

# Sam Houston State University Faculty Handbook

Revised Sept 2013

## General Information

### Preface

The Faculty Handbook is an official Sam Houston State University (SHSU) publication designed to provide guidelines and explanations to the faculty concerning policies and procedures under which the University operates. Faculty may refer to the channels of administration, the various administrative offices and the committees described in this handbook for further information and guidance.

There is an expectation that each faculty member will become acquainted with and conform to all the policies and procedures, Rules and Regulations of the Board of Regents of the Texas State University System, and all other official publications relating to their appointment and to the accomplishment of their work and positions as faculty members of Sam Houston State University.

The policies in this handbook are current at the time of its publication; however all University policies and rules are subject to change without prior notice. Additionally the Board of Regents will adopt changes to its Rules and Regulations and that will alter some of the policies stated herein. All effort has been made to address conflicts, but in the unlikely event of any conflict between the Faculty Handbook and the Board of Regents Rules and Regulations, the Board of Regents Rules and Regulations have precedence.

### 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 comprising The Texas State University System and 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.

## **University Mission, Goals and 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 the Vice President for Academic Affairs, Vice President for Finance and Operations, Vice President for Student Services,

Vice President for University Advancement, Vice President for Enrollment Management, Vice President of Information Technology, and Director of Athletics. Appendix I provides the organization chart (April 3, 2013) for the University.

### **President of the University**

The President is directly responsible to the Board of Regents, The Texas State University System, by whom they are employed. The President 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 Chief of Staff 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, Associate Provost, Associate Vice President of Academic Affairs and Dean of Graduate Studies, Associate Vice President for Research and Sponsored Programs, Associate Vice President of Distance Learning, Assistant Vice President of Planning and Assessment, and the Director of the Library.

### **Associate Provost for Academic Affairs**

The Associate Provost and 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: Military Science Department; Academic Scholarships; Academic Centers-Reading, Writing and Math; Honors College; International Programs; Student Advising and Mentoring (SAM) Center; Student Success Initiative; Testing Center; and the University Centers- The Woodlands Campus and University Place.

### **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. Reporting to the Associate Vice President for Research and Sponsored Programs are the Executive Director; Collaborative Programs; Commercialization & Intellectual Property; and Texas Research Institute for Environmental Studies (TRIES)

### **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. Reporting to the Associate Vice President for Academic Affairs and Dean of Graduate Studies are the Professional and Academic Center for Excellence (PACE); and the Center for Academic Community Engagement (ACE).

### **Associate Vice President for Distance Learning**

The Associate Vice President for Distance Learning reports to the Provost and Vice President for Academic Affairs. The responsibilities assigned to this position include coordination and oversight of distance learning programs and courses, providing support to both students and faculty involved in distance learning courses. Reporting to the Associate Vice President for Distance Learning is the DELTA Executive Director.

### **Assistant Vice President for Academic Planning & Assessment**

The Assistant Vice President for Academic Planning & Assessment reports to the Provost and Vice President of Academic Affairs. Reporting to the Assistant Vice President for Academic Planning and Assessment is the Director of Assessment.

### **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.

### **Academic Deans**

The Academic Deans are the administrative heads of the university's academic colleges. They report to the Provost and Vice President for Academic Affairs. 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 Provost and Vice President for Academic Affairs 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 Provost and Vice President for Academic Affairs.

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 Provost and Vice President for Academic Affairs.

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.

### **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 Provost and Vice President for Academic Affairs. 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.

## **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 the Associate Vice President of Financial Services, Associate Vice President Facilities Management, Associate Vice President Human Resources and Risk Management, Associate Vice President Business Services, Public Safety Services, Institutional Research & Assessment, ARAMARK Dining Services and Research Park.

## **Vice President for Enrollment Management**

Reporting to the Vice President for Enrollment Management is the Associate Vice President for Enrollment Management, Institutional Effectiveness, Enrollment Communication for SHSU Online, and On-Campus Recruitment.

## **Vice President for Student Services**

The Vice President for Student Services 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. Reporting to the Vice President for Student Services is the Associate Vice President for Student Services and Recreational Sports, the Assistant Vice President for Student Services and OneCard, the Dean of Students, and the Directors of the Counseling & Health Services, Campus Activities & Leadership Initiatives, and Student Services Finance and Budget, and Residence Life.

