College of Osteopathic Medicine

Element 7.8: Faculty Appointment and Advancement

Sam Houston State University
Pre-Accreditation Element 7.8: Faculty Appointment and Advancement

PRE7.8-1

- Policies and Procedures for Faculty Appointment and Advancement Including:
  - a. Term of appointment:
    - TSUS Rules & Regulations, Chapter V, Sec 4.1 – [Link]
    - Academic Policy Statement 800114 (Academic Instructional Staffing) – [Link]
  - b. Responsibilities:
    - TSUS Rules & Regulations, Chapter V, Sec 4.7 – [Link]
  - c. Lines of communication:
    - SHSU-COM Faculty Handbook, Chapter 1 – [Link]
  - d. Privileges and benefits:
    - Academic Policy Statement 830401 (Insurance Fringe Benefits and Sick Leave) – [Link]
  - e. Performance evaluation and remediation:
    - TSUS Rules & Regulations, Chapter V, Sec 4.2 and 4.3 – [Link]
    - Academic Policy Statement 820317 (The faculty evaluation system) – [Link]
    - Academic Policy Statement 900417 (Faculty reappointment, tenure and promotion) – [Link]
    - Academic Policy Statement 980204 (Performance Evaluation of Tenured Faculty) – [Link]
  - f. Terms of dismissal:
    - TSUS Rules & Regulations, Chapter V, Sec 4.5 – [Link]
  - g. Due process:
    - TSUS Rules & Regulations, Chapter V, Sec 4.4, Faculty Grievance Procedure – [Link]
Faculty Appointment and Advancement

The Sam Houston State University College of Osteopathic Medicine (SHSU-COM) is the 8th College of the University. Since SHSU is a member of the Texas State University System (TSUS), there are TSUS level policies and procedures, SHSU level/institutional policies and procedures, and SHSU-COM level policies and procedures. Therefore, the policies and procedures have been adopted, updated, and/or developed for the SHSU-COM faculty.

Included below are clear policies and procedures for faculty appointment, credentialing, renewal of appointment, promotion, granting of tenure, and remediation. Each faculty member will be provided with written information about his or her term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, terms of dismissal, and due process.
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Sam Houston State University

University Mission
Sam Houston State University provides high quality education, scholarship and service to qualified students for the benefit of regional, state, national, and international constituencies.

University Vision
Best at Educating the Texas Workforce:

- Excellence in academics
- Effective in student success
- Efficient in operations
- Loyal to traditions
- Dedicated to innovation

University Goals

- Foster a lifelong learning environment in support of a diverse faculty and staff who are excellent scholars, educators, and professionals.
- Promote a stimulating learning environment through the integration of academic settings, campus culture, and service.
- Increase and develop university resources and infrastructures that support the intellectual transformation of students.
- Enhance marketing outreach and visibility to include academic and scholarly activities through consistent and integrated messaging while optimizing communication channels.
- Promote efficient data driven decision making through the integration of centralized data analysis, review, and dissemination.
- Cultivate a continually sensitive and proactive response to the ever-changing needs of our constituents.

History
Sam Houston State University, located in Huntsville, Texas, is a member of The Texas State University System. The school was created by the Texas Legislature in 1879 as Sam Houston Normal Institute to educate teachers for the public schools of Texas. The baccalaureate degree was first awarded in 1919.

In 1923, the institution’s name was changed to Sam Houston State Teachers College. Two years later, the college was admitted to membership in the Southern Association of Colleges and Schools (SACS) as an accredited institution of higher learning. A graduate degree was authorized in 1936, and the curriculum was expanded to emphasize preparation in a variety of fields.
Following World War II, an increase in students and faculty as well as a wide range of faculty-research activities provided impetus for the continued emergence of a multi-purpose institution. In recognition of these developments, the institution’s name was changed by the Texas Legislature to Sam Houston State College in 1965. The number of graduate degrees conferred increased significantly in the late 1960s; and the Texas Legislature, recognizing the changes that had taken place, changed the name of the institution to Sam Houston State University in 1969.

In the 1970s, the University was granted permission to offer its first doctorate, a PhD in criminal justice. This program grew to be one of the largest and most recognized doctoral programs in the country. In the 1980s and 1990s, the University completed a number of academic, athletic, and support facilities. With the improvement of faculty and facilities, the University set a vision to become one of the best regional universities in the country.

During the last five years of the twentieth century, the University expanded its reach by offering programs online, at The Woodlands in a multi-institutional teaching center, and various other off-campus sites. Beginning in 2000, the University expanded its building program and committed resources to develop and maintain nationally-recognized academic support programs. Sam Houston State University increased the number of doctoral programs, including programs in education and psychology, and experienced a tremendous surge in enrollment and name recognition.

Currently, Sam Houston State University is organized academically into eight colleges: Business Administration, Criminal Justice, Education, Fine Arts and Mass Communication, Health Sciences, Humanities and Social Sciences, and Sciences and Engineering Technology, and the proposed Osteopathic Medicine. Students are offered an extensive range of bachelor’s and master’s degrees, as well as doctorates in selected areas. The faculty and the University are recognized regionally, nationally, and internationally.

**Faculty Handbook**

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.
Official Policies and Procedures

Official academic policies are found in the Texas State University System Board of Regents’ *Rules and Regulations, Academic Affairs Policy and Procedures Statements*, and in the *University’s Academic Policy Manual*.

Academic Governance

Introduction

Final authority for Texas higher education rests with the Legislature, which creates all public institutions; makes all appropriations; determines policy; accepts or overrules decisions of the Coordinating Board; and influences appointments through the advice and consent powers of the Senate.

The Texas Legislature sets broad policy while delegating implementation to appropriate officials. The Legislature has responsibility for financing public higher education, and authorizes funding methods to promote educational quality while demanding effective resource management and accountability.

Board of Regents – The Texas State University System

The official governing body of Sam Houston State University is the Board of Regents of The Texas State University System. Institutions comprising The Texas State University System and governed by this Board are Lamar University; Lamar State College – Orange; Lamar State College - Port Arthur; Lamar Institute of Technology; Sam Houston State University; Texas State University; and Sul Ross State University. The Texas State University System’s *Rules and Regulations*, adopted September 1, 1980, and revised annually, is both current and comprehensive in identifying, defining, and describing Board authority and policies of governance.

University Organization and Administration

The *organizational structure* of Sam Houston State University is one of line and staff. The President is the chief operating officer of the University and reports to the Board of Regents of The Texas State University System. Reporting to the Office of the President are the Provost and Vice President for Academic Affairs, Vice President for Finance and Operations, Vice President for Student Affairs, Vice President for University Advancement, Vice President for Enrollment Management, Vice President for Information Technology, and the Director of Athletics.

President of the University

The President is directly responsible to the Board of Regents of The Texas State University System, by whom they are employed. The President is charged with the responsibility of developing and maintaining efficiency and excellence within the University. All administrative channels—academic, student, and fiscal—are ultimately responsible to the President who accepts responsibility for all facets of the University's operations. The President speaks for the University in its relations with the Texas Higher Education Coordinating Board, with members of the State Legislature, and with the Governor and members of the Governor's Staff.
President’s Cabinet
Membership to the President’s Cabinet is by virtue of administrative position. The Cabinet is composed of the President, Provost and Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Operations, Vice President for Enrollment Management, Vice President for University Advancement, Vice President for Information Technology, Director of Athletics, and the Chief of Staff and is chaired by the President. The stated purpose of the President’s Cabinet is to study, review, and make recommendations on matters brought up by the committee members; to consider University-wide issues and make recommendations where appropriate; to disseminate information on University activities; and to coordinate, when necessary, University-wide activities and policies.

Vice President for Finance and Operations
The Vice President for Finance and Operations is the chief fiscal officer of the University and reports directly to the President. Responsibilities of this position include: developing and maintaining basic financial accounting and record systems, developing and maintaining a fiscal management information system for use as historical data and projections, submitting financial status reports to the President, preparing the annual budget, and managing funds belonging to the University. Reporting to the Vice President for Finance and Operations are the Associate Vice President for Finance and Operations, Associate Vice President for Facilities Management, Associate Vice President for Human Resources and Risk Management, Treasurer, and Public Safety Services.

Vice President for Enrollment Management
The Vice President for Enrollment Management provides overall leadership and direction for the University’s student recruitment, admissions, and financial aid programs. Reporting to the Vice President for Enrollment Management are the Associate Vice President for Enrollment Management, the Assistant Vice President for Enrollment Management Communications, and the Assistant Vice President for Institutional Effectiveness.

Vice President for Student Affairs
The Vice President for Student Affairs is charged with a broad spectrum of student concerns embracing a student development philosophy that stresses the holistic development of individuals. Programs and services offered complement the educational mission of the University. Reporting to the Vice President for Student Affairs is the Associate Vice President for Student Affairs and Recreational Sports, the Assistant Vice President for Student Affairs and Bearkat OneCard, the Assistant Vice President for Student Affairs, Counseling and Health Services, the Dean of Students, and the directors of Student Activities, Student Affairs Finance and Budget, Residence Life, Leadership Initiatives, and Equity, Inclusion and Title IX.

Vice President for University Advancement
The Vice President for University Advancement is responsible for coordinating the fund development efforts for the University and reports directly to the President. This office seeks ways to increase the University's capacity to serve its community and provides opportunities for individuals, corporations, foundations and groups to share in the institution's educational endeavors by providing resources not
available through state and federal appropriations. Reporting to the Vice President for University Advancement are the Associate Vice President for Marketing and Communications, Associate Vice President of Development, Associate Vice President for Alumni Relations, the Director of the Sam Houston Memorial Museum, and the Director of Advancement Services.

**Vice President for Information Technology**

Information Technology, known as IT@Sam on our campus, offers technology support for students, faculty, and staff. In addition, this division explores and evaluates possible software solutions for data collection and processes as well as building and maintain the hardware infrastructure of the classrooms. Reporting to the Vice President of Information Technology are the Associate Vice President for Infrastructure and Support Services, the Associate Vice President for Enterprise Services, the Associate Vice President for Client Services, the Information Security Officer, the Director of IT Project Management and the Director of IT Finance and Budget.

**Director of Athletics**

The Director of Athletics is responsible for the overall management and direction of Athletics for the university. The Director plans, organizes, directs, and implements the overall operations of the Athletic Department. In addition, the Director provides oversight and leadership for athletic staff and coaches, budget planning and execution, NCAA compliance, and public relations.

**Provost and Vice President for Academic Affairs**

The Provost and Vice President for Academic Affairs is the chief academic officer, reports directly to the President of the University, and serves on the President’s Cabinet. Responsibilities of this position include the supervision of all matters, policies, procedures, and activities within the Division of Academic Affairs. Reporting to the Provost are the Academic Deans, Vice Provost, Associate Vice President for Research and Sponsored Programs, Associate Vice President of Distance Learning, Associate Vice President of Planning and Assessment, and the Director of the Newton Gresham Library.

**Vice Provost**

The Vice Provost reports to the Provost and Vice President for Academic Affairs and is charged with a broad spectrum of academic concerns including the Academic Common Market and out-of-state/foreign and off-campus instruction. Reporting to this position are: the Associate Vice Provost; Academic Affairs Project Manager; Military Science Department; the Professional and Academic Center for Excellence (PACE); the Center for Community Engagement; and Honors College.

**Associate Vice Provost**

The Associate Vice Provost reports to the Vice Provost and is responsible for student success initiatives and oversees the Academic Success Center, the Office of International Programs, the Student Advising and Mentoring (SAM) Center; the Office of Student Success Initiatives, and The Woodlands Center.
**Faculty Administrative Fellow**
This position is designed for faculty who wish to gain more administrative experience by working on special projects in the Provost’s Office.

**Project Manager**
The Project Manager for Academic Affairs supports the Office of the Provost and Vice Provost and academic units, focusing on student success measures and metrics: from assisting with software and program evaluation, implementation, and managing oversight; to researching and developing reports, datasets, and presentations; to liaising and making connections among various academic and administrative units through various committee and ad-hoc team work.

