

TAMIU Faculty Senate Meeting

December 6, 2019; WHTC Rm 126

- I. The meeting was called to order by the Faculty Senate President, Dr. Lola Norris, at 12:07 p.m.
- II. *Roll Call:* Dr. Lola Norris, Dr. Frances Rhodes, Dr. Marvin Bennett, Ms. Vivian Garcia, Dr. Puneet Gill, Dr. Ariadne Gonzalez, Mr. Jose Gutierrez, Dr. Runchang Lin, Dr. Abby Lloyd, Dr. Neal McReynolds, Dr. James Norris, Ms. Kimber Palmer, Dr. Leonel Prieto, Dr. Kenneth Tobin, Dr. Lourdes Viloria
- III. *Our Guests* were given the floor.

Dr. Pablo Arenaz

Dr. Arenaz informed the Senate that there is currently a binational meeting taking place on the campus with the mayors of the two cities, the Border Patrol and government officials from both sides attending.

Next week is our Commencement and the speaker is going to be State Senator Judith Zaffirini. There she will be presented with an award given to those individuals who have had a strong impact on higher education in our region.

Dr. Arenaz also announced that there is a new System Policy 12.06 in the works concerning post-tenure review. It deals with decreasing the amount of time that it takes for a nonproductive faculty member to undergo the post-tenure review process, which is currently 7 to 8 years at College Station. We (TAMIU) are already using this plan, so it would have no real effect on how we handle post-tenure review.

Other announcements:

Tomorrow night is the annual Christmas Party and all faculty are invited.

The Tower should be mostly completed by the end of January and, if so, we will have a ribbon-cutting ceremony around the 5th of February.

The Board of Regents will be meeting at TAMIU and on February 6th they will schedule a block of time for the public portion of their meeting, beginning about 1:30 p.m. and lasting 1.5 to 2 hours.

Ground-breaking may begin for the tennis courts in late February or early March.

Dr. Tom Mitchell

Dr. Mitchell presented the Senate with a draft of the 2020 - 2021 Academic Calendar (see attached). The only significant changes are that New Faculty and Staff Orientation will be on Monday August 17th, Faculty Staff Assembly will be on Tuesday August 18th and the first day of class will be on Monday August the 24th. This will leave the remainder of the week of August 17th for department and college meetings.

We have heard from the Coordinating Board that the Commissioner has approved moving forward with our proposed BS in Petroleum Engineering and BS in Computer Engineering. Now they will go to a sub-committee of the Coordinating Board for review on March 18th. With their positive recommendation it will go to the full Coordinating Board on April 23rd. With approval by the

Coordinating Board it will then go to the Southern Association for their review and approval either July 1st or January 2nd.

The Public Health degree has been approved and is on the books for next year. And the PhD proposal in Criminal Justice is very close to being finished internally.

Four faculty members were recommended by the Faculty Developmental Leave Committee for academic leave this year.

Twelve faculty have applied for Promotion and Tenure this year, which is a record.

Dr. Steven Sears

Dean Sears and Senator Palmer presented the revised ARSSB Fixed Term Faculty Policy to the Senate (see attached). This was generated by and approved by the Faculty and by the Provost and the President. After discussion this was voted on and approved unanimously by the Senate for inclusion in the Handbook.

Dr. Maria Reyes

Addressed the Senate about her concern that teaching evaluations are being used as retaliation against her because of her heavy teaching load and the large number of students in her classes.

IV. The minutes of the November 1, 2019 Senate meeting were approved unanimously.

V. Old Business

1. Pilot for Signature Courses. The Senate agreed to table this until the February meeting when Dean Weitman could be present to answer questions.

VI. New Business

1. Dr. Rhodes reported that the four pending Handbook changes have all been approved by the Faculty (see attachment for voting statistics).

2. Dr. Bennett presented the Senate with an insertion on page 2 of the Handbook linking it to the procedures on "Replacement of Faculty on Promotion, Tenure and Retention Committees" on page 50 of the Handbook (see attachment). This was voted on and approved unanimously.

3. Addition of P&T Guidelines for promotion to Full Professor. The Senate agreed that the Academic Oversight Committee should review what guidelines were available and engage the Provost in discussions of adding further guidelines for promotion to Full Professor.

