

TAMIU Faculty Senate Meeting

April 9, 2021; WebEx

I. The meeting was called to order by the Faculty Senate President, Dr. Lola Norris, at 12:05 p.m.

II. *Roll Call:* Dr. Lola Norris, Dr. Lourdes Vilorio, Dr. Marvin Bennett, Ms. Malynda Dalton, Dr. Puneet Gill, Dr. Ariadne Gonzalez, Dr. Runchang Lin, Dr. Tatiana Gorbunova, Dr. Gilberto Martinez, Mr. Alejandro Mojica, Dr. Neal McReynolds, Dr. Mehnaaz Momen, Ms. Angela Moran, Dr. James Norris, Ms. Kimber Palmer, Dr. Leonel Prieto, Dr. Kenneth Tobin, Dr. Rose Saldivar, Dr. Ruby Ynalvez

III. *Our Guests* were given the floor:

Dr. John Kilburn (Associate Vice President for Research and Sponsored Projects):

Dr. Kilburn gave the Senate an overview of his duties and our responsibilities in the area of Federal Export Controls. Exports can be commodities, software, data, or technical know how that can be restricted by who you share it with (a banned foreign country or a foreign national from a banned country). Dr. Kilburn emphasized that attempting to take a University computer that is heavily encrypted out of the country may also result in it being confiscated by Customs.

Dr. Kilburn supplied the Senate with a link to his full presentation on Export Controls here:

<https://www.tamtu.edu/orsp/ExportControls.shtml>

Dr. Tom Mitchell

Dr. Mitchell announced that there is still no information from the Legislation about what our budget will look like over the next 2 years.

The City will allow us to have our Commencement at the Sam's Auto Arena as long as masks are used and social distancing is maintained. Each graduate would be limited to 4 tickets for family members and friends attending. Each ceremony will only be able to accommodate 300 graduates so we will have to have 4 to 6 one hour ceremonies spread out over 2 days (May 15th and 16th). Plan B is to have an outdoor ceremony. We will not have a commencement speaker, but the SGA President will be asked to give a short speech. Also, faculty will not be required to attend.

Dr. Mitchell informed the Senate that Covid testing still continues on campus every Tuesday. Also this past Wednesday we vaccinated 295 individuals on campus. We are not sure when we will get another allocation of the vaccine, but hope to start administering them soon to our students. Vaccinations are not required for faculty, staff or students, but are highly encouraged.

Also, Dr. Mitchell reported that he submitted a draft to the Senate Handbook Committee on changes to chapter two in the Handbook dealing with faculty searches and faculty classifications. One of the biggest proposals is the changing of the title Instructors to that of

Lecturers and to provide an opportunity for Lecturers to advance to Senior Lecturers. Also, there is a proposal to change the title of Adjuncts to Instructors (see attachment).

Other announcements:

- Registration for Summer, Maymeister and Fall semesters have begun.
- Plan B if we see a spike in Covid is to return to synchronous FLEX courses in the Fall.
- Labs will still be taught face-to-face in the Fall, but, if necessary, lab rotations will continue.
- Masking, social-distancing, etc. may continue in the Fall, but it is not certain as of now.

IV. Approval of March 5th Faculty Senate Minutes: the minutes were approved without corrections.

V. Announcement of Ombuds Selection:

Senator Dalton reported that we had only one applicant for the Ombuds position and Dr. Randel Brown of the College of Education will be the University's next Ombuds Officer beginning in the Fall of 2021.

VI. Old Business:

A. Report on the Administrators' Evaluations:

Senator Gill reported that the Administrators' Evaluations results are currently being collated and should be ready by early next week for distribution.

B. University Awards Portfolio Review:

Senator Gonzalez reported that the portfolios are ready for review by the Senate and will be available in the Provost's office beginning April 12th until May 6th. Both paper and electronic portfolios will be available for review. There will be 15 sheets, one for each nominee, that will have to be signed by Senate members upon reviewing each portfolio.

There followed a lengthy discussion about putting some general wording in the Faculty Handbook about how the nomination process should be carried out at the departmental level. It was also suggested that, in the future, the Senators themselves announce to the faculty whom they represent the deadlines involved in the awards processes. Also the suggestion was made that the next Awards Committee be charged with developing some departmental guidelines for the Handbook.

C. Fixed-Term Faculty Promotion Policy:

Senator Martinez reported that the Fixed-Term Promotion Ad Hoc Committee met with Dr. Mitchell who outlined the changes that he would like to see in the Handbook in Chapter 2 (Appointment and Advancement of Faculty). Also a Fixed-Term & Non-Tenure Faculty Handbook Addendum was presented to the Senate (see attachments).

Some of the suggested changes include:

- The schedule for promotion of Fixed-Term Faculty to be the same as that of the Tenure Track Faculty.
- Changing of the title Instructors to that of Lecturers.
- Providing an opportunity for Lecturers to advance to Senior Lecturers.
- Changing the title of Adjuncts to Instructors.
- The three current levels of Professional Track Faculty (Assistant Professional, Associate Professional and Professional) be changed to Instructional Assistant Professor, Instructional Associate Professor and Instructional Professor.
- Clarification that the Professional Track Librarians are not Tenure Track.