## **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 Associate Vice President for University Advancement Marketing and Communications, Associate Vice President of Development, and the Directors of Alumni Relations, Sam Houston Museum, and Advancement Services.

## **Vice President for Information Technology**

Reporting to the Vice President of Information Technology are the Associate Vice President of Infrastructure & Support Services, the Associate Vice President of Enterprise Services and the Director of Client Services.

## Faculty Senate

The Faculty Senate exists “In order to develop fully the freedom of discussion, participation, and examination of ideas by faculty, students, and administration in the search for truth...” to quote the Preamble to the Charter of the Faculty Senate of Sam Houston State University.

To locate more information on the Faculty Senate of Sam Houston State University, including meeting minutes, current roster and constitution and bylaws, see the Faculty senate website at [http://www.shsu.edu/~org\\_sen/](http://www.shsu.edu/~org_sen/)

## Committee Structure of the University

University committees are included in the [Committee Book](#). Each entry in the Committee Book includes a statement of the committee's purpose, appointment procedures, and current chair and committee members' names, along with term expirations.

## Academic Policy Statements

The [Academic Policy Manual](#) in its entirety is available from the Academic Affairs Policies and Procedures page. Select from the Faculty section, Curriculum and Instruction section, or Student section. Individual Academic Policy Statements are also linked from within this Handbook when appropriate.

## Drug-Free Workplace

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.”](#)

## University Publications

The policy covering all University publications is found in Administrative Policy and Procedures, University Advancement Policy UA-05, [“University Publications and Marketing Communications.”](#)

## 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.”](#)

## Medical Emergency Procedures

A medical emergency that includes an accident, injury, or illness should be reported to the University Police Department at 936-294-1794 (on campus: 4-1794); **however, when time is critical in saving a person's life, immediately call 9-911.** For the policy and procedure concerning the handling of medical emergencies, refer to the President's Office Policy [PRE-12, "Medical Emergency Procedures."](#)

## KatSafe

Sam Houston State University uses the KatSafe system to alert the campus should there be an emergency. Depending on user preference, this notification would be sent either via text message, phone call, or e-mail. Contact information and preferences can be updated online according to [IT@Sam's instructions](#). Questions about KatSafe should be addressed to the IT@Sam [Service Desk by email](#) or by phone at 936-294-HELP (or on campus: 4-1950).



# Faculty Academic Employment Policies

## 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 of the University 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"](#).

## 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"](#), [Chapter V, Subsection 4.6 "Termination of Faculty Employment Under Special Circumstances"](#), 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."](#)

## Faculty Evaluation System

The Faculty Evaluation System is important for purposes of faculty development, promotion in academic rank, adjustments in salary and, contract review for probationary, and non-tenured and non-tenure track faculty members. For complete coverage of this policy please see The Texas State University System, Board of Regents' Rules and Regulations, [Chapter V, Subsection 4.28 "Performance Reviews"](#), and [Chapter V, Subsection 4.3 "Promotion"](#) and additionally SHSU's Academic Policy Statement [820317, "The Faculty Evaluation System"](#), Academic Policy Statement [900417, "Faculty Reappointment, Tenure,](#)

[and Promotion](#)", Academic Policy Statement [800722, "Merit Advances in Salary"](#), and Academic Policy Statement [110720, "Market Advances in Salary"](#). There may also be guidelines regarding evaluation in individual programs, departments, and colleges, please refer to your Director/Chair/Dean for specific information.

## 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 individual 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."](#)

## Interim Faculty Members

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."](#)

## 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 4.24, "Maximum Probationary Service"](#), 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."](#))

See also [Chapter V, Subsection 4.26, "Non-Tenured Faculty"](#) for further information on policy addressing non-tenured faculty in the Rules and Regulations of The Texas State University System's Board of Regents.