4. General Faculty Handbook Revisions. It was suggested to the Handbook Committee that they review the portion in the Faculty Handbook describing the University Awards and that it should merit it's own separate section within the Handbook.

5. Faculty Survey for Spring 2020. The Assessment Committee was charged with generating a brief survey to the Faculty to gather their opinions on the changing of the time lengths for courses and shortening the semesters. It was also suggested that the survey include one or more questions addressing Faculty teaching loads.

6. Ongoing Technology and Distance Education issues.

It was requested that OIT put our old faculty directory by department onto Uconnect for faculty use.

Dr. McReynolds reported that there are issues with some of the video projections and some of the computers in the science labs in the LBV Building.

VII. Committee Reports

1. Academic Oversight Committee: did not meet.
2. Budget and Finance Committee: did not meet.
3. The University Ethics Committee: did not meet.
4. The Committee on Creation, Composition, and Responsibilities of Committees: see previous notes on Handbook changes. Dr. Rhodes also reported that this committee will meet in January to continue filling vacancies in the various University Committees.
5. The Awards Committee: Dr. Gill reported that they will be receiving nominations for the awards until December 8th. After this date the nominees should begin preparing their dossiers for submission. Also, there were multiple departments and a college that did not submit nominees. They will be contacted again to make sure they understand the process and will submit nominees in the future.
6. The Handbook Committee: see previous notes.
7. The Assessment Committee: Dr. Gill requested that Senate members email her possible questions for the future faculty survey on course length and teaching loads.
8. The Distance Education and Instructional Technology Committee: Dr. James Norris reported that they have almost finished certifying AP courses for 'Quality Matters' and can now begin work on Faculty on-line courses. Also, if you make changes to your QM certified courses of 20% or more then they must be re-certified.
9. The Technology Advisory Committee: Dr. Viloría reported that TAC had met and discussed 2 main issues (see attached minutes):

- To try to work with OIT to find a better schedule for updating computers and software

- so that this doesn't happen during midterm or finals week.
- Review of OIT technology maintenance calendar so that it does not conflict with Faculty teaching schedules.

10. Fixed-Term Promotion Committee: did not meet.

11. Student Evaluations Task Force: Dr. Tobin reported that the response rate for the Fall semester for student evaluations was 57%. Dr. Lola Norris informed this committee that the Provost requested that they meet with individual deans to see what ideas they may have for increasing this response rate. Also Dr. Allen may be attending the February Senate meeting to report on the study currently underway of historic response rates for evaluations.

VIII. The meeting was adjourned at 2:16 p.m.

**TEXAS A&M INTERNATIONAL UNIVERSITY
2020-2021 ACADEMIC CALENDAR**

Draft

	DAY	DATE
Fall 2020		
Faculty Staff Assembly	Tuesday	18-Aug
First Class Day	Monday	24-Aug
12th Class Day-Census Day	Tuesday	8-Sep
20th Class Day	Friday	18-Sep
Mid-Semester	Saturday	17-Oct
Wintermester and Spring 2020 Registration Opens	Monday	2-Nov
Drop/Withdrawal Day	Thursday	19-Nov
Reading Day	Wednesday	25-Nov
Thanksgiving Break	TR-Sat	26-28 Nov
Last Class Day	Tuesday	1-Dec
Finals	Wed-Tues	2-8 Dec
Pre Commencement Ceremonies	Wednesday	9-Dec
Commencement	Thursday	10-Dec
Final Grades Due	Friday	11-Dec at noon
Spring 2021		
Martin Luther King Jr	Monday	18-Jan
First Class Day	Tuesday	19-Jan
12th Class Day-Census Day	Wednesday	3-Feb
20th Class Day	Monday	15-Feb
Mid-Semester	Saturday	13-Mar
Spring Break 2021	Mon-Sat	15-20 March
Reading Day/Easter Break	Friday/Sat	2-3 April
Registration Opens for Maymester, Summer and Fall 2021	Monday	5-Apr
Drop/Withdrawal Day	Thursday	22-Apr
Last Class Day	Tuesday	4-May
Finals	Wed-Tue	5-11 May
Pre-Commencement Ceremonies	Wednesday	12-May
Commencement	Thursday	13-May
Final Grades Due	Friday	14-May at noon