**Associate Vice President for Research and Sponsored Programs**
The Associate Vice President for Research and Sponsored Programs reports to the Provost and Vice President for Academic Affairs. The responsibilities assigned to this position include: reviewing and recommending approval, as appropriate, of all proposals for external funding of grants and contracts for research; coordinating University research activities; serving as Chair of the Faculty Research Council; providing assistance to faculty members in the preparation of external grant proposals and contracts for research funding; and oversight of certain sponsored programs. Reporting to the Associate Vice President for Research and Sponsored Programs are the Executive Director of Research Centers; Director of Collaborative Programs; Associate Director for Proposal Submissions; Director of Commercialization & Intellectual Property; Specialist for Research Compliance; and Texas Research Institute for Environmental Studies (TRIES).

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

**Associate Vice President for Academic Planning & Assessment**
The Office of Planning and Assessment is a resource supporting continuous improvement assessment initiatives, supporting institutional accreditation and accountability measures, coordinating the academic strategic planning process, and facilitating undergraduate program review process. The Associate Vice President for Academic Planning & Assessment reports to the Provost and Vice President of Academic Affairs. Reporting to the Associate Vice President for Academic Planning and Assessment is the Director of Assessment.

**Director of the Newton Gresham Library**
The Director of the Newton Gresham Library is responsible to the Provost and Vice President for Academic Affairs for library administration and operation and for the effective use of library facilities by faculty, students, and staff. Accordingly, the Director of the Newton Gresham Library works with a University
committee to develop and expand the library program as an integral part of the educational program of
the University.

**Academic Deans**
The Academic Deans are the administrative heads of the University's academic colleges. They report to
the Provost and Vice President for Academic Affairs. They are responsible for all programs of instruction,
research, and public service carried out by their respective colleges. These duties include the
development, coordination and implementation of core curricula in all programs within their respective
colleges and integration of instructional programs within and among the departments under their
authority. Deans are expected to formulate objectives, policies and standards for their respective colleges,
to supervise the current operations of the instructional programs, and to communicate with department
chairs, program coordinators, faculty, and students under their jurisdiction. In faculty matters, their
responsibilities include making recommendations to the Provost and Vice President for Academic Affairs
for employment, retention, and advancement of personnel assigned to the college in accordance with
university policies addressing affirmative action, promotions, staffing, tenure, etc. Each dean also reviews,
endorses, and forwards department chairs' proposals to the Provost and Vice President for Academic
Affairs.

Each dean is responsible for the coordination and supervision of all graduate programs within his/her
college, including the supervision of departmental advisement of graduate students, the review of
graduate courses and curricula, the submissions of recommendations regarding the awarding of
assistantships and fellowships after consultation with department chairs and the maintenance of student
records of candidates for advanced degrees. These duties are performed within the general procedural
guidelines established by the Office of the Provost and Vice President for Academic Affairs.

A dean may call meetings of any number of department chairs and faculty within the college in order to
seek advice, receive recommendations and initiate discussion concerning the policies and programs
applicable to the departments/units within the college. Each dean assists in the preparation of the budget
and is responsible for overseeing the judicious expenditure of funds allotted to the operation of each
department within the jurisdiction.

**Assistant and Associate Deans**
Assistant/Associate Deans in each college assist the dean with the administrative duties required for the
effective and efficient management of the college.

**Department Chairs**
Each department chair is responsible for the effective and efficient operation of the instructional
programs under his/her authority. The department chair determines the teaching duties of the
departmental faculty, holds regular staff meetings and directs academic counseling within the department
unit.
Aided by the counsel of the faculty, he/she develops and revises the curricula of the department in a manner consistent with both current and long-range requirements. The chair takes the initiative in faculty recruitment and prepares dossiers on prospective faculty for the dean to present to the Provost and Vice President for Academic Affairs. The chair makes recommendations concerning the continuing employment or promotion and salary increments of faculty within the department and is responsible for ensuring compliance with affirmative action and equal employment policies and guidelines. In addition, the department chair is responsible for ensuring that all policies and procedures are followed in the performance appraisal process of adjunct, tenure-track, and tenured faculty.

**Faculty Senate**

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

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

**Academic Affairs Council**

The Academic Affairs Council serves in an advisory capacity to the Provost and Vice President for Academic Affairs. Membership is by virtue of position and includes all deans, associate deans, department chairs, and members of the Provost’s leadership team. The Academic Affairs Council provides a forum for the discussion of academic matters, serves as an initial academic policy development and review body as requested by the Provost and Vice President for Academic Affairs, and provides a forum for communicating more effectively on all academic concerns.

**Committee Structure of the University**

University committees are included in the [Committee Book](http://www.shsu.edu/~org_sen/). Each entry in the Committee Book includes a statement of the committee’s purpose, appointment procedures, and current chair and committee members’ names, along with term expirations.

**Faculty Academic Employment Policies**

**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 education and other services to the public.

Sam Houston State University reaffirms its policy of administering all educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, disability, or other characteristic which cannot lawfully form the basis for provision of such service.
It is the University policy that each applicant will be considered for employment solely on qualifications for the position without regard for race, color, national origin, religion, sex, age, disability, or prior military service. The University is an Equal Opportunity/Affirmative Action Employer, and vigorously supports non-discriminatory policies in the initial employment process and in advancement opportunities for our employees.

**Appointments to the Faculty**

In the process of an appointment, the dean/director of the college/library will verify the preferred candidate’s previous experience and performance with administrative officers for whom the candidate has previously worked. Prior consultation by the dean or director with the Provost and Vice President for Academic Affairs will verify that the candidate is indeed qualified and that the individual is the most suitable candidate for the position that has been properly publicized.

The dean or director will attach a letter of recommendation incorporating elements for rank and salary. It is to be clearly understood at all stages of negotiations that the President of the University has the sole power to recommend to the Board of Regents, and that the Board is the agent with the power to appoint. The institution cannot honor commitments from any other officer. For full coverage of this policy, please see The Texas State University System, Board of Regents' *Rules and Regulations*, Chapter V, Subsection 4.13 “Appointments”, the Academic Policy Statement 041020, “Appointment of Clinical Faculty Members” and 911106, “Appointment of Visiting Scholars.”

**Dismissal of Faculty**

Termination of the employment of a tenured faculty member and of all other faculty members before the expiration of the stated period of their appointment will be only for good cause shown. The policy on dismissal and subsequent due process procedures are addressed in The Texas State University System, Board of Regents’ *Rules and Regulations*, Chapter V, Subsection 4.5 “Termination and Due Process Procedures”, Chapter V, Subsection 4.6 “Termination of Faculty Employment Under Special Circumstances”, and Chapter V, Subsection 4.282, “Performance Review of Tenured and Other Faculty.” Additional policies addressing aspects of this issue may be found in Academic Policy Statements 900417, “Faculty Reappointment, Tenure and Promotion” and 820317, “The Faculty Evaluation System”, and 980204, “Performance Evaluation of Tenured Faculty.”

**Faculty Evaluation System**

The Faculty Evaluation System is important for purposes of faculty development, promotion in academic rank, adjustments in salary and, contract review for probationary, and non-tenured and non-tenure track faculty members. For complete coverage of this policy, please see The Texas State University System, Board of Regents’ *Rules and Regulations*, Chapter V, Subsection 4.28 "Performance Reviews", and Chapter V, Subsection 4.3 "Promotion.” See also SHSU’s Academic Policy Statement 820317, "The Faculty Evaluation System", Academic Policy Statement 900417, "Faculty Reappointment, Tenure, and Promotion”, Academic Policy Statement 800722, "Merit Advances in Salary", and Academic Policy Statement 110720, “Market Advances in Salary.” There may also be guidelines regarding evaluation in
individual programs, departments, and colleges, please refer to your director/chair/dean for specific information.

Tenure
Policies regarding tenure are in Academic Policy Statement 900417, “Faculty Reappointment, Tenure and Promotion” and The Texas State University System Board of Regents’ Rules and Regulations, Chapter V, Subsection 4.2, “Tenure.”

Promotions in Rank
The academic rank system serves as a guide for the placement of newly appointed faculty personnel and provides for the annual promotion and salary merit advances within rank. Promotions and salary advances in rank are awarded on the basis of merit, except on those occasions when the Legislature mandates periodic salary adjustments for all faculty. For an explanation of this policy, please see The Texas State University System Board of Regents Rules and Regulations, Chapter V, Subsection 4.3, "Promotion", Academic Policy Statements 800722, “Merit Advances in Salary” and 820317, “The Faculty Evaluation System.”

Non-reappointment and Denial of Tenure
“A non-tenured faculty member, who is notified of non-reappointment in accordance with Board of Regents’, Rules and Regulations, Chapter V, Subsection 4.14, “Reappointments” or who is notified in accordance with Chapter V, Subsection 4.24, “Maximum Probationary Service”, that tenure has been denied and that the subsequent academic year will be the terminal year of appointment, shall not be entitled to a statement of the reasons upon which the decision for such action is based.” (Rules and Regulations, The Texas State University System, Board of Regents, Chapter V, Subsection 4.27, “Non-Reappointment and Denial of Tenure”). See also Chapter V, Subsection 4.26, “Non-Tenured Faculty” for further information on policy addressing non-tenured faculty in the Rules and Regulations of The Texas State University System’s Board of Regents. Sam Houston State University’s policy on non-reappointment is addressed in Academic Policy Statement, 900417, “Faculty Reappointment, Tenure and Promotion.”

Grievance Procedure
Any faculty member of Sam Houston State University has the right to appeal and eventually grieve an administrative decision that directly affects the individual as a faculty member and that is considered to be a violation of University policy or a violation of professional rights and responsibilities. Please refer to the Faculty Grievance Procedures (http://www.shsu.edu/dotAsset/2dd72dd1-e5b3-4278-99b7-c3b5ed316605.pdf) for the applicable TSUS’ Rules and Regulations to grieve different types of issues.

Interim Faculty Members
For a complete explanation of interim faculty members benefits, please refer to Academic Policy Statement 830401, “Insurance Fringe Benefits, and Sick Leave Accrual for Interim Faculty Members” and Academic Policy Statement 800328, “Faculty Administrative Leave Policy” and 800215, "Faculty Administrative Leave Program."
Outside Employment for Faculty
The policy regarding outside employment is addressed in Human Resources Policy ER-6 “Outside Employment.” This policy is in compliance with The Texas State University System Board of Regents’ Rules and Regulations, Chapter V, Subsection 4.83, “Outside Employment.”

Summer Employment
Faculty employed for the nine-month academic year are not guaranteed employment during the summer sessions, because enrollment is generally much less than during the long semesters. Guidelines for selection of faculty for summer school teaching assignments are as follows: Paramount among all considerations should be the needs of an individual department or instructional program as expressed in terms of requirements for course offerings.

Careful consideration should be given to how well the expertise of those faculty members who request summer employment matches the requirements of the department’s instructional program. To the fullest extent possible, summer teaching assignments should be given to tenured or tenure-track faculty of the department. Attention should be given to developing an equitable rotation system for selecting faculty members for summer employment, provided that the system follows the above criteria. In the interest of answering compliance, each dean is asked to remind the chairs of these guidelines and to monitor carefully the appointment of all summer teaching faculty. The services of department chairs are generally required throughout the summer.

Professional Librarians
Sam Houston State University professional librarians are accorded faculty status and therefore have the same privileges and responsibilities as regular faculty members. Professional librarians are considered full participants in the teaching function both directly, through their work with students conducting research, and indirectly, through developing the collection and organizing it for optimum access. For the complete policy coverage, please see Academic Policy Statement 810814, “Tenets for Faculty Status for Academic Librarians.”

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

Excellence in Teaching, Service, and Scholarly and Creative Accomplishments
These awards are made annually to recognize one outstanding faculty member in each of the categories of teaching, research and scholarly work, and service. The recipients each receive a $5,000 monetary award for excellence and a medal of commendation.