Sam Houston State University's policy on non-reappointment is fully addressed in Academic Policy Statement, [900417, "Faculty Reappointment, Tenure and Promotion."](#)

## Outside Employment for Faculty

The policy regarding outside employment is addressed in Human Resources Policy [ER-6 “Outside Employment.”](#) This policy is in compliance with The Texas State University System Board of Regents’ Rules and Regulations, [Chapter V, Subsection 4.83, “Outside Employment.”](#)

## Professional Librarians

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 the complete policy coverage, please see Academic Policy Statement [810814, “Tenets for Faculty Status for Academic Librarians.”](#)

## Promotions in Rank

The academic rank system serves as a guide for the placement of newly appointed faculty personnel and provides for the annual promotion and salary merit advances within rank. Promotions 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 The Texas State University System Board of Regents Rules and Regulations, [Chapter V, Subsection 4.3, “Promotion”](#), and Academic Policy Statements [800722, “Merit Advances in Salary”](#) and [820317, “The Faculty Evaluation System.”](#)

## Retirement and Emeritus Status

Sam Houston State University adheres to the policy of The Texas State University System's Board of Regents’ Rules and Regulations, [Chapter V, Subsection 2.3, “Retirement and Recognition of Service,”](#) [Chapter V, Subsection 4.9, “Honorary Titles and Emeritus Faculty”](#) and [Chapter V, Subsection 4.10, Miscellaneous, \(3\) “Retired Faculty”](#) with Academic Policy Statements [800925, “Faculty Retirement and Emeritus Status”](#) and [840901, “Early Retirement Program for University Faculty.”](#)

## Summer Employment

Faculty 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:

Paramount among all considerations should be the needs of an individual department or instructional program, as expressed in terms of requirements for course offerings.

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.

To the fullest extent possible, summer teaching assignments should be given to tenured or tenure-track faculty of the department.

Attention should be given to developing an equitable rotation system for selecting faculty members for summer employment, provided that the system follows items 1, 2, and 3 above.

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."](#)

# Benefits, Leaves, and Awards

## Designation of Distinguished Professors

Appointment to a University Distinguished Professorship is a special honor conferred upon active faculty in recognition of an extended period of service that may be marked by unusual and exemplary contributions to the University. For the full policy please see Academic Policy [860425, "Designation of Distinguished Professors."](#)

## 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 tenure or tenure-track faculty members, 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 the 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 firefighter 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 individual's 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."](#)

## Graduate Faculty Status

The University recognizes that each member of the Graduate Faculty contributes to the success of its graduate programs. Whether through classroom instruction, guiding academic research, professional supervision, or mentoring, it is an honor to serve as a member of the Graduate Faculty. For complete coverage of the Graduate Faculty Status policy, please refer to Academic Policy Statement [801014, "Graduate Faculty Status."](#)

## 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. 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."](#)

## 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 all the Finance and Operations [Travel Policies](#) which include:

SHSU Travel Policies FO-TR-01

Aircraft Charter Guidelines FO-TR-02

Airfares FO-TR-03

Baggage Fee FO-TR-40

Board of Regents Regulations FO-TR-04

Car Rentals FO-TR-05

Computation of Number of Miles FO-TR-06

Conference Room Rate Policy FO-56

Conservation of Funds FO-TR-08

Contracted Airfares FO-TR-09

Coordination of Travel FO-TR-10

End of Fiscal Year Deadlines FO-TR-11

Multiple Advance or Reimbursement FO-TR-22

Non-Reimbursable Auto Expense FO-TR-23

Out of State FO-TR-24

Personal Automobile FO-TR-25

Packaged Travel Services FO-TR-26

Prospective State Employees FO-TR-27

Questions on Policies and Procedures

Reporting Information on Voucher Form FO-TR-29

Required Use of Contracts FO-TR-31

Responsibilities of State Employees FO-TR-32

Spouse Travel Policy FO-TR-42

*(Continued on next page)*

Exceptions to Travel Policy FO-TR-12  
Flights by Institutional Personnel FO-TR-13  
Foreign Travel FO-TR-14  
Form Samples  
General Information FO-TR-16  
In-state FO-TR-17  
Lodging FO-TR-19  
Lodging Tax FO-TR-20  
Meals FO-TR-21  
Mileage Reimbursement FO-TR-25

Student Expenses FO-TR-33  
Student Group Policy FO-TR-34  
Taxi FO-TR-35  
Team Group Travel Policy FO-TR-42  
Telephone FO-TR-36  
Texas Travel Allowance Guide FO-TR-37  
To Washington, D.C. FO-TR-38  
Travel Advance Policy FO-TR-39  
Travel Application Forms FO-TR-41

The 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 Finance and Operations policy [FO-TR-38 "Travel to Washington, D.C."](#)

## **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 President's Office Policy [PRE-10, "Guidelines for Bestowing the Sam Houston Humanitarian Award."](#)

# Curriculum

## Curricular Changes and Textbook Adoption

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."](#)

## Curriculum Development and Evaluation

The responsibility for curriculum development lies primarily with the faculty. Curriculum development typically is initiated by faculty at the departmental level and subsequently progresses through college and university reviews for internal recommendations and approval. Issues of academic content, quality and effectiveness are addressed in the curriculum development.

