

TAMIU Faculty Senate Meeting

February 7, 2020; WHTC Rm 126

- I. The meeting was called to order by the Faculty Senate President, Dr. Lola Norris, at 12:06 p.m.
- II. *Roll Call:* Dr. Lola Norris, Dr. Marvin Bennett, Ms. Malynda Dalton, Ms. Vivian Garcia, Dr. Puneet Gill, Dr. Runchang Lin, Dr. Diana Linn, Dr. Abby Lloyd, Dr. Gilberto Martinez, Dr. Neal McReynolds, Ms. Angela Moran, Dr. James Norris, Ms. Kimber Palmer, Mr. Keaton Powers, Dr. Leonel Prieto, Dr. Kenneth Tobin
- III. *Our Guests* were given the floor.

Dr. Pablo Arenaz

Dr. Arenaz informed the Senate that the recent Board of Regents visit was very successful. The Regents and visiting TAMU System Presidents were very impressed with the space we have and with our facilities. They were also very impressed by the politeness and kindness of our students.

There has been a change in System Policy 12.06 related to post-tenure review. A sentence was added "An unsatisfactory rating in one area; teaching effectiveness, research, creative activity and other scholarly endeavors or service, requires the implementation of a written short term development plan for the faculty member, including performance benchmarks, for returning to a satisfactory performance." There have also been changes to System Policy 32.01 that any employee that is dismissed, faculty or staff member, for serious misconduct will not be eligible to be hired for 5 years by any system institution. This will also be noted in Workday for future reference.

The Chancellor will be making some money available soon for institutions who display innovative enrollment management. We plan on applying for some of this money to boost our program that focuses on retention of junior and senior students and our program to get drop-outs to come back to school. There has always been money available for our two flagship institutions to develop research and they have money to help establish 'Emerging Research Institutions'. But that leaves 27 regional institutions (including TAMIU) who can not draw upon this money. The A&M System is now trying to come up with money for those institutions to help build up their teaching effectiveness and scholarship. Dr Arenaz announced that we have the highest retention rate of any school in the system and that we are tied with Tarleton for the highest six year graduation rate. Because of this and other excellent metrics we should qualify for some of that additional money should it become available.

Dr. Arenaz listed a number of items that he would like to see accomplished before Fall 2020:

- A committee has been put into place, chaired by Dr. Stephen Duffy, to try to improve our student advising.
- Submitting the PhD Program in Criminal Justice to the Board for their May meeting.
- Would like to establish a single data warehouse for student and faculty information.
- Pushing for an Entrepreneurial Center to increase entrepreneurship across disciplines.
- Start building certificates geared toward skill sets for job support.
- Re-evaluate our instrument for student evaluations and develop new rubrics for our teaching evaluations. Teaching evaluations seem to have become inflated with our current instrument.

To address the final issue, Senator Lola Norris proposed that the Senate Academic Oversight Committee look into this and report their findings at the next senate meeting.

It was also announced that the tentative date for the dedication of the Trailblazer's Tower will be on April 15th.

Dr. Catheryn Weitman

There is a need for more faculty to submit new proposals for Signature Courses. It was suggested that in order to get more faculty involved, a uniform common theme in a course could allow several faculty to participate in the same course. These courses would be 'piloted' and mixed in with the normal courses. The Senate was invited to propose suggestions for possible thematic courses and to send these suggestions to Dean Weitman.

Juan Garcia (Registrar) and Karla Guitierrez (Associate Registrar)

It was suggested that an alternate exam to the TOEFL be given to students who come from another country and for whom English is not their first language. Another proposal was to use a certain portion of the ACT or SAT (the verbal or English section) as an alternative to the TOEFL.

Mr. Garcia also presented several proposals for a possible time block schedule change (see attached). The proposals presented are attempting to address the heavy traffic at 8:00 a.m., the highway construction that will occur soon near campus, a longer period of time for students to get to their classes and the possibility of a daily 'College Hour' when no classes are taught and university events can be scheduled without class conflict.