A question was brought up about some of our current Instructors who have been here for 10 to 15 years, will they be automatically promoted to Senior Lecturers? The Senate Executive Committee agreed to inquire about this to the President and the Provost.

There was broad concern that many of these changes are extensive and that the time-frame is too short for a thorough discussion of them by both the Senate and the Faculty that will be affected by these changes in the short time remaining in the Spring semester. Also, not all of the suggested changes are present in the current document that the Senate has to review. It was decided that the Senate would wait for the final changed document, with all of the changes properly indicated, before further discussion and voting.

VII. New Business:

A. Upcoming Nominations and Elections:

Senator Dalton announced that she will be sending out a call for nominations and appointments for all of the open positions next week and will be conducting elections on the week of April the 19th. Voting will remain open for one week.

B. Ongoing Technology and Distance Education Issues:

It was reported that the band width in Pellegrino Hall was very low. Also, it was reported that some people still have to log into Duo every single time they try to use Blackboard.

VIII. Committee Reports:

A. The Budget and Finance Committee:

Senator Tobin reported that the University BAC met on March 16th. TAMIU Staff is going to be moved from the local pay scale to the system pay scale. Any merit Faculty will receive will start on the May 1st paycheck. TAMIU's appropriations from the State are down about \$80K, but we are still awaiting a final number. But, we have received \$12M from the Federal Government.

B. Academic Oversight Committee:

Senator Vioria reported that they had a great Professional Development session with Dr. Frances Bernat and the AEFIS Team through the Prof Center that was recorded for any faculty member that it interested.

C. The University Ethics Committee: This committee did not met.

D. The Committee on Creation, Composition, and Responsibilities of Committees:

Senator Dalton reported that she will be sending out the calls for committee nominations next week.

E. The Awards Committee: See previous report.

F. The Faculty Handbook Revision Committee: See previous report.

G. The Assessment Committee: See previous report.

H. The Technology Advisory Committee: This committee did not met.

I. The Distance Education and Instructional Technology Committee: This committee did not met.

J. Fixed-Term Promotion Ad Hoc Committee: See previous report.

IX. Other Business or Announcements:

Senator Lola Norris announced that we be having a *Coffee with the President* April 23rd from 2:00 to 3:00 p.m.

Senator McReynolds commented that the University Catalog for 2021 - 2022 is still not up on the web for students and faculty to use.

The Senators were reminded that on the May 7th meeting we will be voting on a new Senate Executive Committee and on the Faculty Awards.

X. The meeting was adjourned at 2:20 p.m.

Chapter 2 - APPOINTMENT AND ADVANCEMENT OF FACULTY

Terms of Appointment

Texas A&M International University, a part of The Texas A&M University System, recognizes that the faculty is the heart of any teaching institution and much care is given to the selection of each faculty member. A serious attempt is made to hire faculty from a variety of geographic, cultural, and ethnic backgrounds and to represent a distribution of undergraduate and graduate colleges and universities. In compliance with Title VI of the Civil Rights Act of 1964 and Executive Order of 11236, Texas A&M International University is an Equal Opportunity Employer.

Contract Form

The University shall provide all faculty members with an annual statement in writing of the terms of their employment, including special conditions, responsibilities, and any special prerequisites. Such a document should cover such items as rank, salary, tenure provisions, whether the position is full-time or part-time, and the inclusive dates of service. When the document includes a reference to a specific rule of the institution, the rule should be excerpted from its source and affixed to the document. If the document refers to a large part of a lengthy publication (*TAMIU Faculty Handbook* or TAMUS Policy Manual), a copy of the publication should be placed in several readily accessible locations or be provided to the faculty member. (TAMUS Policy 12.01 Section 6).

Search, Appointment, and Orientation of New Faculty

Search Procedures

The faculty search procedures employed by Texas A&M International University will strive to recruit the most qualified faculty members without discrimination or violation of appropriate equal opportunity policies. Faculty positions will be advertised in recognized national scholarly publications. The University is also committed to the principle that faculty should participate

actively in the writing of job descriptions for faculty positions, in the screening of applicants, in the selection and interviewing of finalists, and in the formation of hiring recommendations to be submitted to department chairs and, Deans or directors, and the Provost. To ensure maximum faculty participation and to provide the University with the largest pool of qualified applicants, the search process for permanent, full-time tenure-track faculty (excepting Library faculty) should commence and end, whenever possible, within the regular academic year and not carry over into the summer. Search policies are available from the Office of Human Resources.

Equal Opportunity / Affirmative Action

Texas A&M International University shall provide equal opportunity for employment to all persons regardless of race, color, religion, sex, national origin, disability, age, or veteran status, and shall strive to achieve full and equal employment opportunities for faculty and staff employees. This University will not enter knowingly into any contractual agreement for services or supplies with any firm failing to follow fair employment practices. (TAMUS Policy 08.01).