The [Curriculum Committee](#) is responsible for reviewing the 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 solutions 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. *(Continued on next page)*



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 Texas State University System's Board of Regents Meeting agenda, as detailed in The Texas State University System's, Board of Regents' Rules and Regulations, [Chapter III, Subsection 5.1, "Curriculum Procedures."](#)

## Prerequisite Policy

In order to ensure that instructors can present the required important course material at the appropriate level, students must demonstrate adequate preparation to take these courses. Students must meet the prerequisite requirements for a course. The Sam Houston State University Prerequisite policy is addressed in Academic Policy Statement [100428, "Prerequisite Policy"](#).

## Syllabus Guidelines

The following information is to be included on all syllabi. Colleges may opt to require additional information.

Course Identification	Course Name
	Course Number
	Credit Hours
	Semester and Year
	Department
Instructor Information	Class Location
	Name
	Contact Information
Course Information	Availability
	Course Description (i.e. 400-level class for graduate credit, independent study)
	Learning Outcomes
	Required and Optional Text and other Resources
	Attendance Policy
	Grading Policy
	Make-up Policy
Required Policies	Tentative Course Outline
	Faculty may opt to link to <a href="http://www.shsu.edu/syllabus">www.shsu.edu/syllabus</a>
	Academic Dishonesty
	Americans with Disabilities Act
	Absences for Religious Holy Days
	Visitors in the Classroom

*(Continued on next page)*

In addition to the above, individual colleges may have additional requirements. Faculty may opt to include additional information such as study tips, instructor evaluations, information about academic support services, availability of tutoring, and classroom rules of conduct.

# Professional Responsibilities

## Acceptance of Money from Students

The Rules and Regulations of the Texas State University System [Chapter V, Subsection 4.85, "Acceptance of Money from Students"](#), states: "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 or 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."

The following describes the procedure for obtaining approval for accept pay from students for extra-class instruction or coaching for instructional employees below the rank of lecturer:

Submit to Department Chair in writing a request to charge students for extra-class instruction, or coaching, within the parameters set forth in the above cited Chapter V, Subsection 4.85 of the Rules and Regulations of the Texas State University System. In the request include:

- 1) name and rank,
- 2) statement of which courses currently instructing,
- 3) list of course or courses for which extra-class instruction or coaching will be provided.

A written approval or denial of request will be issued within 10 working days.

## Commencement Participation

Participation in commencement exercises is an expectation of tenure-track and tenured faculty members. Please see Academic Policy Statement [791221, "Faculty Participation in Commencement"](#) for a full explanation of this expectation.

## Faculty Adherence to Class Schedule and Faculty Absences

Most faculty-student contacts are made in the classroom and in the faculty member's 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. Faculty are expected to hold all regularly scheduled class meetings. When the faculty member cannot hold a regularly scheduled class, appropriate accommodations should be made.

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."](#)

## Faculty Availability

A faculty member is expected to publish hours and be available for student consultation during those times. Availability may include office hours, 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

The faculty workload policy for Sam Houston State University is designed to comply with Vernon's Texas Codes Annotated, Education Code §51.402, and will be reported to the Texas Higher Education Coordinating Board and included in the operating budget for the University. The policy and guidelines reflect the essential nature of the University as a teaching institution but allow flexibility to permit accommodation of related research activities essential to the effective operation of a multipurpose regional university. For complete coverage of the Faculty Instructional Workload Policy, refer to Academic Policy Statement [790601, "Faculty Instructional Workload 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 details, please refer to Human Resources Policy [E-2, "Nepotism."](#)

## 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. The Faculty is also encouraged to seek funding for research and instructional projects through the Office of Research and Sponsored Programs (ORSP).