Wintermester 2021		
	DAY	DATE
First Class Day-Census Day	Monday	4-Jan
Drop/Withdrawal Day	Thursday	14-Jan
Last Class Day/Final	Friday	15-Jan
Final Grades Due	Sunday	17-Jan

Maymester 2021		
	DAY	DATE
First Class Day-Census Day	Monday	17-May
Drop/Withdrawal Day	Thursday	27-May
Last Class Day/Final	Friday	28-May
Final Grades Due	Sunday	30-May

Summer I 2021		
	DAY	DATE
Memorial Day	Monday	31-May
First Class Day	Tuesday	1-Jun
4th Class Day - Census Day	Monday	7-Jun
Drop/Withdrawal Day	Thursday	24-Jun
Last Class Day	Thursday	1-Jul
Finals	Friday	2-Jul
Final Grades Due	Sunday	4-Jul

Summer II 2021		
	DAY	DATE
First Class Day	Monday	5-Jul
4th Class Day - Census Day	Thursday	8-Jul
Drop/Withdrawal Day	Thursday	29-Jul
Last Class Day	Wednesday	4-Aug
Finals	Thursday	5-Aug
Final Grades Due	Sunday	8-Aug

Summer III 2021		
	DAY	DATE
Memorial Day	Monday	31-May
First Class Day	Tuesday	1-Jun
12th Class Day - Census Day	Monday	21-Jun
Drop/Withdrawal Day	Thursday	29-Jul
Last Class Day	Thursday	5-Aug
Finals	Friday	6-Aug
Final Grades Due	Sunday	8-Aug

**Instructor and Professional Track Faculty
Appointment and Promotion Policy
A.R. Sanchez, Jr. School of Business**

**Approved by the ARSSB: November 26, 2019
Revised by President and Provost: August 31, 2019**

Title:

All faculty not appointed as tenured or tenure-track faculty (as per the TAMIU *Faculty Handbook*) will carry either the title of Instructor or Professional Track Faculty. Professional Track Faculty will be appointed under TAMUS Policy 12.07, and this ARSSB-approved policy.

Criteria:

All appointment criteria will adhere to general regulations specified by the TAMUS and Texas A&M International University, and the A.R. Sanchez, Jr. School of Business

Definitions of Ranks of Non-Tenure Track Faculty Status:

TAMUS Policy 12.07.1 distinguishes the duties of tenure-track and tenured faculty from fixed-term professional faculty in this way: "The granting of tenure is a recognition of excellence in the areas of teaching, research and service," while the fixed-term professional faculty is to provide "excellence in teaching, research or service." The policy notes that "it is ... essential that recognition be given to faculty whose interest, excellence or discipline does not include all three areas required for tenure" and that the skills that fixed-term faculty provide to an institution" are an essential part to the overall success of an academic institution and its mission" (TAMUS System Rule 12.07.1.2).

These ranks are defined to accommodate diverse contributions by faculty to the ARSSB. Such faculty is expected to contribute to the overall mission of the university and ARSSB in an effective and scholarly way. Important to the mission of the college is maintaining AACSB accreditation. This involves, then, a level of participation and scholarly activity necessary to maintain accreditation.

Instructors

Instructor I

For appointment, a candidate must:

- a. hold at least a master's degree in the field or a master's degree with a minimum of 18 hours in the area that they will offer instruction;
- b. have typically supplemented their degree by professional or work experience in the field, and may hold special certification, license or other certification of proficiency in the field;
- c. demonstrate a basic knowledge of the teaching area, careful classroom preparation, and a willingness to assist students; and,

- d. show continuing progress in teaching by expanding knowledge in the teaching specialty and developing effective instructional strategies and techniques.

In their initial appointments, instructors must participate at an introductory level of responsibility in service to the college and University through committees and special projects; they must show clear evidence of understanding advancements in scholarship that are related to the teaching specialty.

