, the President shall appoint a substitute.
- (2) The faculty member shall have a right to attend the hearing; confront and cross-examine adverse witnesses; present relevant evidence on his or her own behalf; testify or choose not to testify; and, be assisted or represented by counsel. The hearing shall be closed although the faculty member may request that it be open to the public.

Notwithstanding a faculty member's request, the tribunal may close all or a portion of a hearing to deliberate or if it appears likely that privacy interests of others are relevant and could be affected by an open hearing.

- (3) The Component, through a representative and/or through counsel, shall have the right to attend proceedings; present witnesses and evidence against the faculty member; and, cross-examine the faculty member (if the faculty member testifies) and his or her witnesses.
 - (4) The hearing tribunal, by a majority of the total membership, shall make written findings on the material facts and a recommendation of the continuance or termination of the faculty member's tenure as well as any supplementary suggestions it may have concerning the case. The original of such findings, the recommendation, any supplementary suggestions, and the record of the hearing shall be delivered to the President and a copy thereof sent to the faculty member. Any minority findings, recommendations, or suggestions shall be distributed in the same manner.
 - (5) A stenographic or electronic record of the such record shall be made accessible to the faculty member.
- 4.55 Review by President. The President shall review the record, plus any additional written briefs the parties wish to submit, and render a decision, stating his or her reasons therefore in writing and communicating the same to the faculty member. The President may recommit the matter to the same tribunal to hear additional evidence and/or to reconsider its findings, recommendations, or suggestions, if any. The original findings, recommendations, and suggestions of the hearing tribunal, a transcript of the hearing, any briefs submitted, and the decisions, recommendations, findings, and suggestions of the President shall be delivered to the Board.
- 4.56 Appeal to the Board. Upon written request by the faculty member, received in the System Administrative Office within thirty (30) calendar days of the faculty member's receipt of the President's decision, the Board shall review the record before it. Such request should specifically address any defects in procedure or substance which require reversal of the President's decision. The President may submit a written response to the request for review. By a majority of the total membership, the Board may approve, reject, or amend any decisions, findings, recommendations, and suggestions before it, or recommit the matter to the President for reconsideration or the hearing of additional evidence. The Board shall notify the faculty member in writing of the reasons for its decision.

undergo the appropriate professional retraining that will qualify him or her to do so; and (b) a position is available.

- 4.64 A faculty member whose position has been terminated will be given first consideration for rehiring, should the position be re-established within a three-year period.
- 4.65 The President of each Component shall develop and publish in the Component's faculty handbook the Component's policy regarding termination of employment under *Section 4.5*, subject to the reviews and approvals specified in these *Rules and Regulations*.

4.7 Rights and Responsibilities as a Teacher and as a Citizen.

- 4.71 **Classroom.** The faculty member is entitled to freedom in the classroom in discussing the faculty member's subject but should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field.
- 4.72 **Research and Publication.** The faculty member is entitled to freedom in research and in the publication of the results in accordance with responsible academic and professional practices.
- 4.73 **Licenses and Permits.** The faculty member shall be responsible for securing and maintaining any and all federal, state, and local licenses and permits required for his or her classroom, research, or other professional activities.
- 4.74 **Speaking as a Citizen.** The faculty member is a citizen, a member of a learned profession, and an employee of an educational component supported by the State. When the faculty member speaks or writes as a citizen, the faculty member should be free from component censorship or discipline; but, the faculty member's special position in the community imposes special obligations. As a person of learning and a faculty member of a state funded educational component, the faculty member should remember that the public may judge his or her profession and component by his or her utterance. Hence, the faculty member should at all times be accurate, exercise appropriate restraint, and should show respect for the opinions of others.
- 4.75 **Partisan Political Activities.** The Board of Regents recognizes and affirms a faculty member's right to participate in political activities as long as such political activities do not interfere with the discharge of the duties and responsibilities that a member of the faculty owes to the System or a Component or otherwise involve the System or a Component in partisan politics. If, in the President's or Board's judgment, the interest of the System or a Component so require, they may grant a leave of absence without pay to a member of the faculty. If a member of the faculty, who

has not been granted a leave of absence, wishes to engage in political activity that interferes with the discharge of the duties and responsibilities that are owed to the System or a Component, the faculty member should voluntarily terminate employment with the Component. If the faculty member does not voluntarily terminate his or her employment and the President or the Board finds that the faculty member's political activity interferes with the discharge of the duties and responsibilities that are owed to the System or a Component, the President or the Board shall terminate such faculty member's employment by the Component.

4.76 Non-competitive use of employee-owned, mediated courseware. (See *Chapter III, Paragraph 10.3* of these *Rules*). Mediated courseware developed by an employee without specific direction or significant support of the Component institution shall not be sold, leased, rented, or otherwise used in a manner that competes with the instructional offerings of his/her own Component without the prior written approval of the chief academic officer of the Component. Should approval be granted to offer the course, course Components, or instructional support materials outside of the institution, the employee shall reimburse the Component for any use of its resources.