David Payne Academic Community Engagement Award
This University award, with a cash stipend of $5,000 and a commendation medal, honors a faculty member who has achieved excellence in service to the community through ACE (Academic Community Engagement) course work. Recipients of this award have made a difference in communities. They have taught SHSU students the value of community engagement and collaborated with community partners to meet community needs and improve the quality of life.

Minnie Stevens Piper Professor Award
Organized in 1950, the Minnie Stevens Piper Foundation is a non-profit, charitable corporation focused on postsecondary education in Texas. Each year, the foundation selects ten Piper Professors from across Texas for their superior teaching at the college level. The Piper Professor Award recognizes professors for outstanding academic, scientific, and scholarly achievement and for dedication to the teaching profession. These awards are intended to provide increased recognition of teaching excellence, although the Foundation's Selection Committee also considers research, publication, and related activity.

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

Faculty Administrative Leave
Sam Houston State University is committed to providing faculty development opportunities whenever feasible. The program's purpose is to provide an opportunity for tenure or tenure-track faculty members, through a released-time arrangement, to acquire administrative experience and to contribute professional expertise by serving in a professional level administrative staff capacity in a selected administrative area for a specified period of time. For complete coverage of this policy please refer to Academic Policy Statement 800215, “Faculty Administrative Leave Program.”

Faculty Developmental Leave
In accordance with The Texas State University System, Board of Regents' Rules and Regulations, Chapter V, Subsection 4.81, “Faculty Development Leaves”, Sam Houston State University provides development
leaves designed to enable faculty members to engage in study, research, writing and similar projects for the purpose of adding to the knowledge available to the faculty, students and the Institution. For complete coverage of this policy please refer to Academic Policy Statement 800328, “Faculty Development Leave Policy.”

Other Leaves of Absence
For complete coverage of policies regarding sick leave, vacation leave, emergency leave, jury duty, maternity leave, military/volunteer firefighter leave of absence, leaves of absence without pay, the Federal Family and Medical Leave Act (FMLA) and parental leave refer to Human Resources Policy B-1, “Employee Leaves.”

Faculty Study
To encourage faculty members to broaden their education, it is the University's policy to permit each faculty member to take one course each long semester, if the course does not interfere with the individual's working/teaching assignment. The State of Texas does not permit discounted tuition for State employees; however, faculty members through the rank of assistant professor are eligible to apply for the Employee Education Assistance Program. For more information on this program, please refer to Human Resources Policy B-5, “Employee Development.”

Faculty Travel
Sam Houston State University is well aware of the value of professional meetings for faculty. Such travel, however, must be well justified and approval must be obtained in advance. Arrangements for classes to be missed must be finalized in advance of the trip. All travel is subject to the Finance and Operations Travel Policies found in the Travel Procedures section of the Office of Disbursements & Travel Services website. Procedures detailed on the webpage include the following:

Types of Travel Funding
Definition of Terms
Classification of Travelers
Travel Requisition
Request to Close a Travel Requisition
Allowable Travel Expenses
Reimbursement Rates
Meals
Business Meal with Travel Status
Lodging
Shared Lodging
Hotel Taxes
Registration Fee
Transportation
Commercial Airline

| Rental Car       | Classification of Travelers
| Mileage         | Official Mileage Calculation Method
| Official Mileage Calculation Method | Mileage Rate
| Driving vs. Airfare to Out-of-State Destination | Coordination of Travel Arrangements
| Personal Travel Included in with Business Travel | Guest Traveler
| Travel Requisition Approval | Travel Expense Report Approval
| State Funded Travel | Travel Card
| Foreign Travel | Expense Reports and Settlements
| Exceptions |
Since all travel must be approved in advance and flight arrangements made through the Concur booking tool, the faculty are encouraged to contact the departmental administrative assistant within academic departments for questions and assistance with travel. Additional assistance may be obtained from the Office of Disbursements and Travel Services.

**Interim Faculty Members**

For a complete explanation of interim faculty members benefits, please refer to Academic Policy Statement 830401, “Insurance Fringe Benefits, and Sick Leave Accrual for Interim Faculty Members.”

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**Curriculum**

**Syllabus Guidelines**

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

<table>
<thead>
<tr>
<th>Course Identification</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>Semester and Year</td>
<td>Course Number</td>
</tr>
<tr>
<td>Department</td>
<td>Credit Hours</td>
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<tr>
<td>Class Location</td>
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<table>
<thead>
<tr>
<th>Instructor Information</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>Contact Information</td>
</tr>
<tr>
<td>Availability</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Course Description (i.e. 400-level class for graduate credit, independent study)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td></td>
<td>Required and Optional Text and other Resources</td>
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<tr>
<td></td>
<td>Attendance Policy</td>
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<td></td>
<td>Grading Policy</td>
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<td></td>
<td>Make-up Policy</td>
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<tr>
<td></td>
<td>Student-provided Technological Devices Policy</td>
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<tr>
<td></td>
<td>Tentative Course Outline</td>
</tr>
</tbody>
</table>

**Required Policies**

- Faculty may opt to link to [www.shsu.edu/syllabus](http://www.shsu.edu/syllabus)
- Academic Dishonesty
- Americans with Disabilities Act
- Absences for Religious Holy Days
- Visitors in the Classroom

In addition to the above, individual colleges may have additional requirements. Faculty may opt to include additional information such as study tips, instructor evaluations, information about academic support
services, availability of tutoring, and classroom rules of conduct. All syllabi must be placed on Blackboard. Any revisions to the syllabus must be communicated to the students and a revised copy placed on Blackboard.

**Textbook Adoption**
When selecting a textbook for a course, there should be a reasonably close correlation between the contents of the textbook, the catalog description of the course, and the learning objectives listed on the syllabus. Care in the decision making process for textbook selection should also include examination of the expense of the text materials, with an eye to selecting the text that balances content with a lower sticker price for our students.

Barnes & Noble, SHSU’s bookstore provider, has implemented *FacultyEnlight* to make the textbook selection and ordering process easier. To learn more about this software, click here.

**Curriculum Development and Evaluation**
Curriculum development typically is initiated by faculty at the departmental level and subsequently progresses through college and University reviews for internal recommendations and approval. Issues of academic need and content, quality and effectiveness are addressed at each stage in the curriculum development process.

Once the department and college have completed their review of a new course or new program, the Curriculum Committee reviews submissions to determine if information provided for new courses and/or new programs is complete, to analyze proposed additions and changes in course titles to avoid possible overlap or duplication, and to work toward potential problem solutions before the matters are discussed by the Academic Affairs Council. Committee members must be knowledgeable of their college's curriculum submissions and able to respond to most questions that arise. Conflicts between the final recommendations of the Academic Affairs Council and reports originally submitted by the deans, will be resolved individually between the Provost and Vice President of Academic Affairs and the appropriate dean.

The Curriculum Report which bears the endorsement of the Provost and Vice President for Academic Affairs shall be prepared in proper format and will be presented to the President by the Provost and Vice President for Academic Affairs for inclusion in The Texas State University System's Board of Regents Meeting agenda, as detailed in The Texas State University System's, Board of Regents’ Rules and Regulations, Chapter III, Subsection 5.1, “Curriculum Procedures.”

**Prerequisite Policy**
In order to ensure that instructors can present the required important course material at the appropriate level, students must demonstrate adequate preparation to take these courses. Students must meet the prerequisite requirements for a course. The Sam Houston State University Prerequisite Policy is addressed in Academic Policy Statement 100428, “Prerequisite Policy.”
Professional Responsibilities

Academic Freedom and Responsibilities
Sam Houston State University is committed to academic freedom and is in accord with the Rules and Regulations of the Board of Regents of The Texas State University System, Chapter V, Subsection 4.7, “Rights and Responsibilities as a Teacher and Citizen.” This policy addresses specifically the academic freedom accorded a faculty member, and the responsibilities and duties required of a faculty member as both a teacher and a citizen.

To safeguard and protect the academic freedom of faculty members, Sam Houston State University adheres to the following policy of The Texas State University System as stated in the Board of Regents’ Rules and Regulations:

Chapter V, Subsection 2.15: Grievances
2.15 Grievances. Every employee of each Component, individually or through a representative that does not claim the right to strike, shall be entitled to present grievances to a hearing officer designated by the President concerning such employee’s wages, hours of work, or conditions of work. Such grievances shall not involve formal hearings.

Faculty Grievance Form for Grieving Non-renewal or Termination of Employment

Faculty Availability
A faculty member is expected to publish hours and be available for student consultation during those times. Availability may include office hours, online conferencing, consultation time at The Woodlands Center or other offsite teaching venues, as well as scheduled times for student conferences via other communication media. It is expected that these hours be reasonable and consistent with the faculty member’s teaching schedule, venue, and workload designation.

Adherence to the Class Schedule
Most faculty-student contacts are made in the classroom and in the faculty member’s offices. Classes are scheduled to meet on specified days and for a specific length of time. Special holidays or other exceptions to the schedule, if not stated in the official calendar, are proclaimed in written announcements from the President or from the Provost and Vice President for Academic Affairs. Adherence to the final examination schedule and the proper completion of all duties associated with the opening and closing of a semester are required. Faculty are expected to hold all regularly scheduled class meetings.

Faculty Absences
When the faculty member cannot hold a regularly scheduled class, the department chair should be contacted. The chair can assist the faculty member to make appropriate accommodations. The Board of
Regents of The Texas State University System, in their *Rules and Regulations*, has adopted the following policy concerning faculty absences, Chapter V, Subsection 4.82, “Absences.” Specific questions related to faculty absences and definitions of terms are addressed in Human Resources Policy B-1, “Employee Leaves” and in Academic Policy Statement 800215, “Faculty Administrative Leave Program.”

**Instructional Workload**
The faculty workload policy for Sam Houston State University is designed to comply with Vernon’s Texas Codes Annotated, Education Code §51.402, and will be reported to the Texas Higher Education Coordinating Board and included in the operating budget for the University. The policy and guidelines reflect the essential nature of the University as a teaching institution but allow flexibility to permit accommodation of related research activities essential to the effective operation of a multipurpose regional university. For complete coverage of the Faculty Instructional Workload Policy, refer to Academic Policy Statement 790601, “Faculty Instructional Workload Policy.”

**Attendance Verification**
While Sam Houston State University is not required by any accrediting agency to take attendance, federal guidelines demand that we must be able to verify that financial aid recipients are eligible for the financial aid that has been awarded and disbursed to them (Department of Education Federal Student Aid Handbook). This is why attendance feedback from instructors is mandatory. If we cannot verify students’ academically-related participation in a class, they will lose financial aid eligibility, and the Institution will be required to pay back the financial aid.

In an effort to provide support for this process, SHSU has created a systematic “How-To” guide that outlines how and where to report attendance.

**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.

**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 accepting 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.

Nepotism

Sam Houston State University adheres to the policy of The Texas State University System, Board of Regents' Rules and Regulations, Chapter V, Subsection 2.2., “Appointment of Relatives (Nepotism Rule).” For complete details, please refer to Human Resources Policy E-2, “Nepotism.”

Professional and Academic Center for Excellence (PACE)

PACE provides professional development that targets both student and faculty success. Focusing on evidence-based teaching and leadership strategies, PACE offers a variety of programs ranging from high impact practices in the classroom, to faculty writing groups, to graduate student teaching programs, and faculty/staff book clubs.

Research by Faculty

One of Sam Houston State University's goals is to “Provide an educational environment that encourages systematic inquiry and research,” and faculty members are encouraged to perform research within their chosen disciplines and their individual interests. The faculty is also encouraged to seek funding for research and instructional projects through the Office of Research and Sponsored Programs (ORSP).

All faculty, staff and student research projects with human participants and animal subjects must be reviewed and approved for compliance with ethical principles before the research begins. Please see the Institutional Review Board (IRB) for requirements in the use of human subjects and the Institutional Animal Care and Use Committee (IACUC) for animal subjects. Also refer to Academic Policy Statement 920808, “Ethical Conduct in Academic Research and Scholarship.” If you are planning research, you should also consult the more detailed policies available in the SHSU Research Policy Manual.