Instructor II

Following successful completion of their first five years, or any time thereafter, a candidate may apply for advancement to Instructor II. Successful applicants for promotion to Instructor II will typically have:

- a. confirmed advanced knowledge of the pedagogy in their teaching area through demonstration of careful classroom preparation, and a willingness to assist students;
- b. expanded their knowledge in the teaching specialty and developing effective instructional strategies and techniques through the engagement of professional activities;
- c. contributed to the mission of their college and University through committee service and special projects; and,
- d. shown clear evidence of understanding advancements in scholarship related to their teaching specialty.

Instructor III

After five years as an Instructor II, a candidate may apply for promotion to Instructor III. A successful candidate for promotion will

- a. have progressed in their knowledge of their teaching specialty, and be able to demonstrate that progress through products from professional activities
- b. be recognized positively by their peers and their students.
- c. have demonstrated willingness and a capacity for service to the college and the university; and,
- d. have demonstrated in their teaching, service, and/or scholarly activities a maturity that comes from extended experience and professional activities.

Professional Track Faculty:

Assistant Professional.

Appointment requires:

- a. the appropriate terminal degree, and is for faculty whose primary focus is teaching and service;
- b. the expectation they will maintain currency in the pedagogy, progress, and body of knowledge of their discipline;
- c. a commitment to teaching through a record of effectiveness in teaching and service;

- d. a record of excellence in teaching for faculty with teaching responsibilities;
- e. a record of excellence in service;
- f. a record of engagement in professional development with a demonstration of growth over the appointment.

Individuals holding the rank of Assistant Professional are eligible for promotion consideration to the rank of Associate Professional after at least five years as an Assistant Professional Track Faculty

Associate Professional.

Appointment to this rank requires:

- a. the appropriate terminal degree;
- b. significant experience related to the position responsibilities;
- c. a record of advancement in their teaching and service, through substantial contributions of time, experience and expertise; and,
- d. a record of significant growth in their knowledge and training in the pedagogy and body of knowledge of their professional area

Individuals holding the rank of Associate Professional are eligible for consideration for promotion to the rank of Full Professional after at least five years as an Associate Professional Track Faculty.

Full Professional.

Appointment to this rank requires:

- a. the appropriate terminal degree;
- b. a record of sustained excellent performance in all areas of appointment;
- c. a record of sustained engagement in activities that have significantly advanced their contribution to the teaching of their discipline; and,
- d. a record of significant contributions through service to the mission of the college and the university as demonstrated through recognition from their peers and their students;

Initial Appointments for Professional and Instructor status:

Faculty members employed at the time of the adoption of these new definitions, even if such adoption falls within an academic year rather than prior to, may petition to be placed into the rank they feel is most appropriate to their education and experience, and if approved such appointment may take effect at the beginning of the next fiscal year. If such application is approved, such faculty will receive all benefits, including any title, or professional rewards, commensurate with that rank.

No instructor or fixed-term faculty member is required to apply for promotion, and may serve indefinitely at the highest rank they achieve; dismissal from a

fixed term faculty position shall comport with university and system rules. (TAMUS Rule 12.07.5) The rank of new instructor or fixed-term faculty hired after the implementation of this policy shall be made with the application of this policy and by the Dean of the ARSSB and approval of the university provost and president.

Initial appointments are made by the Dean of the college with the approval of the provost and president of the university; rank placement is made considering the candidate's education, experience and expertise together with the needs of ARSSB. Initial Instructor appointment is for one year during the first three years. For professional status rank, the appointments are generally three to five years, but may not exceed five years. Renewal of appointments is made with the consideration of said faculty member's fulfillment of the expectations and requirements of their rank and provisions of their appointment contract.

Additionally, the placement, definition and employment expectations or requirements for an individual instructor or fixed-term faculty member are subject to and may be defined by contract with the dean of ARSSB and TAMIU administration, and may provide for additional or different terms and requirements. Following three annual initial appointments, an instructor or fixed-term faculty member may negotiate a contract from three to five years with the university outlining their rank, expectations, as well as financial remuneration. It is anticipated that a promotion will carry with it an increase in salary beyond standard merit increase awarded all meritorious faculty and that any increase in salary linked to promotion will make the faculty member ineligible for a merit increase in that same year.