Application for Employment

Applications for teaching positions are submitted electronically through the TAMIU jobs portal, where they are accessed and evaluated by faculty search committees and appropriate academic administrators. normally submitted to the Dean of the college wherein the position exists. Each faculty job search will specify the specific documents required of an applicant, but customarily applications require an letter of interest, a complete curriculum vita, and a list of professional references. Appropriate transcripts are required, and letters of recommendation may be required.

Appointment Procedures

Once faculty committees have indicated to their department chair and Dean which applicants are “acceptable” and which not, Deans submit recommendations for filling faculty positions to the Provost, and the Provost issues a formal offer letter to the selected candidate. Potential new

faculty will be notified by an academic administrator of the University's offer to appoint the faculty member to the faculty. The notification will include all terms and conditions of employment as well as an acceptance deadline.- The job offer letter will specify all the terms and conditions of employment, including any possible research “start-up” commitment, and will specify as well a deadline for accepting the offer. All faculty job offers are contingent upon receiving authorization to work in the U.S., submitting official transcripts to the Office of the Provost, and passing a criminal background check.

Orientation

New faculty members will receive an academic orientation from senior faculty and/or academic unit administrators assigned to the academic unit wherein the new faculty has been assigned. New faculty members (especially faculty members in their first tenure-track appointment) may expect to will be assigned for at least the first year to a senior faculty member as a mentor.

Pre-employment

Employee's Affidavit

Each faculty member is required to sign an Employee's Affidavit prior to the beginning of employment. This affidavit consists of an oath of office, a statement concerning holding more than one office or position, a statement regarding nepotism, and certification of receipt of certain state laws relating to accountability and responsibility for state-owned property, legislative influence, political aid, and use of state-owned automobiles.

Faculty Handbook

During orientation the new faculty member will be given the current version of the TAMIU *Faculty Handbook*, which is the basis for the employment contract of all faculty. Acceptance of the employment contract is an explicit acceptance of the terms and conditions of employment described in the TAMIU *Faculty Handbook*.

Personnel Records

Personnel records on employees are maintained in the President's Office, the Office of the Provost, the Office of the Deans of the colleges, and the Office of Human Resources. It is important to keep these records updated when significant changes occur in professional training or qualifications. This is accomplished by notifying the chair of the respective department; the chair will in turn notify the President's Office, the Office of the Provost, the Office of the Dean, and the Office of Human Resources.

Official File

The “official file” for each faculty member is maintained in the Office of the Provost. The Human Resources Office maintains records of all salary data, elections, deductions, etc.

Grievance File

If a faculty member is party to a grievance, the records of that proceeding will become a part of the “official file.”

Major Faculty Responsibilities

While academic preparation, experience, and professional responsibilities form the basis for faculty competence, faculty seeking promotion and tenure must demonstrate achievements in the areas of Teaching, Service, and Scholarship. In addition, there is an expectation that faculty seeking promotion generally impact their department and college in a positive, constructive fashion. Once promoted and tenured, senior faculty are expected to take on leadership responsibilities within their college and the university that are not expected customarily of junior faculty.

Teaching

Texas A&M International University has evolved over the years to create a healthy balance between its commitment to teaching and to research, the two activities deeply informing each other. Teaching, however, remains its primary mission. Teaching includes knowledge in the field, quality in teaching, and academic advisement and career counseling. Consistent with its strong commitment to instruction, the University requires that teaching effectiveness count in promotion to all ranks. Each college must maintain a clear and fair process for evaluating teaching effectiveness. Student evaluation, peer review, and self-evaluation are recommended avenues for evaluating teaching performance. Teaching activities encompass classroom instruction as well as those professional development activities aimed at making one a better teacher or enhancing one's expertise in the teaching subject area.

The teaching responsibility for Library faculty is fulfilled through Professional Assignment. Professional Assignment includes acquisition of materials in various forms, organization of those materials for retrieval, aiding patrons in their use, electronic connection to the world, and responsible management of all resources. Texas A&M International University places a high value on the opportunity for students and faculty to engage in independent learning and scholarly research. Consistent with its recognition of the importance of library service, the University requires that effectiveness in Professional Assignment count in promotion to all ranks. Self-evaluation, including position description as the basic criterion, with review by each librarian's supervisor, is the recommended avenue for evaluating performance.

Service

Service encompasses a variety of professionally related activities through which members of the faculty employ their academic expertise for the benefit of the University, the community, and the profession. Texas A&M International University places a strong emphasis on service to the University and its mission. A faculty member provides service to the University through active participation and leadership in college and University committees, councils, special projects, or duties for which the faculty member is held accountable.

As a comprehensive University located on the South Texas-Mexico border, Texas A&M International University has a significant role in multi-cultural and international issues, local and

regional business and industrial development, work force development, and community, educational, health, and social development. Community service by TAMIU faculty is recognized in any and all of those areas. For purposes of evaluation, however, activities must relate to one's academic field or discipline or else be clearly approved by the University.