Sam Houston State University strictly adheres to The Texas State University System's policies concerning copyrights and patents as stated in the Rules and Regulations of the Board of Regents, Chapter III, Subsection 11, “Copyright Policy” and Chapter III, Subsection 12, “Patent Policy.”

Political Influence

No University money shall be used for influencing the outcome of any election or the passage or defeat of any legislative measure. See President’s Office Policy PRE-017, “Political Influence.”
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.

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


Use of Portable and Electronic Devices
Faculty can elect to allow portable and electronic devices in the classroom, or disallow; it is the professor’s choice. Faculty should establish a clear policy for students to follow regarding portable and electronic devices and ensure it is on the course syllabus.

General Policies Affecting Faculty Members

Administrative Office Hours
All administrative offices shall be open 8:00 a.m. to 5:00 p.m., Monday through Friday, except for designated holidays. For the complete policy, please see the President’s Office Policy PRE-14, “Office Hours.”

Alcoholic Beverage Policy
The policy and procedures for alcoholic beverages on the SHSU campus is discussed in President’s Office Policy PRE-01, “Alcohol Beverage Policy.” The sale or service of alcoholic beverages on the Sam Houston State University campus is not permitted except in “special use” buildings or facilities designated and approved by the University President. Departments, individuals, or sponsoring organizations of events are required to follow the President’s Office Policy PRE-01, “Alcohol Beverage Policy” and submit the electronic Alcohol Beverage Service Request Form.

The possession and consumption of alcoholic beverages on any property owned and/or controlled by Sam Houston State University are prohibited except where permitted explicitly by published policy. The legal age for purchase, consumption and /or possession of alcoholic beverages in the State of Texas is 21 years of age. Violators of this State law and University policy will be subject to University penalties and criminal charges.
Audit Policy
All financial records, ledgers, and accounts shall be maintained in conformity with the rules and regulations of the State comptroller, State auditor, and other entities that have responsibility for setting financial management and reporting standards for State colleges and universities such as the Governmental Accounting Standards Board (GASB) and National Association of College and University Business Officers (NACUBO). These records are to be made available to external auditors and the University's Office of Audits and Analysis upon request. For complete information on this policy, please see President’s Office Policy PRE-02, “Audit Policy.”

Information regarding the functions, duties and, procedures of the Office of Audits and Analysis can be found in The Texas State University System, Board of Regents’ Rules & Regulations, Chapter III, Subsection 7, “The Audit Function.”

Austin Hall Policy
Sam Houston State University recognizes the historical value of Austin Hall and the need to preserve this building as a Texas landmark. To that end, the use of Austin Hall is limited, and arrangements and reservations must be made through the Office of the President. For a reservation form, details on rental fee and deposit, and full coverage of the policy, please see President’s Office Policy PRE-03, “Austin Hall.”

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

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

Departmental Academic Distinction Program
The Department Academic Distinction Program is an individualized learning experience available to academically outstanding students at Sam Houston State University. An Academic Distinction Program project provides qualified students with a comprehensive introduction to meaningful research under the guidance of a designated faculty advisor. For additional information, please refer to Academic Policy Statement 800521, “Department/School Academic Distinction Program.”

Drug-Free Workplace
Sam Houston State University policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. For complete coverage of this policy, please refer to Human Resources Policy ER-8, “Drug Free Workplace.”
Emergency Closings
To ensure the safety of students, faculty and staff, it may become necessary to cancel classes due to inclement weather or other emergencies. This policy is fully covered in the President’s Office Policy PRE-07, “Closing the Campus Due to Weather Related Emergencies.”

Gibbs Ranch Policy
Use of the Gibbs Ranch conference ranch house and grounds are limited to University organizations, service groups sponsored directly by the University, current or retired faculty or staff, and Sam Houston State Alumni Association members, Century Club status or higher, with the approval of the Office of the President. Reservation forms, rental fee and deposit information and full policy for the use of Gibbs Ranch are found in the President’s Office Policy, PRE-21, “Gibbs Ranch.”

Elliott T. Bowers Honors College
Honors education at Sam Houston State University is designed to be a supplement to and an enhancement of University academic experiences for undergraduates. For complete information regarding Sam Houston State University's Honors College, please go to the Elliott T. Bowers Honors College website.

KatSafe (Emergency Management)
Sam Houston State University uses the KatSafe system to alert the campus should there be an emergency. Depending on user preference, this notification is sent either by text message, phone call, or e-mail. Contact information and preferences can be updated online at http://www.shsu.edu/katsafe/event-preparation/katsafe-communications-instructions.

Emergency preparedness guidelines for situations such as active shooters, fire, hurricanes, tornado, and first aid are found on the Emergency Management website.

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

Medical Emergency Procedures
A medical emergency that includes an accident, injury, or illness should be reported to the University Police Department at 936-294-1794 (on campus: 4-1794); however, when time is critical in saving a person's life, immediately call 8-911.

Members Not Employed by SHSU Serving on Thesis and Dissertation Committees
The purpose of this policy is to provide a procedure whereby highly qualified individuals not employed by Sam Houston State University (SHSU) may serve on SHSU thesis and dissertation committees. This will enable our students and faculty to interact with prominent individuals in the appropriate topic area. For full coverage of this policy, see Academic Policy Statement 950601, "Members Not Employed by SHSU Serving on Thesis and Dissertation Committees."
Peabody Library Policy
Sam Houston State University recognizes the historical value of the Peabody Library and the need to preserve this building as a Texas landmark. To that end, the use of the Peabody Library is limited, and arrangements and reservations must be made through the Office of the President. For a reservation form, rental fee and deposit details, and the policy and procedures, please see President’s Office Policy, PRE-16, “Peabody Library.”

Smoking Policy
In order to promote a healthy, safe, and aesthetically pleasing work, educational, and living environment, Sam Houston State University (SHSU) will endorse a smoke free and tobacco free environment. This policy and its general rules are explained in the President’s Office Policy, PRE-19, “Tobacco Policy.” For additional policy on the use of tobacco products at Sam Houston State University, please see Academic Policy Statement 890228, “Use of Tobacco Products in Academic Classrooms and Facilities.”

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

University Publications
The policy covering all University publications is found in Administrative Policy and Procedures, University Advancement Policy UA-05, "University Publications and Marketing Communications."

Academic Procedures

Academic Advisement and Mentoring
The Student Advising and Mentoring (SAM) Center provides academic advising and mentoring to undergraduate students to help them succeed in their academic programs. A cadre of professional advisors is available to help students with the planning and execution of their academic pursuits. Students have access to trained, expert advisors who can explain all aspects of the academic experience. Advisors become students' guides through their tenure at the University. The SAM Center offers a wide variety of mentoring programs for all students. The SAM Center designs programs to help individual students and works directly with faculty and administrators to help students with individual classes.
Academic Dishonesty
The University expects students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Accusations of academic dishonesty, proceedings and subsequent disciplinary actions are addressed in The Texas State University System, Board of Regents, Rules and Regulations, Academic Honesty, Chapter VI, Subsection 5.3, “Academic Honesty” and in the University’s Academic Policy Statement 810213, “Procedures in Cases of Academic Dishonesty.”

Academic Grievance Procedures
Students are provided with a procedure to address any grievance they may have of an academic nature. This includes disputes over course grades, unauthorized class absences or tardiness, suspension for academic deficiency, and an instructor's alleged unprofessional conduct related to academic matters. The policy also includes disputes involving graduate comprehensive and oral exams, theses and dissertations. These and other matters pertaining to a student's academic grievance are addressed specifically in Academic Policy Statement 900823, “Academic Grievance Procedure for Students.”

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

Attendance Policy for Class
General requirements for class attendance are as follows:

- Faculty are required to establish attendance requirements in each course.
- Each faculty member will inform students of the course attendance policy at the initial class meeting and will include the information on the course syllabus.
- Each faculty member will announce to their classes the course attendance policies for accepting late work or providing make-up examinations and include this information on the course syllabus.
- Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
- Students are expected to show appropriate cause for missing class or delaying major assignments or examinations.
- Failure to meet the attendance requirements in a course may lower grade(s), including a final course grade.
- Faculty members are expected to monitor course enrollment and class attendance.

The policy can be found at Academic Policy Statement 800401, “Class Attendance.”

Faculty-authored Class Materials
Textbooks, notebooks, manuals, or other materials that have been written or prepared by a SHSU faculty member must be approved before they may be placed on the syllabus. Requests to use faculty-authored materials should indicate the proposed pricing and profits. Once approved by the department chair, dean, and Provost, such authorization is effective through that fiscal year, ending on August 31.
Student Absences on Religious Holy Days
Sam Houston State University abides by the Texas Education Code, Section 51.911, requiring an institution of higher education to excuse a student from attending classes or other required activities, including examinations, for an observance of a religious holy day, including travel for that purpose. This policy is fully addressed in Academic Policy Statement 861001, “Student Absences on Religious Holy Days.”

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

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

Use of Student-Provided Technological Devices
Smartphones and similar devices (laptop computers, tablets, wearables, and others) have become increasingly a part of everyday life. In the academic classroom, however, these devices can become a serious distraction and during tests they can become a serious problem. To address these and other concerns, faculty are authorized and encouraged to institute and enforce a classroom policy on the use of such devices in the course syllabus for each class section.

Visitors in the Classroom
In the event an unannounced visitor attends a class, the instructor should request identification in the form of a current and official Sam Houston State University Bearkat OneCard identification card. If the visitor is not a registered Sam Houston State University student, the faculty member should act at their own discretion or refer the visitor to the department chair.

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the instruction thereof.

Legal Compliance

Sexual Misconduct Policies and Procedures
Sam Houston State University is committed to creating and maintaining educational communities in which each individual is respected, appreciated, and valued. SHSU maintains an environment that promotes prompt reporting of all types of sexual misconduct complaints. The University, in accordance with the Texas State University System Sexual Misconduct Policies and Procedures, will take prompt and appropriate action to eliminate sexual misconduct when such is committed, prevent its recurrence, and remedy its effects.
Academic Instructional Staffing
Sam Houston State University endorses the views of the United States Supreme Court in Grutter v. Bollinger (2003) that the educational benefits of diversity “are not theoretical but real;” that they include “cross-racial understanding;” the breaking down of racial stereotypes; and the promotion of learning outcomes. The University assumes responsibility for academic instructional staffing, as addressed in Academic Policy Statement 800114, “Academic Instructional Staffing,” and is also addressed in Sam Houston State University, Human Resources Policy ER-4, “Affirmative Action Plan.”

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

Americans with Disabilities Act
It is the policy of Sam Houston State University that no otherwise qualified individuals shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program or activity. To that end, the University complies with the Americans with Disabilities Act of 1990, and has created Academic Policy Statement 811006, “Students with Disabilities Policy,” located in the Student Section of the Academic Policy Manual. For information regarding resources and services available to students, please contact the Office of Services for Students with Disabilities.

Confidential Data Policy
Sam Houston State University is committed to compliance with the Family Education Rights and Privacy Act of 1974 (FERPA). For a complete explanation of the policy regarding confidentiality of student academic records, please see Academic Policy Statement 810806, “Student Educational Records” and Academic Policy Statement 830823, “Reproducing of Hard Copy of Student Academic Records.”

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

Faculty Contracts
Sam Houston State University provides each faculty member with a statement in writing of the terms of employment, including special conditions, responsibilities, and any special prerequisites. The document will cover such items as rank, salary, tenure provisions, whether the position is full-time or part-time, and the inclusive dates of service.

In most cases, the contractual period of employment is the academic year, which means that one-half of the contractual salary will be paid each semester. Written faculty contract letters are used each academic
year: one for tenured faculty, one for probationary tenure-track faculty, and one for interim faculty. Such contracts are in accordance with The Texas State University System, Board of Regents’ Rules and Regulations, Chapter V, Subsection 4.13, “Appointments.”