All faculty, staff and student research projects with human participants and animal subjects must be reviewed and approved for compliance with ethical principles before the research is begun. Please see the [Institutional Review Board](#) (IRB) for requirements in the use of human subjects and the [Institutional Animal Care and Use Committee](#) (IACUC) for animal subjects. Also refer to Academic Policy Statement 920808, "[Ethical Conduct in Academic Research and Scholarship.](#)"

Sam Houston State University strictly adheres to The Texas State University System's 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.

## 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."](#)

## Signatures

To improve services and reduce costs, Sam Houston State University (SHSU) authorizes, accepts, and encourages the use of electronic signatures for internal transactions when the use of such technology complies with acceptable forms of signatures described in the [President's Office Policy PRE-18, "Signatures for Internal Transactions"](#) and improves efficiency.

The Texas State University System Rules and Regulations, [Chapter III, Subsection 6.\(17\), "Electronic Transactions"](#) and [Subsection 8, "Electronic Financial Transactions"](#) outline specific transactions SHSU may conduct electronically. Individuals are accountable for their signatures, whether manual or electronic.

## Use of Telephone and Text Messagers

Telephones and similar devices have become increasingly a part of everyday life. In the academic classroom, however, during class these devices can be a serious distraction and during tests they can be a serious problem. The technology is constantly changing and evolving. So, the present policy does not specify particular devices or device types. Rather, the policy applies to any device that performs the function of a telephone or text messenger. For the complete policy see Academic Policy Statement, [100728, "Use of Telephones and Text Messagers in Academic Classrooms and Facilities"](#).

## Political Influence

No University money shall be used for influencing the outcome of any election or the passage or defeat of any legislative measure. See President's Office Policy [PRE-017, "Political Influence."](#)

# Facilities and Services

## 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."](#)

## 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."](#)

## 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."](#)

## Building Liaison Policy

The Sam Houston State University Building Liaison Policy provides information on the selection, training and duties of building liaisons. For the full policy please see Finance & Operations Policy, [FO-61, "Building Liaisons."](#)

## **Campus Key Policy**

The Sam Houston State University Finance & Operations Policy, [FO-24, Campus Key Policy](#) details information on building access, duplication and transfer of keys, campus master keys, key authorization procedures, key issue and return procedures, lock box keys and the implementation of fees for lost keys.

## **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 and deposit information and full policy for the use of Gibbs Ranch are found in the President's Office Policy, [PRE-21, "Gibbs Ranch."](#)

## **Library Use Policy**

The purpose of this policy is to help ensure the maximum accessibility and use of library materials, resources and services to students, faculty, and staff of Sam Houston State University. For the complete policy please see Academic Policy Statement [840606, "Library Use Policy."](#)

## **Naming of Buildings/Rooms 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."](#)

## **Orange Lighting Policy**

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

## **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."](#)



## **Smoking Policy**

In order to promote a healthy, safe, and aesthetically pleasing work, educational, and living environment, Sam Houston State University (SHSU) will endorse a smoke free and tobacco free environment. 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."](#)

## **Space Management Policy**

The Sam Houston State University Space Management Policy establishes a Campus Space Planner and a Campus Space Planning Committee to provide careful and efficient management of property and space on campus. For more information and full coverage of this policy see Finance & Operations Policy, [FO-60 "Space Management Policy."](#)

# Academic Issues and Procedures

## 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 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 a student's academic grievance are addressed specifically in Academic Policy Statement [900823, "Academic Grievance Procedure for Students"](#).

## Academic Probation and Suspension

Academic Policy Statement [910312, "Academic Probation, Suspension, and Termination"](#), located in the Curriculum and Instruction section of the Academic Policy Manual, details the academic probation, suspension and termination regulations for undergraduate and graduate students at Sam Houston State University.

## 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 by use of the student roster. To access student rosters, faculty log onto My Sam, click on the Faculty tab at the top of the page and then click on the link to the summary class list (roster) listed under the Faculty Self Service Links.

Around the twelfth class day, faculty will have access to the Attendance Initiative 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) From the first day of class through the census date on the twelfth class day faculty members will need to verify enrollments by use of the student roster.
- 2) Around the twelfth class day, use the Attendance Initiative program to mark the students who have "never attended" class.
- 3) 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. Attendance Initiative**

Faculty members will need to access the Attendance Initiative program. To access this program, they need to log on to the SAM Web (not SAM menu), then go to Faculty Reports and select the Attendance Initiative program. The password for this program is either your social security number or SAM ID. It is a simple program. Faculty will merely need to check those students who have NOT attended and then hit the save button. It is important that faculty respond in a timely manner to this program. Select this link to access an [Attendance Initiative Tutorial](#) with detailed instructions.

