SHSU Faculty Handbook

FACULTY HANDBOOK SECTIONS

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Preface

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

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

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

Commitment to Affirmative Action and Equal Opportunity

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

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

It is the University policy that each applicant will be considered for employment solely on qualifications for the position without regard for race, color, national origin, religion, sex, age, disability, or prior
Professional Responsibilities

Acceptance of Money from Students

The Rules and Regulations of the Texas State University System Chapter V, Subsection 4.85, "Acceptance of Money from Students", states: “Faculty members shall not, without approval of the President or his/her designee, collect from students any fees or charges to be expended for Component purposes or sell to students books, notes, materials or supplies. Faculty of the rank of lecturer or above, and other instructional personnel as designated by the Component President, may not accept pay from students for extra instruction or teaching or students registered in the Component. With prior written approval of the President or his or her designee, instructional employees below the rank of lecturer may accept pay from students for extra-class instruction or coaching but only in courses or sections of courses with which they have no instructional connection. The faculty handbook of the Component shall specify the procedure for approval at the Component level.”

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

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

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

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

Use of Proctoring Services

Given that SHSU makes available to its distance and correspondence education students a number of free identity-verification options for proctoring services, faculty members may not require, as the sole option, a proctoring or identity verification service that requires a student charge.

Commencement Participation

Participation in commencement exercises is an expectation of tenure-track and tenured faculty members. Please see Academic Policy Statement 791221, “Faculty Participation in Commencement” for a full explanation of this expectation.