Annual Review:

All instructors and professional faculty members shall be reviewed annually following the processes outlined for such faculty by the ARSSB, in the areas of teaching, research or scholarly activities, or service, the areas evaluated being those associated with the specific duties of their appointment.

Process for Promotion in Rank:

A review of instructors or professional track faculty for promotion shall be independent from the process used for tenure-track faculty.

An ARSSB faculty committee will make recommendations to the Dean, who in turn will make recommendations to the Provost, and the Provost to the President. Final approval resides with the President.

The ARSSB shall maintain written standards that detail expectations for promotion to each rank. These standards must be approved by the Dean, the voting members of the ARSSB faculty, the Faculty Senate, and the Provost. A copy of these standards shall be provided to all instructors and professional track faculty at their hiring, and made available to all ARSSB faculty throughout their employment.

Candidates for promotion will meet with the Chair of their department or division and the Dean of ARSSB to discuss their request for promotion, promotion criteria and process during the fall semester prior to their seeking promotion. An instructor or professional track faculty may request promotion in rank by submitting a letter to the Dean of ARSSB by December 1. A copy of such letter will be provided to their chair and members of the committee. Faculty members who are denied promotion to a higher rank may again request promotion, but no sooner than two years thereafter.

Promotion Review Process:

- A. Each candidate for promotion shall submit a dossier to the IPPC by February 1 of the year requesting promotion. The dossier for promotion must include the following:
 1. A copy of the letter to the Dean requesting the promotion.
 2. A statement outlining the faculty member's philosophy of teaching, service or research/scholarly activities, and which includes a discussion of their relationship with the mission of the ARSSB and the university.
 3. Current curriculum vita
 4. A synopsis of their sustained quality attainment in the areas of assigned responsibility as applicable within the general headings of teaching, scholarship and service.
 5. Copies of their previous five annual merit evaluations
 6. A chart delineating the faculty member's summative course evaluations and grade distribution over the previous five years.
 7. Three letters from individuals speaking to the quality, contributions, and accomplishments of the faculty member, and from those other than members of the IPPC committee.
 8. Supportive documentation of exceptional teaching, excellence in service, and engagement in professional development activities. These could include letters of reference, publications, course syllabi or other course material, samples of student work, etc.

- B. Review of the faculty member's dossier shall be completed by March 1. The peer-review committee will make a recommendation, along with a

rationale for the recommendation, to the Division chair by March 1, noting that the faculty member either:

- a. Meets the qualifications for promotion, or
- b. Does not meet the qualifications for promotion

C. Division chair will forward the committee's recommendation and the Division chair's recommendation, which may differ from the committee's recommendation, to the Dean by March 15.

D. The dean will forward the committee's, the Division Chair's and the Dean's recommendation to the Provost by April 1.

E. The Provost will in turn make a recommendation the President.

E. The faculty member will be notified by the President regarding the recommendation of promotion by June 1.

F. Faculty denied promotions remain in their current rank, and, if applicable, such faculty will be informed as to how they may improve and increase their application for promotion in the future.

Handbook Change	#! For	#1 Against	#2 For	#2 Against	#3 For	#3 Against	#4 For	#4 Against
AS BC	2		2		2		2	
AS ENG	5		3	2	5		5	
AS FPA	1			1		1	1	
AS HUM	7	1	7	1	7	1	7	1
AS MPHY								
AS PSCM	4		4	4	4		4	
AS SSC	4	1	5	4	4	1	5	
BA IBFS	3		2	2	3		3	
BA IBTS	1		1		1		1	
ED EDUP	4		3	1	4		4	
UC DEVS	2		2		2		2	
NH NURS	3		3		3		3	
GU KL	2		1	1	2		2	
SUM:	38	2	33	7	37	3	39	1

NO VOTES

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Texas A&M International University/ Technology Advisory Committee

Minutes

October 17, 2019

9: 00 a.m. KLM 253

Meeting Facilitator: Dr. Maria de Lourdes Viloría

Invitees:

Kenneth Tobin– COAS,

Cynthia L. Piña, COE,

Hugo Garcia –ARSSBA,

Lisa Heard – CNHS,

Elizabeth DeZouche – KL,

Jose Maria (Joe) Gutierrez, University College

President's Appointee, Marvin E. Bennett, III

Fred Juarez III, VP for Finance & Admissions Appointee,

Albert Chavez, VP for IT Appointee

Athena Cortez, VP for Institutional Advancement Appointee

Gina Gonzalez, VP for Student Success Appointee

Leebrian Gaskins, VP for Informational Technology/CIO, ex-officio

Patricia Abrego, Director of Instructional Technology & Distance Education

Pablo Reyes, Associate Director of User Services

Ricardo Ramirez, Associate Director of Student Information Services

Roberto Gonzalez, Associate Director of Instructional Technology Services

- I. Welcome/ Roll call
- II. Review/Approve September 26, 2019 Minutes
- III. New Business
 1. Refresh Status- The OIT Department is currently conducting computer refresh. OIT runs 3 shifts per day with a goal of 5 machines per shift – with a total of 15 machines daily. Overall, approximately 200 computers will be replaced.
 2. Graduate Students would like to get an increase (printing options)- Dr. Gaskins suggested to conduct a statistics report to find out how many the amount of usage by graduate and undergraduates from the beginning of the semester to the present. OIT will also explore the possibility of conducting a student survey to find out the preferred mode of printing (hard copy or PDF). Elizabeth DeZouche suggested that a scanner be placed in the library so that students could scan documents instead of printing.

3. Status on Accessibility Concerns- ALLY was purchased for the faculty use and currently all online classes are being assessed for accessibility. There will be faculty trainings in the future.

IV. Open Agenda

The Faculty Handbook Committee met on Nov. 5, 2019 to discuss the below.

Page 12 of the 2019 Handbook

The University Promotion, Tenure and Retention Committee. Membership in this committee will consist of one tenured representative per academic department or division or free-standing academic unit, and two at-large tenured representatives appointed by the Provost. Faculty must have at least two years of experience as faculty at TAMIU to be eligible to serve on this committee. All tenured faculty members serve on their departmental promotion and tenure committees, but none may serve on both college and University promotion and tenure committees. In cases where an academic unit does not have the equivalent of a departmental committee, then tenured faculty members may serve on both their unit's promotion and tenure committee and the University committee. The Faculty Senate Parliamentarian and Elections Officer, assisted by the Faculty Senate Committee on Committees, will solicit a slate of candidates from each academic department, division, and free-standing academic unit, prepare a ballot for election of this committee and supervise the election. **In the event that an elected or appointed member determines they cannot fulfill their role, see "Replacement of Faculty on Promotion, Tenure, and Retention Committees" under "Evaluation and Promotion of Faculty", for replacement procedures.** Deans, associate deans, department chairs, and heads of academic units may not serve on this committee. Terms will be established for two-year periods. The committee shall be presided over by the Provost, who will hold non-voting status as the presiding officer.

Page 50 of the 2019 Handbook

Replacement of Faculty on Promotion, Tenure, and Retention Committees

Members of promotion and tenure committees are expected to give first priority to scheduled committee meetings (see dates above) and to attend scheduled meetings unless exceptional circumstances arise. Should such an unavoidable circumstance arise for a department or division committee member, he or she must notify the department chair immediately, and the chair will reschedule the meeting to allow all members to attend and the committee to meet its deadline. The chairs, Deans, and the Provost will announce the specific meeting time for their committees as far in advance as possible. If, for some reason, an inalterable scheduling conflict arises or for another reason an elected representative cannot attend a meeting, the representative must immediately resign his or her committee by notifying the department chair in writing. If the chair determines that sufficient time remains for a nomination and election process and for the new representative to study application materials, then the vacancy must be filled through a departmental election. If the vacancy is for the college committee, then the chair will conduct the election; if for the University committee, the Faculty Senate will conduct it.

If the chair determines that there is not sufficient time for an election, then the Faculty Senate President, in consultation with the department chair, would name an eligible replacement. If no faculty member in the department remains eligible for service, then the Faculty Senate President, in consultation with the department chair, would name an eligible replacement from a related discipline.