4.8 Terms and Conditions of Employment.

4.81 Faculty Development Leaves. The Board of Regents authorizes each President to implement a Faculty Development Leave Program pursuant to the provisions of *Texas Education Code, Chapter 51, Subchapter C* and approval of the Chancellor.

4.82 Absences. The following regulations, pertaining to faculty absences, authorized and unauthorized, are established for each Component and have been filed with the The Higher Education Coordinating Board as required by the *Texas Education Code, Section 51.108*. Each Component President is delegated authority to promulgate policies to implement the provisions of this *Subsection*, including the reporting of faculty absences and the granting of such sick leave, emergency leave, and/or other leave as may be authorized by statute or the *General Appropriations Act*. Component policies shall make provisions for the following:

4.821 Authorized Absences. A faculty member employed by a Component must discharge faithfully instructional duties and other responsibilities associated with faculty appointment, including the meeting of all scheduled classes. Absences from classes will be authorized only under the following conditions:

- (1) Professional meetings when, in the judgment of the President or his/her designee, attendance at such a meeting would contribute to the

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- (1) Professional meetings when, in the judgment of the President or his/her designee, attendance at such a meeting would contribute to the

improvement of teaching or scholarship at the Component;

- (2) Personal or immediate family illness;
- (3) Family Emergencies;
- (4) Specific assignments of the President of short duration (the Board of Regents discourages specific assignments which will cause a faculty member to be absent from assigned classes);
- (5) Special circumstances where the President considers such absences to be for valid reasons and in the best interest of both the faculty member and the Component.

4.822 Unauthorized Absences. Unauthorized absences on the part of the faculty member are not permitted. Each Component shall regard such absences as a violation of the terms of the faculty member's appointment.

4.83 Outside Employment. The President of each Component shall approve and incorporate in the faculty handbook specific policies governing outside employment by all faculty members. These guidelines shall include but not be limited to the provisions and conditions of this *Subsection*.

4.831 Faculty members should not be discouraged from accepting appropriate appointments of a consultative or advisory capacity with governmental agencies, industry, or other educational institutions as long as such activities do not conflict with the individual's work at the Component. The consideration to the System of such activity is the improvement of the individual through contact with the non-academic world. Faculty members should be discouraged from accepting regular employment outside the Component because such does not directly benefit the Component as indicated herein.

4.832 Conflict of interest must be avoided in all instances of outside employment. Conflict of interest means any outside activity which intrudes upon the faculty member's responsibility to the Component. See *Subsection 2.4* of this *Chapter* and *Chapter VIII (Ethics Code)*.

4.833 No member of the faculty engaged in outside remunerative activities shall use in connection therewith the official stationery, supplies, equipment, personnel services, or other resources of the System or any of its Component universities. Nor shall such member of the faculty accept pay from private persons or corporations

for tests, essays, chemical analysis, computer programming, bacteriological examinations, or other work of a routine character which involves the use of property owned by the System or its Components.

- 4.834 Every member of the faculty who gives professional opinions must protect the System and its Components against the use of such opinions for advertising purposes. That is, when work is done in a private capacity, the faculty member must make it clear to the employer that such work is unofficial and that, absent the President's prior approval, the name of the System and its Components are not in any way to be connected with the faculty member's name. Exceptions may be made for the name of the author attached to books, pamphlets, and articles in periodicals, and the identification of an individual in publications of corporations or companies related to service as a member of an advisory council, committee, or board of directors.
- 4.835 A faculty member (as defined in *Section 1.11* of this *Chapter*) may not engage in any outside work or receive compensation from an outside source that creates a conflict of interest with the faculty member's duties at the Component. A conflict of interest includes the actions prohibited in *Section 3.2* of *Chapter VIII* of these rules. The faculty member shall notify the President or his/her designee of such activity.

4.84 Textbooks and Other Course Materials. Policies which govern textbooks and other materials prescribed for use by students will be specified for each Component in the faculty handbook for that Component.

- 4.841 Generally, the individual faculty member or the academic department should have wide discretion in the choice of materials to be used in the courses offered by the department with the approval by the chairman or head of the department. Although the authorship of books, outlines, manuals, and similar materials by members of the faculty should be encouraged, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Where practicable and equitable, the charge for outlines, syllabi, and similar materials prescribed for the use of students should be borne by the instructional department concerned. Whenever a charge is authorized for such copied materials, the prices should be as low as possible, consistent with the payment of a fair and reasonable royalty to the author or authors. This charge must be considered in conjunction with the "Aincidental course fees or charges" such that students are not charged more than once for the same material(s).