Copyrights and Patents
Sam Houston State University strictly adheres to The Texas State University System policies concerning copyrights and patents as stated in the Rules and Regulations of the Board of Regents, Chapter III, Subsection 11, “Copyright Policy” and Chapter III, Subsection 12, “Patent Policy.”

Sam Houston Logo and Trademarks Use
For the full policy covering the use of Sam Houston State University trademarks or logos, please see President’s Office Policy PRE-26, “Trademark Licensing Policy.”

Open Records Policy
Sam Houston State University conforms to the standards and requirements of the Public Information Act per Texas Government Code, Chapter 552, acknowledging the public’s right to access government records. For this policy, its procedures and a short Open Records Training Video, please see the President’s Office Policy PRE-020, “Open Records Policy.”

Personnel Records
A personnel file for each faculty member is maintained in the Office of the Provost. This file contains the faculty member’s application for employment, academic transcripts, photograph, letters of recommendation, employment contracts, and records of scholarly achievement, both hard copies and digital. It is the responsibility of each faculty member to report as expeditiously as possible to the Office of the Provost, through channels, changes in status, i.e., newly earned academic degrees, publications and honors, change in marital status, change in address, and so forth.

The Human Resources Department also maintains a personnel file containing specific information a faculty member is required to furnish upon reporting for duty. This file contains information concerning options for insurance and retirement, mandatory State and federal documents and acknowledgements, I-9 INS Employment Eligibility Verification and an initial payroll action form. In addition, college deans/library director and/or department chairs may maintain a personnel folder for assigned faculty members.

University Records Retention Schedule
Sam Houston State University maintains a Records Retention Schedule that is certified by the Texas State Library and Archives Commission (TSLAC) and complies with and adheres to the records retention schedules as stated in the Texas State Records Retention Schedule, 4th edition, published by the TSLAC, and stated in Texas Administrative Code, Title 13, Chapter 6, Section 6.10.
Website Disclaimer Statement
The Sam Houston State University web site, http://www.shsu.edu, is a public service. Users of this web site are responsible for checking the accuracy, completeness, currency and/or suitability of all information. SHSU makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via this web site. Additional details are provided in the Information Resources Statement IT-SO1, “Web Site Disclaimer Statement.”
Sam Houston State University
College of Osteopathic Medicine
(SHSU-COM)

Faculty Handbook

January 2020
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INTRODUCTION
The SHSU College of Osteopathic Medicine Faculty Handbook is supplemental to and superseded by the Sam Houston State University Faculty Handbook and is subject to approval by the ----------. Additions, amendments and/or alterations made in the SHSU-COM handbook must correspond to existing policies of the University. The SHSU-COM Faculty Handbook is developed to inform the faculty of the College of Osteopathic Medicine (SHSU-COM) of specific policies, procedures, and guidelines important to employment, fulfillment of expected duties, and advancement within the college. The SHSU-COM Faculty Handbook is a document under constant revision as policies, procedures and guidelines are developed. It is the responsibility of every faculty member to be familiar and compliant with the contents contained within both the SHSU Faculty Handbook, and the SHSU-COM specific Faculty Handbook. Every SHSU-COM faculty member should carry out their responsibilities keeping both the college mission, and the tenets of Osteopathic Medicine in mind.

SHSU-COM Mission
The mission of the Sam Houston State University (SHSU) College of Osteopathic Medicine (COM) is to prepare students for the degree of Doctor of Osteopathic Medicine with an emphasis toward primary care and rural practice, to develop culturally aware, diverse and compassionate physicians, who follow osteopathic principles, that are prepared for graduate medical education, and will serve the people of Texas with professionalism and patient-centered care.

Tenets of Osteopathic Medicine (American Osteopathic Association, 2019)
1. The body is a unit; the person is a unit of body, mind, and spirit.
2. The body is capable of self-regulation, self-healing, and health maintenance.
3. Structure and function are reciprocally interrelated.
4. Rational treatment is based upon an understanding of the basic principles of body unity, self-regulation, and the interrelationship of structure and function.
SECTION 1: SHSU-COM ORGANIZATION & GOVERNANCE

As stated in the Sam Houston State University (SHSU) Faculty Handbook, final authority for Texas Higher Education rests with the Legislature. The official governing body of Sam Houston State University is the Board of Regents of the Texas State University System. The President is the chief operating officer of the University and reports to the Board of Regents. Reporting to the Office of the President are the Provost/Vice President for Academic Affairs, Vice President for Finance and Operations, Vice President for Student Affairs, Vice President for University Advancement, Vice President for Enrollment Management, Vice President for Information Technology, and the Director of Athletics. All Academic Deans report directly to the Provost and Vice President for Academic Affairs. For a full description of Academic Governance, please review the SHSU Faculty Handbook published at the SHSU Website.

COLLEGE OF OSTEOPATHIC MEDICINE (SHSU-COM) ORGANIZATION AND GOVERNANCE

Under direction of the dean of the College of Osteopathic Medicine, the college is organized into divisions with distinct departments and/or offices within each division (see SHSU-COM organizational chart Appendix 1). An associate dean provides oversight for each of the divisions.

1) Division of Biomedical Sciences
   a. Department of Clinical Anatomy
   b. Department of Molecular and Cellular Biology
   c. Department of Physiology and Pharmacology

2) Division of Clinical Affairs (Unsure how to organize this)
   a. Assistant Dean for Graduate Medical Education and DIO
   b. Department of Primary Care and Clinical Medicine
   c. Department of Osteopathic Principles and Practice
   d. Office of Clinical Skills
   e. Office of Clinical Education

3) Division of Educational Affairs
   a. Office of Medical Student Affairs
   b. Office of Assessment, Evaluation, and Accreditation
   c. Office of Faculty Development and Continuing Medical Education (CME)

Additionally, the SHSU-COM works directly with SHSU divisions and shared services including but not limited to: Academic Affairs (Academic Planning and Assessment, SHSU Online, Research and Sponsored Programs, Newton Gresham Library) Enrollment Management (Admissions, Registrar, Financial Aid, Institutional Effectiveness, Career Services), Finance and Operations (Office of Research Administration, Procurement and Business Services, Bursar’s Office, Budget, Bearkat OneCard Services), Student Affairs (Services for Students with Disabilities, Student Activities, Leadership Initiatives), and Information Technology.

THE DEAN OF THE COLLEGE OF OSTEOPATHIC MEDICINE

The dean of the college shall have the authority and responsibility for the administration of the college in accordance with the University and college bylaws. This responsibility includes finances and budgetary matters, academic facilities, and personnel matters. The dean is responsible for all programs of instruction, research, and service carried out by the college. Duties include the development, coordination and implementation of curricula and integration of instructional programs. The dean formulates objectives, policies and standards for the college to supervise operations of the instructional programs and to communicate with department chairs, program directors, faculty, and students under their jurisdiction. In faculty matters, responsibilities include making recommendations to the Provost and Vice President for Academic Affairs for employment, retention,
and advancement of personnel in accordance with University policies. The dean of the college serves as its chief academic officer, and must have earned a D.O. degree from an American Osteopathic Association (AOA) accredited college of osteopathic medicine, AOA board certification (initial and/or active) and have appropriate academic leadership experience. The dean of the college is a full time employee appointed by and reporting to the University President and Provost, and approved by the TSUS Board of Regents.

ASSOCIATE/ASSISTANT DEANS
The associate/assistant deans of the college are responsible for supporting the dean in all efforts related to the function of the college. Duties vary by division and generally include development and management of the curriculum, research/scholarly work, finances and budget, personnel matters including faculty, staff and students, coordination of activities and events including student admissions, assessment, and facilities. The associate deans of the college are full time employees reporting to and reviewed by the dean of the SHSU-COM.

Biomedical Sciences Division
For this and subsequent sections “Biomedical Science Division” (Biomedical) refers to the Departments of Clinical Anatomy, Molecular and Cellular Biology, and Physiology and Pharmacology. The mission of the Biomedical division is to be an interactive and committed community of scientific scholars dedicated to evidence-based teaching and scholarship in order to provide foundational understanding of human structure and function in both health and disease. To prepare students for careers as clinicians, scholars, and educators, the division of biomedical sciences engages a diverse and qualified faculty trained in foundational sciences including anatomy, biochemistry, cell biology, immunology, microbiology, nutrition, neuroscience, physiology, pharmacology, and pathology. Faculty are committed to excellence in developing and delivering an integrated curriculum with emphasis on clinical applications. Faculty are also devoted to research and scholarship important to the advancement of health, medicine, education, and society. Biomedical science faculty are dedicated to supporting the mission of Sam Houston State University through sustained service within the college, the University, professional organizations, and the community.

The “Clinical Affairs Division” (Clinical) includes various sections. It is responsible for the clinical curriculum, student rotations and GME development and support. It also houses the Department of Primary Care and Clinical Medicine, the Department of Osteopathic Principles and Practice, and the offices of Clinical Skills and Clinical Education. The Clinical Affairs charge is to prepare osteopathic medical students for future practice with an emphasis on rural and underserved communities. This effort is concentrated in the eastern region of Texas, with affiliated hospitals and clinics located throughout the area. The division is also responsible for assuring that osteopathic principles are reinforced throughout the curriculum. Clinical Affairs is committed to advancing the mission of the Sam Houston State University College of Osteopathic Medicine (SHSU-COM).

Educational Affairs Division
The “Educational Affairs Division” includes the offices of Medical Student Affairs, Faculty Development and Continuing Medical Education, and Assessment, Evaluation, and Accreditation. Educational Affairs mission is to promote excellence in osteopathic medical education by providing resources and support to faculty, staff, and students through individualized training and development programs, assessment and evaluation, and curricular guidance. Educational Affairs is committed to advancing the mission of the Sam Houston State University College of Osteopathic Medicine (SHSU-COM) through continuous quality improvement derived from program evaluation and educational research from Undergraduate Medical Education (UME) to Graduate Medical Education (GME).
DEPARTMENT CHAIRPERSON
The department is the basic administrative unit of education, research, service and creative endeavor within the college. All departmental chairpersons shall have the authority, responsibility and accountability for the administration of the department in accordance with the TSUS Rules and Regulations, as well as University, college, and department policies. Appointment of a chair to an administrative unit is at the discretion of the dean and subject to the approval of the Provost and Vice President for Academic Affairs and the President (See SHSU Academic policy 110511). The chairperson of each department shall be subject to regular review by the dean.

FACULTY
The faculty of the departments shall have shared responsibility with the department chairperson to adopt and publish operating policies. Such policies shall include, but not be limited to, the composition of the faculty within the department, voting privileges, guidance for promotion and tenure, faculty meetings, standing committees, department organization, responsibilities of the chairperson and other department administrators, modes of student participation in academic affairs and selection of chairperson, and ensure all such policies align with TSUS Rules and Regulations and University policy. The policies of the department shall be reviewed by the department at intervals not to exceed five years. The policies shall be resubmitted at that time to the college Policy Committee to assure consistency with the TSUS Rules and Regulations and University and college policies.

Faculty membership includes all individuals who hold a faculty appointment at SHSU-COM including the dean, associate deans, directors, and department chairs. Faculty members are organized by division:

a) Biomedical Faculty
   Educators and scientists who engage in teaching, scholarship, and service.

b) Clinical faculty
   Physicians who provide clinical service as part of their appointment in addition to teaching, scholarship and service responsibilities.

The faculty is composed of voting and non-voting members.

a) Voting Faculty
   The voting faculty is made up of all faculty members with tenure-track contracts, previously tenured, full-time non-tenure track faculty, and part-time faculty members with appointments equal to or greater than 0.5 FTE. The voting faculty is accorded the privileges of voting and serving in elected positions.

b) Non-voting Faculty
   The non-voting faculty is composed of faculty holding appointment of less than 0.5 FTE, volunteer and visiting faculty, members of the administration with faculty/teaching appointments; and Professors Emeriti.