In general, as faculty move up in rank, they are expected to build a record of increasing leadership responsibilities within the university in activities essential to the preservation of the concept of “shared governance.”

Participation and leadership in professional activities and associations may be considered service when it does not include peer review. Certificates of recognition, letters of appreciation, official minutes, newsletters, products of projects, and other tangible evidence of service rendered may document Service of all types.

Scholarship

Fundamental to any definition of scholarship is the expansion and application of knowledge and understanding about the world in which we live. For an endeavor to be considered scholarship the following criteria must apply:

1. Scholarship involves a product, a more or less tangible result, something that observers can examine. In the case of oral presentations, some material evidence of the event must be provided.
2. Scholarship involves academic peer review of both the quality and quantity of the scholarly products.
3. Scholarship implies an activity that is novel, creative, imaginative, ingenious, or original, yet not accidental. Not necessarily all of these but at least some must apply to the outcome or it is not “scholarly.”

Scholarship at Texas A&M International University consists of three separate yet interconnected elements: Scholarship of Discovery, Scholarship of Integration and Teaching, and Scholarship of Application.

1. *The Scholarship of Discovery.* The Scholarship of Discovery involves the search for new knowledge and for a richer understanding of the existing knowledge. Creative achievements in the fine arts are considered enterprises of discovery. Productivity may be documented in the form of scholarly books, articles, oral presentations of research, artistic productions, and performances.

2. *The Scholarship of Integration and Teaching.* The Scholarship of Integration and Teaching emphasizes fitting one's own research, or the research of others, into larger intellectual patterns. It involves making connections across the disciplines, placing the discipline in a larger context, illuminating data or concepts in a revealing way, and evaluating new pedagogical approaches. In addition to the more traditional forums for scholarship, such as academic writing, productivity may take the form of a textbook, multi-media production, writing that makes one's field accessible to a wider audience, cross-curricular innovations, and interdisciplinary instructional achievements.

3. *The Scholarship of Application.* The Scholarship of Application brings learning and knowledge to bear upon the solution of practical problems. It flows directly from one's professional expertise, encompassing activities that relate directly to the intellectual work of the faculty member. Productivity may take the form of publications and presentations derived from consultation, technical assistance, policy analysis, and program evaluation. For faculty in theatre, music, dance, art, and creative writing, the scholarship of application is evident in their public performances of their expertise, whether it be a theatre production, concert, a gallery showing, a dance performance, or the publication of their fiction, poetry, or plays.

For Library faculty the Scholarship responsibility is fulfilled by Professional Enrichment activities, which include professional development and scholarly activities. Professional development is defined as activity that enhances the professional skills, knowledge, and abilities of the Library faculty member to contribute to the mission of the Library and the University and to the library profession. Productivity may take the form of course work and continuing education activities, documented study and reading with an end product which leads to the improvement of library services, and participation in professional societies as a member and by attendance at

professional meetings, documented by reports of findings or new knowledge acquired. Scholarly activities are defined as activities in librarianship or another academic discipline which demonstrate the librarian's research and scholarship in the chosen discipline. Productivity may take the form of professional and scholarly publications (including electronic publications).

Definition of Faculty Status

For the regularly appointed full-time faculty, there are three basic groups: fixed-term faculty, professional faculty, and tenure-track and tenured faculty. Fixed-term and Professional faculty are authorized by and subject to Texas A&M System Policy 12.07. four levels of academic rank: Instructor, Assistant Professor, Associate Professor, and Professor.–For regularly appointed full-time Library faculty, there are three levels of rank: Assistant Librarian, Associate Librarian, and Full Librarian.

Non-Tenure Track Full-Time Faculty

1. Lecturer

The position of Lecturer is a non-tenure-track full-time faculty appointment for an agreed upon period of time. Lecturers generally teach developmental courses or core curriculum courses and other lower-division undergraduate courses. In addition to fulfilling faculty responsibilities, faculty holding this rank must meet the following requirements:

- a. Academic Preparation: A minimum of a master's degree and 18 graduate hours in the discipline to be taught.

- b. Appointment: Appointments may be made and renewed annually or they may be made for longer commitments, initially for up to 3 years and renewed thereafter and periodically contingent upon good performance, need, and funding for periods of up to 5 years at a time.

c. Experience: Individuals holding a master's degree are ~~required~~ expected to supplement their degree by professional or work experience in the field, special certification, license or other certification of proficiency in the field.

d. Teaching: Lecturers must demonstrate a basic knowledge of the teaching area, careful classroom preparation, and a willingness to assist students. They must show continuing progress in teaching by expanding knowledge in the teaching specialty and developing effective instructional strategies and techniques. They must also participate in academic advisement and be familiar with University core curriculum, college degree requirements, and other matters related to academic advisement.

e. Service: Lecturers must participate at an introductory level of responsibility in service to their departments, colleges, and the University through committees and special projects.

f. Scholarship: They must show clear evidence of understanding advancements in scholarship that are related to the teaching specialty.