- 4.842 Textbooks, notebooks, manuals, or other materials for the use of students of a Component, written or prepared by a member of the faculty of that Component, shall not be prescribed for the use of or sold to such students until such books, notes, manuals, or materials shall have been approved, with reasons stated, by the department head and approved by the academic Vice President. All such requests shall indicate the proposed prices and profits, and their authorization shall be effective only to the end of the fiscal year (August 31) for which such approval has been given.
- 4.85 Acceptance of Money from Students. Faculty members shall not, without approval of the President or his/her designee, collect from students any fees or charges to be expended for Component purposes or sell to students books, notes, materials or supplies. Faculty of the rank of lecturer or above, and other instructional personnel as designated by the Component President, may not accept pay from students for extra instruction or teaching of students registered in the Component. With prior written approval of the President or his or her designee, instructional employees below the rank of lecturer may accept pay from students for extra-class instruction or coaching but only in courses or sections of courses with which they have no instructional connection. The faculty handbook of the Component shall specify the procedure for approval at the Component level.
- 4.86 Knowledge of These *Rules & Regulations*. Each faculty member shall become acquainted with these *Rules and Regulations*, Component policies and faculty handbooks, catalogues, announcements of courses, other official publications, and printed or other material regularly prepared for the use of the faculty. The President shall have copies of these *Rules and Regulations*, Component policies and faculty handbook available at the President's office, the library, and other appropriate campus locations.
- 4.9 Distinguished, Emeritus, and Distinguished Emeritus Faculty.
- 4.91 Several honorary titles recognize long and distinguished service and constitute continued academic appointments without remuneration or authority.
- 4.92 Distinguished Professor. Upon the recommendation of the President of a Component, the Board of Regents may bestow the title of distinguished professor upon a very select number of tenured faculty members who already have held the rank of professor at least five years. Each Component wishing to bestow the title of Distinguished Professor shall establish other criteria and/or benefits that must be approved by the Board of Regents.

- (23) Violation of Component policy relating to electronic network facilities such as local area networks and the Internet;
- (24) Any attempt to commit these prohibited acts.

5.3 Academic Honesty. The Component expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. The Component may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

5.31 "Cheating" includes, but is not limited to:

- (1) Copying from another student's test paper, a laboratory report, other report, or computer files, data listings, and/or programs;
- (2) Using, during a test, materials not authorized by the person giving the test;
- (3) Collaborating, without authorization, with another person during an examination or in preparing academic work;
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test;
- (5) Substituting for another student, permitting any other person; or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit;
- (6) Bribing another person to obtain an unadministered test or information about an unadministered test;
- (7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This *Section* does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

5.32 "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit.

- 5.33 "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.
- 5.34 "Abuse of resource materials" means the mutilation, destruction concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
- 5.35 "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.
- 5.36 Disciplinary Procedures for Academic Dishonesty.
- (1) Academic Process. All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean and, eventually, to the Vice President for Academic Affairs (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case may refer the matter to the Chief Student Affairs Officer for any additional discipline that may be appropriate.
 - (2) Disciplinary Process. In the case of flagrant or repeated violations, the Chief Student Affairs Officer may take such additional disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process under *Subsection 5.6* and following except as provided under *Subsection 5.15*.
 - (3) Honor Code. If a Component has adopted an Honor Code which includes an Honor Council that makes decisions on appeals of penalty grades issued by a faculty member and disciplinary action on cases of flagrant or repeated violations, the hearings which consider disciplinary action must afford the students procedural due process under *Subsection 5.6*. Appeals of academic decisions rendered by an Honor Council shall be heard by the Vice President for Academic Affairs and appeals of disciplinary decisions rendered by an Honor Council shall be heard by the Chief Student Affairs Officer. In the event of conflicts, these *Rules and Regulations* shall govern.
- 5.4 Campus Disruptive Activities. Pursuant to *Education Code, Subsection 51.935* (Disruptive Activities), the Components shall adhere to the following *Rules and Regulations*:

University Administrative Computing System (Nell)

The Computer Services Department of Sam Houston State University provides and maintains the Nell administrative computing system. Access to this system is restricted to authorized users. For instructions to apply for access and other regulations and procedures related to this system, please refer to Information Resources Policy [UCS005](#), [“University Administrative Computing System \(Nell\) Policy.”](#)

University Publications

A full explanation of the policy covering all University publications is found in Administrative Policy and Procedures, University Advancement, "[University Publications and Marketing Communications.](#)"

University Records Retention Schedule

Sam Houston State University complies with and adheres to the records retention schedules as stated in the **Texas State Records Retention Schedule**, 3rd edition, published by the Texas State Library and Archives Commission, and stated in Texas Administrative Code, Title 13, Chapter 6, Section 6.10

Visitors in the Classroom

In the event an unannounced visitor attends a class, the faculty member should request identification in the form of a current and official Sam Houston State University Bearkat Onecard identification card. If the visitor is not a registered Sam Houston State University student, the faculty member should act at their own discretion or refer the visitor to the department chair.

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the instruction thereof.

Web Site Disclaimer

The Sam Houston State University web site <<http://www.shsu.edu>> is provided as a public service. Website users are responsible for checking the accuracy, completeness, currency and/or suitability of all information. This is fully discussed in the Information Resources Policy, [“SHSU Web Site Disclaimer.”](#)