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

To locate more information on the Faculty Senate of Sam Houston State University, including meeting minutes, current roster and constitution and bylaws, see the Faculty Senate website at http://www.shsu.edu/~org_sen/.
ACADEMIC AFFAIRS COUNCIL
The Academic Affairs Council serves in an advisory capacity to the Provost and Vice President for Academic Affairs. Membership is by virtue of position and includes all deans, associate deans, department chairs, and members of the Provost’s leadership team. The Academic Affairs Council provides a forum for the discussion of academic matters, serves as an initial academic policy development and review body as requested by the Provost and Vice President for Academic Affairs, and provides a forum for communicating more effectively on all academic concerns.

COMMITTEE STRUCTURE OF THE UNIVERSITY
University committees are included in the Committee Book. Each entry in the Committee Book includes a statement of the committee’s purpose, appointment procedures, and current chair and committee members’ names, along with term expirations. Faculty, staff and administrators are appointed by the Dean for service on these committees.

COMMITTEE STRUCTURE OF THE COLLEGE OF OSTEOPATHIC MEDICINE (SHSU-COM)
College of Osteopathic Medicine committees are included in the SHSU-COM Committee Book (see website). Each entry in the SHSU-COM Committee Book includes a statement of the committee’s responsibilities and current chair and committee members’ names. Committee appointments and terms are described in Section 2 of this handbook.
SECTION 2: SHSU-COM COMMITTEES

The College of Osteopathic Medicine of Sam Houston State University (SHSU-COM) shall impanel such committees and councils as are needed to provide counsel to the dean for the proper conduct of the academic programs and general affairs of the SHSU-COM.

COMMITTEE GUIDELINES
Committee guidelines, policies and procedures have been developed to serve as a foundation for the collaborative functions and governance of the college and to define the roles of the administration, faculty, staff, and students in policy formulation within the college and the University community

Definition: The term committee will be used to describe any/all committees, councils and boards to which SHSU-COM faculty, staff and students are elected to serve. Committees described in the SHSU-COM Committee Book are subject to the following general guidelines:

PURPOSE
All committees serve in an advisory capacity to the dean. Unless otherwise detailed in these policies, the chair of each committee shall be appointed by the dean of the college and will provide a report of the committee’s activities to the Executive Committee.

COMPOSITION AND TERMS
Faculty and staff committee members are appointed by the dean in working in collaboration with department chairs or supervisors as well as in accordance with SHSU-COM committee policies. Student members are elected by their peers according to policies outlined in the Student Handbook. Voting faculty, full-time staff, and enrolled students in good standing have full voting rights. Non-voting faculty and staff may serve in ex officio capacity. The chair of the committee must be a voting faculty or full-time staff member, and as such may vote on all matters brought before the committee.

AD HOC COMMITTEES
The dean of the college has the authority to form ad hoc committees as needed. The dean of the college will make known to each ad hoc committee its charge at the first scheduled committee meeting. An ad hoc committee shall exist for as long as its specific charge warrants and as specified by the dean of the college.

SUBCOMMITTEES
The dean of the college and committee chairs have the authority to form subcommittees as needed to gather data, compile research, formulate guidelines, and other tasks contributing directly to work of the committee. The dean of the college or the committee chair will make known to each subcommittee member the charge and timeline at the first scheduled subcommittee meeting. Subcommittee members may include, but are not restricted to, faculty, staff, alumni, and students.

ORGANIZATIONAL YEAR
The organizational year for each committee is the normal SHSU academic year September 1 to August 31. This timeframe allows work conducted by the committee over the past year to be shared with new committee members near the start of the academic year.

COMMITTEE TERMS
Appointments and elections for committee members will occur prior to September 1 of each academic year. Each member will serve a three year term unless otherwise specified by the dean or committee chair. The dean will make appointments to the committee on a rotational basis with 1/3 of the committee membership to be
newly appointed each year. On those committees for which biomedical and clinical membership is specified, at least one new clinical member and one new biomedical member will be selected each year.

**PARTICIPATION IN COMMITTEE WORK**
Every faculty member appointed to a committee is expected to attend all meetings called by the chairperson and to perform any work assignments made by the chair, unless sufficient reason can be provided for non-participation.

**NON-PARTICIPATION**
If the committee chair feels that a member is not participating adequately in committee work, then a written statement of reasons for non-participation may be requested. If the reasons provided are insufficient, or if no response is forwarded, then the member may be asked to resign so that a working member can be selected for the position.

**RESIGNATION FROM COMMITTEE**
An appointed committee member may resign from a committee if, for unseen circumstances, he or she can no longer participate in the work of the committee. If a requested resignation occurs, all paperwork relating to the case will be forwarded to the appropriate departmental chairperson and associate dean for inclusion in the faculty member's file.

**TEMPORARY REPLACEMENT OF COMMITTEE MEMBER**
In the event that a member of a committee resigns, or is granted sick leave, academic leave, or is otherwise absent for an extended period of time, the committee chairperson may request that the dean appoint a temporary replacement.

The replacement will be selected from the same constituent group (biomedical or clinical) as the elected committee member. This appointment will remain in effect until the elected committee member returns to campus or their term expires.

**VACANCY**
If a faculty or staff member resigns from the SHSU-COM, a replacement member will be appointed by the dean to complete the term of the departing committee member.

**MEETING SCHEDULE**
Committees shall meet as often as necessary, but not less than four times per academic year, in order to accomplish the mission, goals and objectives of the college. Meetings may only be called by the committee chair or the dean of the college. Each committee shall establish a regular agenda for the conduct of its meeting.

Each committee will hold its first organizational meeting no later than the end of September of the current academic year. During the first meeting, new members will be invited, officers will be elected, records transferred, and a summary of unfinished business will be provided to all members. The results of committee elections will be conveyed to the dean as soon as they become available.

**COMMITTEE OFFICERS**
Committee officers will consist of a chairperson and a vice-chairperson, if written into committee guidelines.

Officers are elected from among the members of the committee for a one-year term. Committees shall have administrative secretaries that may either be a member of the committee or SHSU-COM administrative staff. An administrative secretary will be designated by the committee chairperson to record and distribute minutes and
generate the meeting agenda.

QUORUM
A quorum shall consist of a majority of members.

CONDUCT OF MEETINGS
Robert’s Rules of Order, Revised, is the parliamentary authority for the conduct of the committee meeting. The committee chair serves as parliamentarian (ensures proper conduct of meeting).

MEETING VISITORS
A visitor is anyone who is not a member of the committee. Visitors may be admitted to a meeting through invitation by the committee chairperson. Alternatively, if a more general participation by other groups is desired, the chairperson may issue group invitations. Visitors may also be admitted to, or removed from, the meeting by majority vote of the voting committee members present.

REPORTING
Committees shall have administrative secretaries that may either be a member of the committee or SHSU-COM administrative staff. The administrative secretary shall attend all meetings, record, prepare, distribute and store all meeting minutes and agendas. Copies of these minutes, as approved by majority vote of the members, are maintained by the chair of the committee, and made available to members of the SHSU-COM. A copy of all minutes shall be retained by the chair for a minimum of five years and provided to the Office of the Dean for distribution to the CEC.

Committee chairs will be called to report to the CEC on a regular basis. Recommendations and action items brought to the CEC will be reported back to the committee chair, and shared with faculty at All SHSU-COM meetings.

MEETING MINUTES
Every meeting of the committee, regardless of length, will be recorded through minutes.
A copy of all non-confidential minutes will be stored in a site available for faculty view (posted on the SHSU-COM t:drive). The minutes will include:

- The committee name
- Date of the meeting (regular, called, etc.)
- Members present (by name)
- Approval of prior minutes
- The body of the report

**AMENDMENT OF COMMITTEE POLICIES**
Committee policies shall be reviewed by the CEC at least once every three years. Amendments to committee policies and procedures may be proposed by SHSU-COM faculty or administrators. The dean shall bring the proposed amendments to the CEC for consideration. Proposed amendments require approval by two-thirds of the CEC present at a meeting in which there is a quorum. Upon approval by the CEC, the proposed amendment must be distributed to committee chairs at least two-weeks in advance of expectation for implementation.

**SHSU-COM COMMITTEES**
SHSU-COM faculty are appointed by the dean to serve on the following college committees. Standing committees are responsible for development and oversight of functions necessary for successful operation and maintenance of the college. The charge of each committee is to support the educational, research, service, and clinical care functions essential to fulfilling the mission of the SHSU-COM.

**SHSU-COM Committee Book**
Full descriptions of committee responsibilities and membership are published in the SHSU-COM Committee Book located on the college website.

- College Executive Committee (CEC)
- Faculty Assembly
- Admissions Committee
- SHSU-COM Curriculum Committee (CC)
- Student Promotions and Academic Progress Committee (SPAP)
- Faculty Evaluation System Committee (FESC)
  - Department Promotion and Tenure Advisory Committee (DPTAC)
  - Preceptor Appointment (Approval?) Committee (PAC)
- Research Advisory Committee (RAC)
- Committee on Diversity, Equity, and Inclusion
- Shared Services Committee
- Continuing Medical Education Committee (implemented once receive ACCME accreditation – anticipated 2021)
- Graduate Medical Education Committee (GMEC) (as needed – Asst. Dean for GME)

**SHSU COMMITTEES**
SHSU-COM faculty may be either elected or appointed by the dean and/or President to serve on the following University committees. Full descriptions of committee selection, function, service terms, and lines of report may be found in the University Committee Book located at the SHSU website (https://www.shsu.edu/dept/academic-affairs/committee/). SHSU-COM faculty interested in serving on University committees are advised to consult the appropriate chair and receive approval from the dean.

**SHSU Committee Book**
- Academic Calendar Advisory Committee
• Academic Scholarship Committee
• Athletics Advisory Council
• Campus Sustainability Committee
• Commencement Committee
• Curriculum Committee
• Development Leave Committee, Faculty
• Distance Education Committee
• Distinguished Lecturer Series Committee
• Distinguished Professor Review Committee
• Diversity Committee, Faculty
• Enhancing Undergraduate Research and Creative Activities (EURECA) Advisory Committee
• Evaluation Committee, Faculty
• Excellence in Scholarly and Creative Accomplishments Committee, Faculty
• Excellence in Service Committee, Faculty
• Excellence in Teaching Committee, Faculty
• Homecoming Steering Committee
• Honors College Advisory Committee
• Institutional Animal Care and Use Committee
• Parking Appeals Committee
• Professional Academic Center for Excellence (PACE) Advisory Committee
• Protection of Human Subjects, Committee For
• Ring Committee
• Space Management & Utilization Committee
• Staff Excellence Award Committee
• Student Disciplinary Hearing Committee
• Student Financial Aid Appeals Committee
• Student Life Admissions Screening Committee
• Student Services Fee Advisory Committee
• University Compliance Committee
• University Diversity Committee
• University Marketing Committee
• Wellness Program Committee
• Women's Advisory Committee, Faculty
• Writing in the Disciplines Committee

Additionally, SHSU-COM faculty serve on the following special committees/councils/boards
• Institutional Review Board
• Institutional Biosafety Committee
• Research Advisory Council
RECRUITMENT AND HIRING OF FACULTY

Hiring Procedures and Guidelines
Effective hiring practice is essential to establishing a qualified and collegial faculty. In the hiring process, SHSU-COM faculty are required to adhere to SHSU Human Resources policies (https://www.shsu.edu/intranet/policies/finop/human_resources/) as well as SHSU-COM procedures as outlined in Appendix 2.

Key elements in sequence:
- Department Chairperson provides position justification
- Departmental search committee is established
- Position announcement/job description written
- The position announcement is distributed through appropriate channels
- Search is initiated
- Application screening process begins – criteria must be established
- Interview process begins – phone and / or on site
- Selection is made and search committee presents written recommendation
- Recommendation must be approved by the dean
- Following Provost approval, the dean provides written offer including rank, salary, and terms of appointment
- Final appointment is by recommendation of the President and approved by the Board of Regents

Affirmative Action
In accordance with Sam Houston State University’s Affirmative Action Plan, SHSU-COM is committed to a vigorous recruitment and selection system to ensure the consideration of underrepresented candidates for each vacant faculty position. It is expected that the recruitment and selection system will be rigorously followed at all levels of employment (SHSU Academic Policy Statement 800114).