2. Senior Lecturer

After a minimum of 5 years of successful service in the position of Lecturer, a faculty member may apply for promotion from Lecturer to Senior Lecturer. The promotion application must document excellence in both teaching and service and be supported by the department-level or college-level faculty promotion committees, the department chair, the Dean, the Provost, and the President.

Fixed-Term Faculty

Fixed-Term faculty are non-tenure-track faculty who hold advanced degrees in their field. Clinical faculty – typically in nursing and health sciences – are hired for their expertise in their fields as well as for their academic credentials. By Texas A&M System Policy, Fixed-Term faculty may be hired to provide service and either to teach or to conduct research.

(Instructional, Clinical, or Research) Assistant Professor

- a. Academic Qualifications: For non-clinical faculty, a doctorate or a terminal degree in their field. Clinical faculty must have advanced degrees/licenses in their field and a record of successful experience in their areas of specialization.

- b. Appointments: Initial appointments are made for up to 3 years and renewed thereafter and periodically contingent upon good performance, need, and funding for periods of up to 5 years at a time.

- c. Teaching: Fixed-Term faculty teach undergraduate courses in their disciplines. Because TAMIU has hired Fixed-Term faculty exclusively to teach and provide university service, excellence and innovation in teaching is expected. They must demonstrate a basic knowledge of the teaching area, careful classroom preparation, and a willingness to assist students. They must show continuing progress in teaching by expanding knowledge in the teaching specialty and developing effective instructional strategies and techniques. They must also participate in academic advisement and be familiar with University core curriculum, college degree requirements, and other matters related to academic advisement.

- d. Service: Fixed-Term faculty must participate in service to their departments, colleges, and University through committees and special projects. They are generally expected to provide leadership in curricular decisions affecting lower-division undergraduate courses and to be active in student advising.

- f. Scholarship: They must show clear evidence of understanding advancements in scholarship that are related to the teaching specialty.

(Instructional, Clinical, or Research) Associate Professor

After a period of at least 5 years of successful experience as a (Instructional, Clinical or Research) Assistant Professor, faculty may apply for promotion to (Instructional, Clinical, or Research) Associate Professor. The promotion application and process follow that of all fixed-term faculty and as described above in the description of promotion to Senior Lecturer.

(Instructional, Clinical, or Research) Professor

After a period of at least 5 years of successful experience as a (Instructional, Clinical, or Research) Associate Professor, faculty may apply for promotion to (Instructional, Clinical, or [Research](#)) Professor. The promotion application and process follow that of all fixed-term faculty and as described above in the description of promotion to Senior Lecturer.

Tenure-Track and Tenured Faculty

Faculty hired with tenure or to be on tenure-track are expected to teach classes, conduct and publish research (and apply for grants, as appropriate), and to provide service to the University. With rare exceptions, they are expected to hold terminal degrees in their field and have the potential to achieve excellence in teaching and in research and publication in their disciplines. Once tenured, they are expected to provide faculty leadership not customarily expected of fixed-term faculty or tenure-track faculty.

Assistant Professor

This rank is usually the entry level for a tenure-track position. In addition to fulfilling faculty responsibilities, the following qualifications must be met for consideration of appointment to this rank. The achievement of this academic preparation and experience does not in itself ensure appointment to this rank.

1. Academic Preparation:

- a. Holds the earned doctorate or equivalent terminal degree, or
- b. Is in the final stages of a doctoral dissertation or terminal degree project.

2. Experience: Part-time teaching experience or related professional/work experience is required.

As an Assistant Professor, the faculty member must meet the following requirements:

1. Teaching: Show continuing progress in teaching proficiency by expanding knowledge in the teaching specialty and developing the expertise needed to teach graduate as well as undergraduate courses. Participate in professional development activities aimed at making one a better teacher or at enhancing one's expertise in a teaching subject area. Understand University and college degree requirements and other matters related to academic advisement as well as requirements for graduate study and professional entry into the field. Actively participate in academic advisement and career counseling.

2. Service: Participate in service to the department and college through committees, councils, and special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline and/or serves the University's mission.

3. Scholarship: Continue to advance in scholarly or creative activity beyond instructional assignments. Areas of accomplishment are should be appropriate to the academic discipline. Applying for grants to support research is a critical expectation in most academic disciplines.

Associate Professor

This rank represents maturity, experience and leadership in the academic profession. In addition to fulfilling faculty responsibilities, the following qualifications must be met for

consideration of appointment to this rank. The achievement of this academic preparation and experience does not in itself ensure appointment to this rank.

1. Academic Preparation: An earned doctorate or equivalent terminal degree.
2. Experience: A minimum of five years of experience in full-time faculty employment at an accredited institution of higher education, including at least three years in the rank of Assistant Professor.