### **C. First Alert a support program of the SAM Center (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 through this [electronic referral](#) or by paper to alert the Center of their concerns. *(Continued on next page)*

**Required Action:**

- 1) 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.

**D. 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:**

- 1) 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 that 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 Office of Audits and Analysis upon request. For complete information on this policy, please see President’s Office Policy [PRE-02, “Audit Policy.”](#) *(Continued on next page)*

Information regarding the functions, duties and, procedures of the Office of Audits and Analysis can be found in The Texas State University System, Board of Regents' Rules & Regulations, [Chapter III, Subsection 7, "The Audit Function."](#)

## **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."](#)

## **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 information regarding Sam Houston State University's Honors Program, please see Academic Policy Statement [931105, "The Honors Program."](#)

## **Members Not Employed by SHSU Serving on Thesis and Dissertation Committees**

The purpose of this policy is to provide a procedure whereby highly qualified individuals not employed by Sam Houston State University (SHSU) may serve on SHSU thesis and dissertation committees. This will enable our students and faculty to interact with prominent individuals in the appropriate topic area. For full coverage of this policy see Academic Policy Statement [950601, "Members Not Employed by SHSU Serving on Thesis and Dissertation Committees"](#).

## **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."](#)

## Visitors in the Classroom

In the event an unannounced visitor attends a class, the instructor 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

## Student Rosters and Records

In support of the University's Attendance Initiative student rosters are available electronically. To access student rosters, faculty log onto My Sam, click on the Faculty tab at the top of the page and then click on the link to the summary class list (roster) listed under the Faculty Self Service Links.

Student Records are under the custody and care of the President of the University and their designee, the Registrar. For a full discussion of the policy related to student records please see Academic Policy Statements 810806, ["Student Educational Records"](#) and 830823, ["Reproducing of Hard Copy of Student Academic Records from the University's Computer Databank"](#).

# Legal Compliance

## Academic Instructional Staffing

Sam Houston State University endorses the views of the United States Supreme Court in *Grutter v. Bollinger* (2003) that the educational benefits of diversity “are not theoretical but real;” that they include “cross-racial understanding;” the breaking down of racial stereotypes; and the promotion of learning outcomes. The University assumes responsibility for academic instructional staffing, as addressed in Academic Policy Statement [800114, “Academic Instructional Staffing”](#), and is also addressed in Sam Houston State University, Human Resources Policy [ER-4, “Affirmative Action Plan.”](#)

The Texas State University System, including its Components, is an equal opportunity/- affirmative action employer and complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and is specifically addressed in the Rules and Regulations, [Chapter V, Subsection 2.11, “Equal Employment Opportunity.”](#)

## 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”](#), located in the Student Section of the Academic Policy Manual. For information regarding resources and services available to students, please contact the ADA Coordinator in the Counseling Center.

## 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 [830823, “Reproducing of Hard Copy of Student Academic Records.”](#)

## Consortial and Academic Contractual Agreement Review

Academic Policy Statement [081217, "Consortial and Academic Contractual Agreement Review"](#) provides the complete policy and procedure to ensure a periodic review and evaluation of consortial and academic contractual agreements at Sam Houston State University.

## Faculty 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](#).

## Sam Houston Logo and Trademarks Use

For the full policy covering the use of Sam Houston State University trademarks or logos, please see President's Office Policy [PRE-26, "Trademark Licensing Policy."](#)

## 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, its procedures and a short Open Records Training Video, please see the President's Office Policy [PRE-020, "Open Records Policy."](#)



## 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 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.

## University Records Retention Schedule

Sam Houston State University maintains a [Records Retention Schedule](#) that is certified by the Texas State Library and Archives Commission (TSLAC) and complies with and adheres to the records retention schedules as stated in the [Texas State Records Retention Schedule](#), 4th edition, published by the TSLAC, and stated in Texas Administrative Code, Title 13, Chapter 6, Section 6.10.

## Web Site Disclaimer Statement

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. Additional details are provided in the Information Resources Statement [IT-SO1, "Web Site Disclaimer Statement."](#)