Appointment Letters
Upon approval of the President and Board of Regents, the new faculty member’s classification, rank and terms of employment will be conveyed to faculty as specifically stated in the appointment letter received from the university President. As stated in Texas State University System Rules and Regulations, all full-time Tenure Track appointments shall be for a term specified and not to exceed one year, renewable annually for up to five years, contingent upon satisfactory annual performance evaluations, departmental need, and continuity of funding. Non-tenure Track Faculty, Affiliate Faculty, and Professor of Practice faculty shall be for a term specified and not to exceed one year, with the possibility for renewal annually based upon annual performance evaluation, departmental need, and continuity of funding.

Faculty Classification
In accordance with The Texas State University System Rules and Regulations, faculty classification within the SHSU-COM include:

**Full-time Tenured**
A tenured position is one in which the full-time employee holds tenure as a member of the faculty of the University in accord with established tenure policy. Fringe and other employment related benefits are applicable according to state guidelines.
**Full-time Tenure-Track**

A tenure-track position is one in which the occupant is a full-time employee and expected to progress toward a tenure decision in accord with established University policy. A terminal degree or special credentials are required for all tenure-track ranks. Only full-time service in the academic ranks of Assistant, Associate and Full Professor shall be counted toward fulfillment of required probationary periods prior to application for tenure. Fringe and other employment related benefits are applicable according to state guidelines.

**Full-time Non-Tenure Track**

Non-tenure track faculty serve at the pleasure of the President and Board, subject to provisions of proper notice as required by the Texas State University Rules and Regulations. Non-tenure track faculty should meet the same requirements for professional, experiential, and scholarly preparation as their tenured and tenure-track counterparts teaching in the same disciplines. No non-tenure track faculty should expect continued employment beyond the period of current appointment as approved by the Board of Regents. Fringe and other employment related benefits are applicable according to state guidelines.

**Affiliate Clinical Assistant, Associate, or Full Professor**

Preceptors and other professions may be designated as non-compensated affiliate faculty of the university and serve at the pleasure of the President and Board, subject to provisions of proper notice as required by the Texas State University Rules and Regulations. Preceptors provide educational oversight of third and fourth year students in clinical clerkship rotations. Requirements include a DO or MD degree, unrestricted license to practice, professional liability coverage, and board certification or eligibility in the primary specialty. Faculty complete application to the university (see Appendix 3) and rank is assigned commensurate with credentials at the time of hire (assistant/associate or full professor). Fringe and other employment related benefits are limited but may include educational resources and library access.

**Professor of Practice (Subject) - Example: Assistant Professor of Radiology**

A Professor of Practice is one in which the occupant is a part-time employee serving at the pleasure of the President and Board, subject to provisions of proper notice as required by the Texas State University Rules and Regulations. Professors of practice serve the SHSU-COM by providing instructional, professional, clinical, and scholarly expertise within their discipline. Requirements may/may not include a PhD, DO or MD degree, unrestricted license to practice, professional liability coverage, and board certification or eligibility in the primary specialty. Professors of Practice should not expect continued employment beyond the period of appointment as approved by the Board of Regents. Fringe and other employment related benefits are applicable according to state guidelines.

**Academic Rank**

The following academic ranks, commensurate with training and experience, and outlined in SHSU Academic Policy Statement 900417 will be assigned:

- Assistant Professor
- Associate Professor
- Professor Emeritus - or similar honorific title may be conferred by recommendation of the dean, and approved by the President provided that the faculty member has served the college with distinction.
Years of Service
An academic year shall be the twelve month period from September 1 through August 31. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the beginning of the following academic year shall not be counted as academic service toward fulfillment of the maximum probationary period.

At the discretion of SHSU, and subject to dean approval, prior service of up to three years at another university may be counted toward fulfillment of the required probationary period for tenure and promotion.

The maximum probationary period at SHSU in tenure-track status in any academic rank shall not exceed five years of full-time academic service. Not later than August 31 of the last academic year of the maximum probationary period, tenure-track faculty shall be given written notice that the subsequent academic year (6th year) will be the terminal year of employment or that beginning with the subsequent academic year, tenure will be granted.

In the event that the employment of a tenure track faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with SHSU Academic Policy Statement 900417.

For full description of this, and all policies regarding faculty appointment, tenure and promotion, faculty are advised to refer to SHSU Academic Policy Statement 900417 as published at the SHSU website.

Credentialing of Community Faculty as Affiliate Clinical Assistant, Associate, or Full Professor
Prospective preceptor completes a Clinical Faculty Request form (see appendix 4)
Credentialing Specialist reviews Texas Medical Board Website (or equivalent licensing body) to:
  a. Make sure the physician has an active medical license
  b. Check to see if there are any current or prior disciplinary actions
  c. If there are any disciplinary actions the physician must be reviewed by the assistant dean for GME & DIO and the Associate Dean for Clinical Affairs to decide if they should proceed
  d. Obtain copy of the physician’s CV
  e. Obtain copy of the physician’s medical school diploma
  f. Obtain copy of the physician’s board certification documents or explanation for not having a current board certification
  g. Obtain a copy of the physician’s medical license
  h. Obtain a copy of the physician’s current Professional Liability Insurance
  i. Have the physician complete Non Compensated Affiliate Sam ID and Clearance Request

- Prospective preceptor is then presented to the FES Committee by the credentialing specialist
- By vote of the FES committee members the prospective faculty member is approved or denied approval.
- Approved candidates are forwarded to the dean and an offer letter and a faculty appointment certificate are provided to the applicant.
- Because community preceptors are provided faculty privileges, approved affiliate faculty are then entered into the Human Resources system using the Electronic Payroll Action Form (EPAF)
EPAF completion results in activation/creation of SHSU ID and faculty appointment

ID Cards
Upon hire, each faculty member will be required to complete the necessary application to receive a Bearkat OneCard, the official ID of Sam Houston State University.

To receive a Bearkat OneCard:
- Have photo taken in the Bearkat OneCard Office or Request a Card online.
  (You must present a valid state or government-issued photo ID)
- Present a valid and current address on file with the University.
- Be a member of SHSU Faculty/Staff.

Once these steps have been completed, the Bearkat OneCard will be mailed to the faculty member. Upon receipt, it’s essential that faculty select the refund preference at BearkatOne.com. Selecting refund preference also activates the campus ID functionality.

Activating the Bearkat OneCard will grant access to many benefits including:
- University sponsored programs (athletic, theater, music and art, etc.)
- Recreational sports facilities
- Library services
- Raven’s Nest Golf Course
- Kat Club

FACULTY WITH ADMINISTRATIVE RESPONSIBILITIES

Department Chair

Chairperson Assignment:
Department chairs are appointed at the time of hire, and renewed annually upon satisfactory completion of duties. Appointment of a chair to an administrative unit is at the discretion of the dean and subject to the approval of the Provost and Vice President for Academic Affairs and the President. The position of department chair retains full membership privileges as voting faculty and in negotiation with the dean, will distribute their FTE to include appropriate assignment to administrative duties. Department chairpersons will receive an annual administrative stipend to supplement for the additional service to the college.

Chairperson Duties:
As described in section 1 of the handbook, the department chair is responsible for the operation of the department, including its faculty, staff, and programs.

Reappointment of Administrative Chairs
In accordance with university policy the appropriate divisional associate dean will be responsible for providing an annual written evaluation of the performance of each department chairperson under his/her supervision.

Each dean is responsible for developing an instrument to evaluate his/her department chairs. SHSU-COM chair evaluation includes the following:

1. Dean evaluation – this evaluation includes a holistic review including input from the faculty. (see below) (proposing at this time – need to see how other colleges do this)
2. Faculty evaluation - this instrument should be distributed to all faculty members, within the unit at a prescribed date determined by the dean of the college. (We need to develop our timeline and add it here). The completed faculty evaluation of chair forms are returned to the office of the appropriate divisional associate dean, compiled and incorporated in the dean’s annual evaluation of the chair’s performance.

Per Academic Policy Statement 110511, the tenured, tenure-track and clinical faculty of the academic unit are convened by the chair of the Department of Promotion and Tenure Advisory Committee (DPTAC). (we will need an exception to policy here – our chairs do not rotate every 3 years)

**Vacancy**
Should the position of department chair become vacant, the Dean may request permission from the Provost and Vice President for Academic Affairs and the President to appoint an interim chair while the department conducts a formal search for a chair.

**GRADUATE FACULTY STATUS**
SHSU-COM faculty serve at the graduate/professional level and thus should be appointed to the SHSU graduate faculty.

Members of the graduate faculty must possess a terminal degree in the teaching discipline or a related discipline from an institution accredited by a recognized accrediting agency, demonstrate evidence of currency in the literature of the discipline, be effective educators at the graduate level, and be consistently active in scholarly and/or artistic endeavors (**Academic Policy Statement 801014**).

Although faculty may self-nominate, nominations are typically initiated by the departmental chairperson. Nominations are based on the quality of the faculty member’s curriculum vita demonstrating qualifications to teach at the graduate/professional level. The formal process begins with completion of the nomination form (**see graduate faculty application Appendix 5**) which includes approval of the department chair and dean. The form and accompanying CV are then forwarded to the Dean of the Graduate School for consideration by the Graduate Council. Failure to receive approval for graduate faculty assignment may be appealed (**Academic Policy Statement 801014**).

**FACULTY RESPONSIBILITIES AND PRIVILEGES**
Faculty are organized within departments to provide structure facilitating communication and collaboration as well as the ability to track, review and report faculty achievement. However, due to the unique means by which course instruction includes faculty from multiple departments, courses are all housed at the college level. Faculty members have a responsibility to seek continuous improvement in carrying out their professional roles including teaching, scholarly activity, service and clinical activity. Additionally, faculty must meet expectations for professional and ethical behavior.

**Teaching**
1. The faculty is to provide instruction and training to, and evaluation of, students at the institution.
2. Faculty members are expected to meet their responsibilities in presenting instructional sessions, laboratories or clinical instruction, clinical practice, student counseling, advising and mentoring including regular office hours, engaging students in research/scholarly work, and/or service.
3. Upon the dean’s approval, faculty will may serve as course directors. (See Appendix 6 for full description of Course Director responsibilities)
4. Faculty serve on course development and delivery teams that include both clinical and biomedical faculty from various departments.
5. The undergraduate medical curriculum is best described as pre-clerkship (first two years of medical school) and clerkship (years three and four).
6. Pre-clerkship courses:
   During the first semester of the medical undergraduate curriculum, courses are longitudinal with anatomy faculty primarily providing instruction and facilitation in both Clinical Anatomy 1 and Clinical Anatomy 2. Similarly, faculty from the Department of Biochemistry, Cellular Biology and Genetics will be primary instructors for both Scientific Foundations 1 and Scientific Foundations 2. For the next three semesters of the pre-clerkship curriculum, all courses will be integrated systems based courses that include instruction from anatomy, physiology, pharmacology, pathology, clinical medicine, and other disciplines as needed.
7. Clerkship courses:
   During years three and four, students are assigned to a single region for hospital and clinic rotations for all or most of their rotations. The third year consists mainly of core rotations in those specialties most in need in Texas. Additionally, students will have the opportunity to pursue their interests by participating in medicine and surgery selectives and elective rotations during third year. Fourth year is largely elective with time provided for residency interviews.