In addition, to be promoted to Associate Professor, the faculty member must have a minimum of two full academic years of experience at Texas A&M International University prior to applying for promotion and must meet the following requirements:

1. Teaching: Has a broad knowledge of the discipline and an in-depth knowledge in one or more parts of the field. Has the ability, experience, and expertise to teach both undergraduate and graduate courses. May be involved in experimental, innovative teaching. Knows degree requirements for both undergraduates and graduates and is experienced in academic advisement and career counseling. Serves as a mentor for students desiring advanced degrees and career entry.
2. Service: Has begun to assume a position of leadership in the department and college by serving actively and productively on committees or special projects and has, in general, demonstrated the potential to become a constructive and effective faculty leader in the University as well as at the department and college level. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline and/or serve the University's mission.
3. Scholarship: Has demonstrated competence and productivity in scholarly or creative activities related to the candidate's discipline.

Full Professor

This is the summit of academic rank, representing a position of leadership in the University. Faculty promoted to the rank of Full Professor should model to junior faculty the highest professional, scholarly, and ethical standards of academic life. In addition to fulfilling faculty responsibilities, the following qualifications must be met for consideration of appointment to this rank. The achievement of this academic preparation and experience does not in itself ensure appointment to this rank.

1. Academic Preparation: An earned doctorate or equivalent terminal degree.
2. Experience: A minimum of ten years of full-time faculty employment at an accredited institution of higher education, including at least five years in the rank of Associate Professor.

In addition, to be promoted to Professor, the faculty member must be tenured and have a minimum of three full academic years of faculty employment at Texas A&M International University prior to applying for promotion and meet the following requirements:

1. Teaching: Has demonstrated maturity and skill in teaching, a proven record of teaching excellence, and continued demonstration of interest in improving pedagogical skills. Has assumed leadership in curriculum development and issues related to teaching improvement in the discipline. Is thoroughly familiar with University and college degree requirements and other matters related to academic advisement, career development and opportunities, and placement. Is a teacher and advisor to colleagues.
2. Service: Has assumed a position of constructive and effective leadership and service to the department, college, and the University on committees, councils, and special projects and has been an effective mentor to junior faculty. May also participate and lead in professional and community service insofar as the activities relate to the candidate's teaching or research and/or serve the University's mission.

3. Scholarship: Has recognized and substantial achievements in scholarly or creative activities, has obtained program or research grants, as available and applicable to the discipline, and is capable of advising colleagues in such activities.

Faculty Librarians

Professional faculty librarians were once tenure-track and tenured positions within the Texas A&M System, but are no longer. Tenured librarians retain their tenure, but newly hired faculty librarians fall under the provisions of Professional faculty and Texas A&M System Policy 12.07. However, they have the special titles and qualifications described below:

Assistant Librarian

Assigned to individuals who are beginning their Library professional careers. In addition to fulfilling Library faculty responsibilities, Library faculty holding this rank must meet the following requirements:

1. Academic Preparation: An earned master's degree in library science (MLS) from an American Library Association (ALA) accredited program (ALA recognizes the MLS as the terminal degree for librarians).
2. Professional Assignment: Demonstrate a basic knowledge of librarianship, professional responsibilities, and a willingness to assist Library patrons.
3. Service: Participate at an introductory level of responsibility in service to the Library and University through committees, councils, and special projects.
4. Professional Enrichment: Participate in professional development activities and demonstrate understanding of current developments in librarianship.

Associate Librarian

This rank represents maturity, experience and leadership in the academic library profession. In addition to fulfilling Library faculty responsibilities, the following qualifications must be met for consideration of appointment to this rank. The achievement of this academic Library preparation and experience does not in itself ensure appointment to this rank. The deciding factor in promotion to Associate Librarian is the evaluation of Professional Assignment.

1. Academic Preparation: An earned master's degree in library science from an ALA-accredited program.
2. Experience: A minimum of five years of experience in full-time library professional employment, including at least three years in the rank of Assistant Librarian, and a minimum of two years of experience at Texas A&M International University at the time of promotion.

In addition, to be promoted to Associate Librarian, the Library faculty member must meet the following requirements:

1. Professional Assignment: The Associate Librarian has a broad knowledge of librarianship and an in-depth knowledge in one or more parts of the field; has the ability, experience and expertise to perform all duties in assignment area and is able to contribute to new services and innovative programs; assists in the training of new librarians and/or other employees; and demonstrates consistently meritorious professional performance.
2. Service: Has begun to assume a position of leadership in the Library and the University by serving on committees or special projects. May also participate and lead in professional community service.
3. Professional Enrichment: Has actively pursued opportunities for professional development in areas related to academic librarianship. May also have produced scholarly publications or engaged in other scholarly activities.

Full Librarian

This is the summit of Library academic rank conferred by the Library and is reserved for individuals whose performance judged over an extended period of time has been considered exemplary. The standard of performance required for promotion to Full Librarian is substantially higher than that required for promotion to Associate Librarian. The deciding factor in promotion decisions is the evaluation of Professional Assignment; however, the other criteria apply. The achievement of this academic Library preparation and experience does not in itself ensure appointment to this rank.