Dr. Tom Mitchell

Dr. Mitchell informed the Senate of a recent case in a graduate class where 21 students in a chat group began sharing answers to exams. He will be sending some information to faculty who teach on-line courses on how to modify their courses in order to help avoid future problems with student cheating.

A handout was presented to the Senate for modifications to the Graduate Student Handbook (see attached).

Also, Dr. Mitchell passed out a proposed change to the Faculty Handbook (see attached) dealing with the promotion and tenure procedure.

Myra Hernandez (Director of Student Conduct and Community Engagement)

Announced that they have added two more non-voting members to the Student Honor Council; the Director of Technology and Distance Education and the Director of the Testing Center.

Also several recent changes have been made to the Student Handbook and it was requested that these changes be sent to the Senate Handbook Committee for incorporation in the appropriate appendix.

IV. The minutes of the December 6, 2019 Senate meeting were approved with minor corrections.

V. Old Business

1. Elections and University Committees Update. Senator Dalton announced that she is currently going through the official list of University Committee members and that she hopes to be able to send out the complete listing in April so that nominations can proceed for any vacant positions.

2. Faculty Survey for Spring 2020. Senator Gill requested that if any Senate members had any questions that they would like to see on the survey to please send them to her.

VI. New Business

1. Ombuds Officer Update. Senator Tobin announced that he will be stepping in as interim Ombuds Officer in Dr. Rhodes' absence.

2. Proposed Standard Class Meeting Times and Passing Period. It was decided after discussion that we should take this up with our faculty to get a consensus by sending an all-faculty email informing them of the options presented.

3. Evaluation of Effective Teaching. This has been forwarded to the Senate Academic Oversight Committee for further research and discussion.

4. Summer Salary. Senator Lola Norris announced that she has been talking to the Provost about the possibility of raising summer salary for faculty. She will be going to the Texas Council of Faculty Senates in two weeks and will bring up the issues of increased summer salaries, increased adjunct pay and possibly more pay for teaching larger classes at this meeting.

5. Ongoing Technology and Distance Education Issues. It was mentioned that some classrooms that have new projectors still have the old square screens so the images projected do not fit the screen. Also in LBV 181 the screen has fell down and needs to be repaired.

6. Coffee with the President is scheduled for February 28 (1:30 p.m.), March 24 (4:00 p.m.) and April 15 (10:00 a.m.).

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.

5. The Awards Committee: Senator Gill reported that the Committee met and now have a lot of nominations and that the binders should be in the Provost's office by February 17th.

6. The Handbook Committee: Senator Dalton reported that the Committee met and are currently implementing all of the changes to the Handbook that were approved last Fall semester. Also the section in the Handbook dealing with Faculty Awards will be turned into its own separate chapter in the Handbook in future additions. Finally, a link will be added to the Handbook under the Promotion section to the Promotion and Tenure Checklist on the Provost's website (see attached document).
 7. The Assessment Committee: did not meet.
 8. The Distance Education and Instructional Technology Committee: Senator James Norris reported that the Committee met and talked about ways to prevent cheating in on-line courses. There are applications available that will actually watch a student while they take a test, but these applications require a computer with a camera and actually charge the students extra money for their use.
 9. The Technology Advisory Committee: did not meet.
 10. Fixed-Term Promotion Committee: Senator Martinez reported that they will be meeting with the Associate Dean of the College of Arts & Sciences to get an update on where they were at in developing Fixed-Term Promotion Guidelines for that College.
- VIII. The meeting was adjourned at 2:48 p.m.