1. Academic Preparation: An earned master's degree in library science from an ALA-accredited program.
2. Experience: A minimum of ten years of experience in full-time library professional employment, including at least five years in the rank of Associate Librarian.

In addition, to be promoted to Full Librarian, the Library faculty member must have a minimum of three years of full-time experience at Texas A&M International University at the time of promotion and meet the following requirements:

1. Professional Assignment: Has demonstrated maturity and skill in library specialty, a proven record of outstanding performance and continued demonstration of interest in improving Library services. Has assumed leadership in areas related to library specialty, developing and managing new programs and services for the Library and improving existing programs and services. Is familiar with basic issues and developments in all areas of the Library and library profession. Trains and acts as mentor to less-experienced librarians and other employees and is an advisor to colleagues.

2. Service: Has assumed a position of leadership and service to the University on committees, councils, and special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline or serve the University's mission.

3. Professional Enrichment: The Full Librarian has established a consistent record of professional development; assists in the professional development of other librarians; and has produced a significant output of scholarly activity.

Others with Faculty Status

From time-to-time it may become necessary to add members of the faculty whose ranks and positions have not been previously defined. At the time of appointment, these definitions need to be clarified. Typical of ranks and positions not elsewhere defined are the following: Instructor, Adjunct, Special Appointment, Emeritus, Visiting, Administrators with Faculty Rank, and Fixed-Term Faculty.

1. Instructors. Instructors are part-time faculty who have the academic credentials or extensive experience in the subjects that they are hired to teach. The appointment is made to ensure that classes that could not be offered by otherwise qualified full-time tenure-track faculty may be offered. These appointments are made at the discretion of the various academic Deans, with the guidance and approval of the Provost.

2. Special Appointment Faculty. From time to time the University may appoint a faculty member as a Poet-, Writer-, or Artist-in-Residence. Special Funding faculty, or as some other title not elsewhere defined. Normally these appointments are of a temporary nature (usually one year or less), and they are not normally positions that can be tenured.

3. Emeritus. The Emeritus title is conferred upon individuals who have made significant contributions to the University through long and distinguished service in administration, teaching,

research, and/or service while holding positions identified by these titles. As a general rule, over ten years of employment would be considered long service. Nominations must begin at the department or college level and be supported by both disciplinary faculty and by their department chair, Dean, Provost, and President. Emeritus titles are granted by action of the Board of Regents upon nomination by the President and recommendation of the Chancellor. (For more detail see TAMUS Policy 31.08 Section 1 and TAMIU Rule 31.08.01.L1).

4. Visiting. Visiting faculty may be appointed at any rank. They are not eligible for the rights and privileges granted to tenure-track and tenured faculty until they are given a tenure-track appointment. Normally these renewable appointments (at the University's option) are of one-year duration.

5. Administrators with Faculty Rank. Anyone who holds faculty status is expected to participate in the teaching process a minimum of once per year. Failure to participate in the teaching process for a period of more than two years is justification for the Faculty Senate to request that the Provost seek revocation of the faculty status, rights, and privileges of the non-participating party. If faculty status is revoked, the administrator would be entitled to appeal as specified in the sections of the *Faculty Handbook* describing appeals in the promotion and tenure process.

7. Fixed-Term Faculty. Fixed-term faculty are coequal and have similar roles and responsibilities to tenure-track faculty, but they are hired for fixed, renewable terms and are not eligible for tenure. The essential difference is that fixed-term faculty are expected to specialize in one or more faculty responsibilities (teaching, research, service) and are not required to perform in all areas like tenure-track faculty. Fixed-term faculty are defined in TAMUS Policy 12.07. The policy leaves many details up to the university, including the titles and ranks of fixed-term faculty, their specific responsibilities and how they are evaluated, and their rights and prerogatives compared to tenure-track and tenured faculty. Documents which provide these details for fixed-term faculty in various colleges and departments at TAMIU are appended to this handbook. These documents should include details on how faculty may move between fixed-term and tenure track (if and to the extent

that that is permitted). Tenured faculty can only be moved to fixed-term at their own request. Provision must be made for how fixed-term faculty are promoted in rank, and there should be some standard increase in salary (not necessarily the same as for tenure track faculty) for promotions in rank. In general terms, full-time fixed-term faculty have the same voting rights and rights of participation (on committees, etc.) as tenure-track faculty, except that they cannot vote on any matter concerning tenure or serve on any committee that requires tenure. Fixed-term faculty may serve on the Faculty Senate, unless they have over 50% administrative appointment.

**Fixed-Term and Lecturer Faculty
Appointment, Retention, and Promotion
Texas A&M International University**

Introduction:

The creation of fixed-term non-tenure track Professors provides a means of securing and retaining faculty who bring to the academic institution excellence in teaching and service. These individuals provide a specific, professional skill to the academic institution, faculty, staff and students. In creating these new ranks, the academic institution is acknowledging that its skills are an essential part to the overall success of the academic institution and its mission. *In addition, academic institutions may adopt titles for fixed-term faculty which differ from tenure track faculty titles (TAMUS Policy 12.07 Section 1.2 & 2.4).