Texas A&M International University

Standard Class Meeting Time Schedules New Fall and Spring Proposal

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
8:15	MWF 8:30-9:25 (0830-0925)	TR 8:30-9:30 (0830-0930)	MWF 8:30-9:25 (0830-0925)	TR 8:30-9:30 (0830-0930)	MWF 8:30-9:25 (0830-0925)	S 9:00-12:00 (0900-1200)
8:45						
9:00	MWF 9:40-10:35 (0940-1035)	MWF 9:40-10:35 (0940-1035)	MWF 9:40-10:35 (0940-1035)	TR 10:05-11:25 (1005-1125)	MWF 9:40-10:35 (0940-1035)	
9:15						
9:30	MWF 10:50-11:45 (1050-1145)	TR 10:05-11:25 (1005-1125)	MWF 10:50-11:45 (1050-1145)	TR 10:05-11:25 (1005-1125)	MWF 10:50-11:45 (1050-1145)	
9:45						
10:00	MWF 12:00-12:55 (1200-1255)	TR 11:40-1:00 (1140-1300)	MWF 12:00-12:55 (1200-1255)	TR 11:40-1:00 (1140-1300)	MWF 12:00-12:55 (1200-1255)	
10:15						
10:30	MWF 1:10-2:05 (1310-1405)	TR 1:15-2:35 (1315-1435)	MWF 1:10-2:05 (1310-1405)	TR 1:15-2:35 (1315-1435)	MWF 1:10-2:05 (1310-1405)	
10:45						
11:00	MWF 2:20-3:15 (1420-1515)	TR 2:50-4:10 (1450-1610)	MWF 2:20-3:15 (1420-1515)	TR 2:50-4:10 (1450-1610)	MWF 2:20-3:15 (1420-1515)	
11:15						
11:30	MWF 3:30-4:25 (1530-1625)	TR 2:50-4:10 (1450-1610)	MWF 3:30-4:25 (1530-1625)	TR 2:50-4:10 (1450-1610)	MWF 3:30-4:25 (1530-1625)	
11:45						
12:00	MWF COLLEGE HOUR 4:45-5:45 (1645-1745)	TR COLLEGE HOUR 4:45-5:45 (1645-1745)	MWF COLLEGE HOUR 4:45-5:45 (1645-1745)	TR COLLEGE HOUR 4:45-5:45 (1645-1745)		
12:15						
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16:45						
17:00						
17:15						
17:30						
17:45						
18:00						
18:15						
18:30	MW 6:00-7:20 (1800-1920)	TR 6:00-7:20 (1800-1920)	MW 6:00-7:20 (1800-1920)	TR 6:00-7:20 (1800-1920)	MW 6:00-7:20 (1800-1920)	
18:45						
19:00	M 6:30-9:00 (1800-2100)	T 6:30-9:00 (1800-2100)	W 6:30-9:00 (1800-2100)	R 6:30-9:00 (1800-2100)	F 6:30-9:00 (1800-2100)	
19:15						
19:30						
19:45	MW 7:35-8:55 (1935-2055)	TR 7:35-8:55 (1935-2055)	MW 7:35-8:55 (1935-2055)	TR 7:35-8:55 (1935-2055)	MW 7:35-8:55 (1935-2055)	
20:00						
20:15						
20:30						
20:45						
21:00						
21:15						
21:30	MW 9:10-10:30 (2110-2230)	TR 9:10-10:30 (2110-2230)	MW 9:10-10:30 (2110-2230)	TR 9:10-10:30 (2110-2230)	MW 9:10-10:30 (2110-2230)	
21:45						
22:00						
22:15						
22:30						

Class Schedule Distribution Rules

- All regular on-campus three credit hour lecture or seminar courses MUST meet in standard time block
- Laboratory, studio, clinical, and other courses with extended class hours should be scheduled to minimize conflicts with standard time blocks.
- Extended time period courses like labs and studios should be scheduled to begin at one of the standard start times.

Proposed Standard Meeting Times 2020-2021
 15 Minute Passing Period
 Start Time: 8:30AM
 End Time: 10:30PM

55 minutes/3x a week = 165 minutes 14 regular Monday/Wednesday/Friday classes Total Contact Minutes - 2310	80 minutes/2x a week = 160 minutes 15 regular Tuesday/14 Thursday Total Contact Minutes - 2320
1. MWF 8:30AM – 9:25AM	1. TR 8:30AM – 9:50AM
2. MWF 9:40AM – 10:35AM	2. TR 10:05AM – 11:25AM
3. MWF 10:50AM – 11:45AM	3. TR 11:40AM – 1:00PM
4. MWF 12:00AM – 12:55PM	4. TR 1:15PM – 2:35PM
5. MWF 1:10PM – 2:05PM	5. TR 2:50PM – 4:10PM
6. MWF 2:20PM – 3:15PM	6. COLLEGE HOUR 4:15PM : 5:45PM
7. MWF 3:30PM – 4:25PM	7. TR 6:00PM – 7:20PM
8. COLLEGE HOUR 4:45PM : 5:45PM	8. TR 7:35PM – 8:55PM
9. MW 6:00PM – 7:20PM	9. TR 9:10PM – 10:30PM
10. MW 7:35PM – 8:55PM	
11. MW 9:10PM – 10:30PM	

1. Continue to uphold the contact hour minimum requirements.

Most institutions offer three day a week classes for 50 minutes and two day a week classes for 75 minutes. In the previous version of your meeting pattern policy, TAMIU was holding classes for 60 minutes MWF and 90 minutes on TTH. Decreasing the contact hours per each class period by 5 minutes and 10 minutes respectively offers the benefit of more time slots when classes can be offered, or not offered. This also makes TAMIU more akin to other Texas institutions like Texas State and University of North Texas and creates a level experiences for your students amongst their peers.

2. Avoid the start time of the university's staff at 8AM to reduce on parking trouble and traffic.

TAMIU reported significant travel congestion in the mornings due to students, faculty and staff arriving at the same time for various activities. As TAMIU is projecting growth in the next five years, it became quite evident that this problem would become a lot more difficult to manage if a plan was not set in place now. We researched the start times of most institutions and found

Proposed Standard Meeting Times 2020-2021

15 Minute Passing Period

Start Time: 8:30AM

End Time: 10:30PM

that while 8AM is a popular start time across institutions, TAMIU's uniqueness as an institution that serves a large population of commuter students and location in a city where driving is the primary mode of transportation makes your challenges require a different solution. Combined with decreasing the contact hours, analyzing room resource availability and strain, and maintaining the evening class time hours for professional students, start times of 8:30 on all days positively impacted all metrics and will reduce traffic for years to come at TAMIU.

3. Evening Courses

Maintain the status quo of evening classes starting at 6 at the earliest, giving working professionals the ease and flexibility to leave their daytime jobs and make it to nighttime classes with enough time.

The new policy still gives students until 6:00PM to get on campus, while giving the daytime students who are commuting flexible time to meet with faculty, participate in on campus clubs and activities, and leave comfortably without end of day traffic. It also ends classes 20 minutes earlier every day of the week, giving faculty and students back time into their schedules.

4. University Hour

This new policy implements a University Hour, a period of time where students are not in classes so that priority events, speakers, convocations, etc. can take place during the day.

The University Hour occurs each day of the week between 4:45PM and 5:45PM MW and 4:15PM and 5:45PM TR, all of them between the daytime and evening classes. These hours are important for institutions to observe for developing campus community and providing a convenient time for the campus to come together for special events.

5. Standard MW and TR Times

Uphold the symmetry of evening classes between the MW combination and TR ones. All classes starting after 6PM meet for the same duration between both combinations.

Texas A&M International University
Standard Class Meeting Time Schedules
New Fall and Spring Proposal