Initial Appointment to Fixed-Term Track Faculty:

No fixed-term faculty 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 fixed-term faculty hired after the implementation of this policy shall be made with the application of this policy and by the appropriate college or school dean and approval of the university provost and president.

Initial appointments are made by the dean of the college or school 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 the college or school. For Fixed-Term faculty rank the appointments are generally three to five years. Renewal of appointments are made with the consideration of said faculty member's fulfillment of the expectations and requirements of their rank and provisions of their appointment letter.

Additionally, the placement, definition and employment expectations or requirements for a fixed-term faculty member are subject to and may be defined in the appointment letter with the college or school dean and TAMIU administration, and may provide for additional or different terms and requirements. All appointment letters must indicate that the appointment is non-tenure track and will expire upon the completion of the appointment, unless the appointment is extended pursuant to Section 3.2 (TAMUS Policy 12.07) or the faculty member is dismissed pursuant to Section 5 (TAMUS Policy 12.07).

Annual Evaluation of Fixed-Term Faculty:

All Fixed-Term academic faculty will be reviewed on an annual basis by their department head or supervisor. Such review will include all requirements established in the initial letter of appointment and any additional requirements added during annual reviews. In each college or school, Fixed-Term faculty will be evaluated each calendar year by their supervisor. Fixed-Term

faculty will prepare a Professional Portfolio Evaluation (PPE) in accordance with the specific requirements of each individual college or school. As non-tenure track faculty, the annual review of performance for non-tenure track faculty is based on the following weighted components: Teaching (70%), Service (10%), and Chair Evaluation (20%).

Promotion of Fixed-Term Faculty:

A review of fixed-term faculty for promotion shall be in conjunction with the process used for tenure-track faculty. The Promotion & Tenure committees from each college and/or school's departments will oversee this process.

Candidates for promotion will meet with the Chair of their department and their respective Dean to discuss their request for promotion, promotion criteria and process during the fall semester prior to their seeking promotion. A Fixed-Term track faculty may request promotion in rank by submitting a letter to their respective Dean by December 1. A copy of such letter will be provided to their chair and members of the P&T department committee. Faculty members who are denied promotion to a higher rank may again request promotion the following year.

Promotion Review Process:

Fixed-Term faculty interested in promotion will submit a dossier (up to 20 pages) aligned to the promotion process, as applicable to the College/School and University. The dossier may include the following:

- A. Each candidate for promotion shall submit a dossier to the Chair of their department and P&T committee by February 1 of the year requesting promotion. The dossier for promotion should 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 and service and which includes a discussion of their relationship with the mission of their college or school and the university.
 3. Current curriculum vita (10 pages maximum).
 4. A synopsis of their sustained quality attainment in the areas of assigned responsibility as applicable within the general headings of teaching and service. [Examples of student course evaluations should be included with supplemental materials].
 5. Copies of their previous three annual performance evaluations
 6. A narrative delineating the faculty member's summative course evaluations and grade distribution over the previous three years.
 7. 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. (Supportive documentation should be placed in a second dossier labeled as such).

- B. Review of the faculty member's dossier shall be completed by March 1. The P&T committee will make a recommendation, along with a rationale for the recommendation, to the Department 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. The department chair will forward the committee's recommendation and the Department chair's recommendation, which may differ from the P&T Committee's recommendation, to the Dean by April 1.
- D. The dean will forward the P&T Committee's, the Department Chair's and the Dean's recommendation to the Provost by May 1.
- E. The Provost will forward their recommendation to the President will make the final decision for promotion.
- F. The faculty member will be notified by the provost regarding the recommendation of promotion by June 1.
- G. Faculty denied promotion 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.

Supporting Documentation

- Examples of supportive documents for teaching may include a 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; and/or professional development in teaching, including workshops and seminars presented and attended.
- Examples from students regarding teaching may include student evaluations, articles co-authored with students, Honors and awards to supervise students, and/or community-based projects guided and produced in connection with courses. Examples from peers regarding teaching may include letters from peers who have observed classes or reviewed course materials, Honors or awards for teaching excellence, extramural funds awarded for instructional innovation, and/or student support.
- Examples of supportive documents for service to the University may include service on departmental, College, or University committees; student advising; and/or faculty or staff mentoring. Examples of service to community, regional, national, or international organizations may include service on boards, consulting work, letters from professionals, organizational leadership on project development, Honors, and/or awards for mentorship.

Promotion on Non-Tenure, Full-Time Faculty

After a minimum of 5 years of successful service in the position of Lecturer, a faculty member may apply for promotion from Lecturer to Senior Lecturer. The promotion application must document excellence in both teaching and service and be supported by the department-level or college-level faculty promotion committees, the department chair, the Dean, the Provost, and the President.