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8:00						
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8:30						
9:00						S 9:00-12:00 (0900-1200)
9:10	MWF 9:20-10:15 (0920-10:15)	TR 9:45-11:05 (0945-11:05)	MWF 9:20-10:15 (0920-10:15)	TR 9:45-11:05 (0945-11:05)	MWF 9:20-10:15 (0920-10:15)	
9:20						
9:45						
10:00						
10:15	MWF 10:25-11:20 (1025-11:20)	TR 11:15-12:35 (1115-12:35)	MWF 10:25-11:20 (1025-11:20)	TR 11:15-12:35 (1115-12:35)	MWF 10:25-11:20 (1025-11:20)	
10:45						
11:00						
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11:30	MWF 11:30-12:25 (1130-12:25)	TR 11:15-12:35 (1115-12:35)	MWF 11:30-12:25 (1130-12:25)	TR 11:15-12:35 (1115-12:35)	MWF 11:30-12:25 (1130-12:25)	
11:45						
12:00						
12:30	MWF 12:35-1:30 (1235-1:30)	TR 12:45-2:05 (1245-1:405)	MWF 12:35-1:30 (1235-1:30)	TR 12:45-2:05 (1245-1:405)	MWF 12:35-1:30 (1235-1:30)	
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13:30	MWF 1:40-2:35 (1340-1:35)	TR 2:15-3:35 (1415-1:15)	MWF 1:40-2:35 (1340-1:35)	TR 2:15-3:35 (1415-1:15)	MWF 1:40-2:35 (1340-1:35)	
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15:30	MWF 2:45-3:35 (1445-1:35)	TR 3:45-5:05 (1545-1:05)	MWF 2:45-3:35 (1445-1:35)	TR 3:45-5:05 (1545-1:05)	MWF 2:45-3:35 (1445-1:35)	S 2:00-5:00 (1400-1700) 12
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17:15	MTWR COLLEGE HOUR 5:10-6:10 (1710-1810)					
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17:45						
18:00						
18:15						
18:30	MW 6:15-7:35 (1815-19:35)	TR 6:15-7:35 (1815-19:35)	MW 6:15-7:35 (1815-19:35)	TR 6:15-7:35 (1815-19:35)	MW 6:15-7:35 (1815-19:35)	
18:45						
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19:15						
19:30						
19:45	MW 7:45-9:15 (1945-21:05)	T 7:45-10:45 (1945-21:45)	MW 7:45-9:15 (1945-21:05)	TR 7:45-9:15 (1945-21:05)	MW 7:45-9:15 (1945-21:05)	
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23:15						

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4. MWF 11:30AM – 12:25PM	4. TR 12:45PM – 2:05PM
5. MWF 12:35PM – 1:30PM	5. TR 2:15PM – 3:35PM
6. MWF 1:40PM – 2:35PM	6. TR 3:45PM – 5:05PM
7. MWF 2:45PM – 3:35PM	7. UNIVERSITY HOUR 5:10PM-6:10PM
8. MW 3:45PM – 5:05PM	8. TR 6:15PM – 7:35PM
9. UNIVERSITY HOUR 5:10PM-6:10PM	9. TR 7:45PM – 9:05PM
10. MW 6:15PM – 7:35PM	10. TR 9:15PM – 10:35PM
11. MW 7:45PM – 9:05PM	
12. MW 9:15PM – 10:35PM	

The above policy was decided on because it met the 6 primary needs that were identified as most pertinent to the success of TAMIU scheduling for the next five years. Those needs were as follows:

1. Continue to uphold the contact hour minimum requirements.

Most institutions offer three day a week classes for 50 minutes and two day a week classes for 75 minutes. In the previous version of your meeting pattern policy, TAMIU was holding classes for 60 minutes MWF and 90 minutes on TTH. Decreasing the contact hours per each class period by 5 minutes and 10 minutes respectively offers the benefit of more time slots when classes can be offered, or not offered. This also makes TAMIU more akin to other Texas institutions like Texas State and University of North Texas and creates a level experiences for your students amongst their peers.

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3. Evening Courses

Maintain the status quo of evening classes starting at 6 at the earliest, giving working professionals the ease and flexibility to leave their daytime jobs and make it to nighttime classes with enough time.

The new policy takes the value a step further by giving students until 6:15PM to get on campus, while giving the daytime students who are commuting flexible time to meet with faculty, participate in on campus clubs and activities, and leave comfortably without end of day traffic. It also ends classes 15 minutes earlier every day of the week, giving faculty and students back time into their schedules.

4. University Hour

This new policy implements a University Hour, a period of time where students are not in classes so that priority events, speakers, convocations, etc. can take place during the day.

The University Hour occurs each day of the week between 5:10PM and 6:10PM between the daytime and evening classes. These hours are important for institutions to observe for developing campus community and providing a convenient time for the campus to come together for special events.

5. Standard MW and TR Times

Uphold the symmetry of evening classes between the MW combination and TR ones. All classes starting after 6PM meet for the same duration between both combinations.

6. Friday Courses End Time

Ensure that Friday classes end at 4, therefore ensuring that students and faculty are able to begin their weekend plans earlier. Friday classes will now end at 3:35PM, giving them an extra half hour than what they have currently.

Texas A&M International University
 Standard Class Meeting Time Schedules
NEW! Fall and Spring Time Blocks

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00	MWF 8:00 am - 9:00 am (0800-0900)	TR 8:00 am - 9:30 am (0800-0930)	MWF 8:00 am - 9:30 am (0800-0900)	TR 8:00 am - 9:30 am (0800-0900)	MWF 8:00 am - 9:00 am (0800-0900)	
8:30						
9:00	MWF 9:10 am - 10:10 am (0910-1010)	TR 9:40 am - 11:10 am (0940-1110)	MWF 9:10 am - 10:10 am (0910-1010)	TR 9:40 am - 11:10 am (0940-1110)	MWF 9:10 am - 10:10 am (0910-1010)	S 9:00 am - 12:00 pm (0900-1200)
9:30						
10:00	MWF 10:20 am - 11:20 am (1020-1120)		MWF 10:20 am - 11:20 am (1020-1120)		MWF 10:20 am - 11:20 am (1020-1120)	
10:30						
11:00	MWF 11:30 am - 12:30 pm (1130-1230)	TR 11:20 am - 12:50 pm (1120-1250)	MWF 11:30 am - 12:30 pm (1130-1230)	TR 11:20 am - 12:50 pm (1120-1250)	MWF 11:30 am - 12:30 pm (1130-1230)	
11:30						
12:00						
12:30	MWF 12:40 pm - 1:40 pm (1240-1340)	TR 1:00 pm - 2:30 pm (1300-1430)	MWF 12:40 pm - 1:40 pm (1240-1340)	TR 1:00 pm - 2:30 pm (1300-1430)	MWF 12:40 pm - 1:40 pm (1240-1340)	
13:00						
13:30	MWF 1:50 pm - 2:50 pm (1350-1450)		MWF 1:50 pm - 2:50 pm (1350-1450)		MWF 1:50 pm - 2:50 pm (1350-1450)	
14:00						
14:30						
15:00	MWF 3:00 pm - 4:00 pm (1500-1600)	TR 2:40 pm - 4:10 pm (1440-1610)	MWF 3:00 pm - 4:00 pm (1500-1600)	TR 2:40 pm - 4:10 pm (1440-1610)	MWF 3:00 pm - 4:00 pm (1500-1600)	S 2:00 pm - 5:00 pm (1400-1700)
15:30						
16:00						
16:30						
17:00	MW 4:20 PM - 5:50 PM (1620-1750)	TR 4:20 PM - 5:50 PM (1620-1750)	MW 4:20 PM - 5:50 PM (1620-1750)	TR 4:20 PM - 5:50 PM (1620-1750)		
17:30						
18:00						
18:30	MW 6:00 pm - 7:30 pm (1800-1930)	TR 6:00 pm - 7:30 pm (1800-1930)	MW 6:00 pm - 7:30 pm (1800-1930)	TR 6:00 pm - 7:30 pm (1800-1930)	F 6:00 pm - 9:00 pm (1800-2100)	
19:00						
19:30	MW 7:40 pm - 9:10 pm (1940-2110)	TR 7:40 pm - 9:10 pm (1940-2110)	MW 7:40 pm - 9:10 pm (1940-2110)	TR 7:40 pm - 9:10 pm (1940-2110)	F 7:40 pm - 10:40 pm (1940-2240)	
20:00						
20:30						
21:00						
21:30						
21:40	MW 9:20 pm - 10:50 pm (2120-2250)	TR 9:20 pm - 10:50 pm (2120-2250)	MW 9:20 pm - 10:50 pm (2120-2250)	TR 9:20 pm - 10:50 pm (2120-2250)		
22:00						
22:30						
23:00						

CONTINUATION OF GRADUATE STUDIES

Good Standing: Graduate students, including degree-seeking, certificate-seeking, and non-degree-seeking students, are considered in "good academic standing," if they maintain a minimum 3.0 cumulative grade point average (GPA) on a 4.0 scale on all graduate course work, **have no more than one grade of "C," and do not have a grade of "D" or "F".**

Minimum grade requirement. Only grades of A, B, S, and CR are acceptable for graduate credit. No more than one grade of "C" will be accepted as credit for any graduate program. IPs considered acceptable with respect to the minimum grade requirement.

Grades of "D" or "F" or a second grade of "C" ~~do not apply toward a graduate degree~~ **will lead to immediate dismissal from a program** but are used to figure grade point averages. Students may repeat courses in which they earned a "C" or higher ~~or Courses may be repeated for credit~~, in which case the last grade of record is the official grade and will be used in calculating the GPA.

Other scholastic requirements. Satisfactory academic performance may also include specific program requirements which can include, and are not limited to, satisfactory research performance, a satisfactory GPA in the major, satisfactory performance in examinations, such as the comprehensive examination, satisfactory performance in the program capstone course, or other specific program requirements.

Scholastic Probation and Dismissal

Placement on Scholastic Probation: A graduate student will be placed on scholastic probation if, at the end of any semester or term, the student's cumulative graduate grade point average falls below 3.0. Students may not appeal being placed on probation, but they may appeal a course grade through the grade appeal process.

Removal from Scholastic Probation: A student must achieve a cumulative 3.0 GPA within completion of the next long semester (Fall or Spring) to be removed from scholastic probation if scholastic probation was due to unsatisfactory GPA. The courses included in the long semester must be within the degree plan the student is pursuing when placed on scholastic probation.

A student who is removed from scholastic probation is not eligible for placement on scholastic probation a second time.

Dismissal: A student who has been on scholastic probation will be dismissed if the student's grade point average for any subsequent term or semester falls below 3.0, or the student does not achieve the required cumulative GPA within one long semester. **Students may also be dismissed from a program if they make a second grade of "C" or a grade of "D" or "F."** Students may not appeal being dismissed from a program based on their grades but may appeal individual grades that triggered the dismissal.

Expulsion: With the approval of the university provost, graduate students found guilty of violations of the TAMU Honor Code may be expelled from the university and may not reenter any university degree program. Students found guilty of violating the Honor Code may appeal the findings of the Honor Council, but they may not appeal an expulsion itself that is based on a violation of the Honor Code and on the recommendation of the provost.

Reinstatement: A student who is dismissed may not enroll in any graduate program for a minimum of 12 consecutive months. A student must reapply, meet current requirements for degree-seeking students, and be accepted by the University and the program to enroll for graduate studies following the period of dismissal. The application may be submitted prior to the requested enrollment date.

From page 53, 2019 TAMIU Faculty Handbook

If the committee determines that the allegations do establish a *prima facie* case, the matter shall be referred for an evidentiary hearing by the same appeals committee. A *prima facie* case for purposes of this subsection means that the faculty member's evidence, alone and un rebutted, would establish that a violation as defined above may have occurred.

In any evidentiary hearing, the burden of proving that the decision was made in violation of academic freedom or for an illegal reason or without adequate consideration of the faculty member's record of professional achievement shall rest with the faculty member. . . .

Suggested Revision (additions in italics)

If the committee determines that the allegations do establish a *prima facie* case, the matter shall be referred for an evidentiary hearing. A *prima facie* case for purposes of this subsection means that the faculty member's evidence, alone and un rebutted, would establish that a violation as defined above may have occurred. *However, if the faculty member is appealing the recommendation of the Provost and/or the President on the basis of their having made their recommendations "without adequate consideration of the faculty member's record of professional achievement," that evidence must include the documents reviewed by the Provost and/or President and the conclusions that they drew after evaluating those documents. Thus, that evidence in support of a claim of an inadequate "consideration of the faculty member's record," must include the complete dossier and supplementary documents submitted by the faculty member for promotion and tenure along with committee reports, external letters, and all administrative recommendations that have been added to the application dossier since its original submission by the faculty member. The faculty member, however, may submit any additional documents to the committee in support of the appeal. The faculty member may also address the committee for a specific, limited time established by the committee. The administration cannot address the committee nor can it provide any additional documentation beyond that included in the complete application dossier and supplemental application documents.*

If the committee determines that the allegations do establish a *prima facie* case, the matter shall be referred to an evidentiary hearing. *The members of the evidentiary hearing cannot have been members of the committee that determined that a prima facie case justified a hearing. The hearing committee will be composed of 2 representatives from the Grievance Pool selected by the faculty member appealing the tenure/promotion decision, 2 representatives selected from the Grievance Pool selected by the Provost, and 3 Faculty Senators selected by the Faculty Senate President. No member of the hearing committee can be from the college of the faculty member filing the appeal nor from the University Promotion and Tenure Committee.*

TAMIU FACULTY TENURE AND PROMOTION PACKET

Use this format when preparing your Promotion and Tenure document. The document, including the CV should not exceed 25 pages. The outline is meant to be a guide for what to include and is not intended to be inclusive or exclusive. You should discuss what material to include in the packet with the Chair of your department and Dean of your college.

Candidate _____ Department _____

Section I GENERAL DOCUMENTS

- () A. Curriculum vitae (maximum 10 pages)
- () B. Statements of philosophy of teaching, research/scholarly/creative activities, and service. Include a discussion of their relationship to TAMIU's mission (less than 2 pages typed)
- () C. Annual faculty evaluation summaries (PPEs) for the previous 5 years and mid-point review

Section II TEACHING PORTFOLIO

- () A. Professional reflection
 - Examples:*
 - Statement of teaching goals
 - Teaching load information, including level and class size
 - Evaluation of curriculum development, including sample syllabi and course materials
 - Evidence of use of technology and innovative pedagogy to complement instruction
 - Professional development in teaching, including workshops and seminars presented and attended
- () B. Evidence from students
 - Examples:*
 - Student evaluations
 - Articles co-authored with students
 - Honors and awards to supervise students
 - Community and/or school based projects guided and produced in connection with courses

June 2009

Revised September 2015

- () C. Evidence from peers
Examples:
Letters from peers who have observed classes or reviewed course materials
Honors or awards for teaching excellence
Extramural funds awarded for instructional innovation, facilities, and student support

Section III RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES

- () A. Evidence of success in research, scholarly activity, and creative performance
Examples:
Books and monographs
Articles in refereed scholarly journals
Other scholarly publications
Book reviews
Papers presented at scholarly meetings
Editorships and service on editorial boards
Professional consulting
Creative activities, shows and performances
Theses and dissertations supervised
- () B. Evidence of success in securing extramural funding to support research or creative activities
- () C. Evidence of community, regional, national, or international research activities or grants with organizations or schools

Section IV SERVICE

- () A. Evidence of service to the University
Examples:
Service on departmental, college, or University committees
Student advising
Faculty or staff mentoring
- () B. Evidence of service to community, regional, national, or international organizations and/or schools
Examples:
Service on boards
Consulting work
Letters from professionals, K-12 faculty, or organizational leaders about project development
Honors or awards for mentorship

TAMIU ADMINISTRATOR TENURE AND PROMOTION OUTLINE

This section should go in front of Section I – General Documents

- () A. Departmental Committee
Recommendation (exact votes)
Committee's summary evaluation of candidate's teaching, research/creative activities, and service

- () B. Chairperson Recommendation
Summary evaluation of candidate's teaching, research/creative activities, and service

- () C. Director of Interdisciplinary Program/Center in which candidate is a participant (if applicable)

- () D. College Committee
Recommendation (exact votes)
Committee's summary evaluation of candidate's teaching, research/creative activities, and service

- () E. Dean of the College
Dean's Promotion/Tenure Recommendation

- () F. External Letters (minimum of 3)