Research/Scholarly Work
1. Research is a universally-accepted vehicle for professional development. It is the right and responsibility of every faculty member to pursue research and/or some type of scholarly activity.
2. The SHSU-COM Research Committee is established to assist faculty in coordinating, directing, and evaluating the college research activity.
3. The SHSU-COM research laboratory is established for common use and any faculty member may submit a request to the dean for utilization of research space.
4. The Research Laboratory manager is a full-time position with the SHSU-COM. The Research Lab Manager will collaborate with faculty to perform, supervise, and implement research projects and manage all aspects of ensuring the laboratory is a functional, safe, and properly equipped environment that meets all accreditation standards.
5. Intramural research grant monies are available for equipment, supplies, and student support through both the SHSU-COM, and the Office of Research and Sponsored Programs. SHSU-COM Intramural grant funds may be requested through application to the Research Committee as outlined in the grant cycle procedures (Appendix 7). Recommendations for available funds are made on the basis of project merit and past productivity of the investigator. Recommendations for funding are made to the dean who will make final determination of funding approval.
6. Application to extramural grant agencies must be approved by the department chair, the dean, and the Vice President for Research and Sponsored Programs prior to submission.
7. Support for identifying and writing for extramural funds is provided by SHSU Office of Research and Sponsored Programs.
8. Researchers may request college leave and funding to present their work at professional meetings.
9. Inactive researchers may lose space and funding if these resources are required by active research faculty.
Service
1. Service to the college, university, profession and community is a recognized vehicle for career development, and is especially encouraged to utilize expertise unique to the individual faculty member aimed to support the educational and medical missions of the institution.
2. Service will be approved at the discretion of the department chair and/or evaluating supervisor.
3. Members of the faculty are expected to actively participate as members of faculty committees and other institutional service responsibilities as elected or assigned.

Clinical Activity
1. The practice of medicine, and particularly one's medical specialty, is a universally accepted vehicle for professional development. Therefore, Clinical Faculty are expected to pursue practice opportunities at the SHSU Physicians Clinic to maintain their clinical competence and oversee student participation.
2. Clinical faculty are required to exercise rights of recusal as outlined below:

Healthcare Providers and Student Performance Evaluation
Faculty members who provide health, medical, or psychiatric/psychological services to a student, have a close personal or familial relationship to a student or have other conflicts of interest pertaining to a student must recuse themselves from the following:
   a) Participation in grading or clinical assessment of the student
   b) Participation in decisions related to promotion of the student
   c) Participation in committee discussions of and voting on the student

Healthcare Providers Providing Professional Services to Other Faculty Members
Faculty members who provide health, medical, or psychiatric/psychological services to another faculty member, have a close personal or familial relationship to another faculty member or have other conflicts of interest pertaining to another faculty member must recuse themselves from discussions of and voting on that faculty member.

Professionalism
SHSU-COM administration, faculty, staff, and students shall be subject to the Texas State University System, and SHSU-COM policies within the student and faculty handbook that govern standards of professional conduct.

SHSU-COM Professionalism Principles
SHSU-COM policy describes the expectation for students, residents, faculty, administration and staff to display professionalism, individually and collectively, in all their interactions with each other, with patients and patient families/significant others, with colleagues in other professions, and with members of the public.

The following principles of professionalism, while not exhaustive, are provided to guide us in our actions and interactions with others.

- Respect for Others
- Honesty and Integrity
- Compassion and Empathy
- Duty and Responsibility

Professionalism is central to the ethos of both the practice of medicine and conduct of research;
it is an expression of the SHSU-COM’s commitment to patients and society. The environment of the SHSU-COM is conductive to the ongoing development of professional behaviors in osteopathic medical students, faculty, and staff at all locations and is one in which all individuals are treated with respect. This includes exposure to aspects of patient safety, cultural competency, and interprofessional collaborative practice. SHSU-COM is committed to maintaining an environment that is optimal for learning, teaching, conducting research, and providing clinical care.

Additionally, SHSU-COM faculty are expected to adhere to professional standards appropriate to the professions of academia (American Association of University Professors (AAUP - Appendix 8) and medicine (American Osteopathic Association Code of Ethics – Appendix 9).
SECTION 4: GENERAL POLICIES AND PROCEDURES

SHSU FACULTY HANDBOOK
Published online, the SHSU Faculty Handbook includes the following policies and procedures important to all University faculty and supersedes the SHSU-COM Faculty Handbook. For convenience, the Table of Contents for the SHSU Faculty Handbook is provided below:

Faculty Academic Employment Policies
- Commitment to Affirmative Action and Equal Opportunities
- Appointments to the Faculty
- Dismissal of Faculty
- Faculty Evaluation System Tenure
- Promotions in Rank
- Non-reappointment and Denial of Tenure Grievance Procedure
- Interim Faculty Members
- Outside Employment of Faculty
- Summer Employment
- Professional Librarians
- Retirement and Emeritus Status

Benefits, Leaves, and Awards
- Excellence in Teaching, Service, and Scholarly and Creative Accomplishments David Payne Academic Community Engagement Award
- Minnie Stevens Piper Professor Award
- Designation of Distinguished Professors Faculty Administrative Leave
- Faculty Developmental Leave
- Other Leaves of Absence Faculty Study
- Faculty Travel
- Interim Faculty Members

Curriculum
- Syllabus Guidelines
- Textbook Adoption
- Curriculum Development and Evaluation
- Prerequisite Policy

Professional Responsibilities
- Academic Freedom and Responsibilities Faculty Availability
- Adherence to the Class Schedule Faculty Absences
- Instructional Workload Attendance Verification Commencement Participation
- Acceptance of Money from Students Nepotism
- Professional and Academic Center for Excellence (PACE) Research by Faculty
- Political Influence
- Use of Proctoring Services Signatures
- Use of Portable and Electronic Devices

General Policies Affecting Faculty
- Administrative Office Hours Alcoholic Beverage Policy Audit Policy
- Austin Hall Policy Building Liaison Policy Campus Key Policy
- Departmental Academic Distinction Program Drug-free Workplace
- Emergency Closings Gibbs Ranch Policy Honors Program
- KatSafe (Emergency Management) Library Use Policy
- Medical Emergency Procedures
- Members Not Employed by SHSU Serving on Theses and Dissertation Committees Peabody Library Policy
- Smoking Policy
- Space Management Policy University Publications

Academic Procedures
- Academic Advisement and Mentoring Academic Dishonesty
- Academic Grievance Procedures Academic Probation and Suspension Attendance Policy for Class
- Faculty-authored Class Materials Student Absences on Religious Holy Days Student Rosters and Records
- Student-provided Technological Devices Visitors in the Classroom

Legal Compliance
- Sexual Misconduct Policies and Procedures
- Academic Instructional Staffing
- Americans with Disabilities Act Confidential Data Policy
- Consortial and Academic Contractual Agreement Review Faculty Contracts
- Copyrights and Patents
- Sam Houston Logo and Trademarks Use Open Records Policy
- Personnel Records
- University Records Retention Schedule Web Site Disclaimer Statement
THE SHSU-COM FACULTY HANDBOOK

The SHSU-COM Faculty Handbook describes specific additions and or exceptions to the SHSU faculty handbook as approved by the ------- and described below.

References in the SHSU Faculty handbook are current at the time of its publication; however all SHSU-COM and SHSU 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. There is an expectation that each faculty member become acquainted with and conform to all the policies and procedures included within these documents.

Faculty Membership
As described in Section 1 of this handbook, faculty membership includes all individuals within both the Biomedical and Clinical divisions who hold a faculty appointment at SHSU-COM and may include the dean, associate deans, directors, and department chairs.

Confidential Data Policy
Patient interaction is common for SHSU-COM faculty. As such, faculty must adhere to the Health Insurance Portability and Accountability Act (HIPAA) Health Information Privacy rules and requirements to protect the privacy and security of health information. Adherence is in addition to Academic Policy statements #810806, “Student Educational Records” and Academic Policy Statement 830823, “Reproducing of Hard Copy of Student Academic Records.”

Faculty Availability
Faculty are expected to publish hours, be available to students during the published times, and other times by student appointment or request of the dean. As teaching load varies throughout the year, office hours may vary but are expected to be consistent with teaching schedule and responsive to student needs.

Adherence to Schedule
SHSU-COM administrative offices shall be open during “normal” workday hours from 8:00 am until 5:00 pm except for designated holidays. If for any reason the faculty member is not able to fulfill teaching, research or other duties as scheduled, the expectation is to notify the department chair and administrative assistant at the earliest possible convenience. The chair will attempt to assist the faculty member in covering duties so as not to disrupt the workflow of other faculty, staff and students.

Holidays
SHSU-COM faculty are contracted as 12 month employees of the university. As such, faculty are granted the following paid holidays:
- Labor Day
- Thanksgiving
- The day after Thanksgiving
- Christmas*
- New Year’s Day
- Martin Luther King Jr. Day
- Energy Conservation Day
- Memorial Day
Independence Day

*The Texas Legislature determines the holidays each biennium, and then the specific university holiday schedule is prepared and approved so as not to interfere with classes. The total number of holidays to be observed by eligible university employees is the same as is entitled by law for employees of any state agency; holidays are just not all scheduled on the same days by different agencies. Refer to the current holiday schedule for specific days.

The following alternative days may be observed in lieu of a University holiday. The total number of holidays in a year to which an employee is entitled is not changed by use of alternative holidays.
- Rosh Hashanah (2 days)
- Good Friday

Detailed information regarding the Texas Employees Group Benefits Program (GBP) is available on the Employees Retirement System of Texas (ERS) website or refer to the SHSU Human Resources Summary of Benefits webpage: [https://www.shsu.edu/dept/human-resources/benefits/summary.html](https://www.shsu.edu/dept/human-resources/benefits/summary.html)

**Curriculum Development and Evaluation (add here)**

Faculty will be engaged in the development, evaluation, and revision of the curriculum. This process progresses from faculty, through their department chairs, to the SHSU-COM Curriculum Committee (see Section 2), and then to the SHSU Curriculum Committee for necessary approvals.

**Faculty Advising and Mentoring**

Faculty will be asked to participate in advising, coaching, and mentoring for students through all four years of the degree program through academic counseling, tutoring, clinical advising, learning community participation, and specific programming. SHSU-COM Office of the Dean and Faculty Advisors/Mentors will make sure students have necessary resources and assist students with specific academic needs, determining specialty interests, completing residency applications, and preparing for interviews.

**Library**

A medical librarian is a full-time member of the SHSU-COM staff and will be available at the Conroe campus location to provide assistance and consultation for faculty. A robust collection of digital library resources is available for use and faculty are encouraged to consult with the medical librarian to ensure copyright and other access measures are followed appropriately. Additionally, limited “hard copy” library resources will be available for check-out at the SHSU-COM facility. SHSU-COM faculty have full library rights and responsibilities as outlined in Academic Policy Statement 840606 Library Use Policy for all SHSU Grisham library resources. The policy describes the normal loan period of one semester with opportunity for renewal. Loss or irreparable damage will result in charge for replacement.

**Faculty Travel and Professional Development**

1. The SHSU-COM will approve up to $5,000 for travel related to continuing medical education and/or professional development activities necessary for SHSU-COM operations. The money can be divided to provide for more than one activity up to the $5,000 limit.
2. Initial requests for travel should be discussed with your direct report and approved six or more weeks in advance.
3. If approved, the travel request will be entered by the requestor and processed through Chrome River.
   a. Chrome River is the travel and expense report software utilized by SHSU.
b. Chrome River can be accessed by going to MySam on the SHSU.edu webpage.
   i. Chrome River link is under the Employees Tab in the Travel box.
   ii. Create a new pre-approval by clicking on the +New tab on the right hand of the top of the screen.
4. Then, the requestor/traveler will enter a pre-authorization in Chrome River.
   a. Request your FOP (Fund Organization Program) number from your respective administrative assistant. This “account” number is needed when filling out the pre-approval in Chrome River and will ensure correct routing.
   b. All related supporting documents should be attached to the pre-approval on Chrome River. Types of documents that need to be attached are the meeting or conference brochure, webpage printout, emails, invitation, hotel room block rate, paper abstract, supporting documents, etc.
      i. Travel requests without back up documentation attached will be delayed and may be returned to the traveler to attach documentation.
5. The dean and associate deans will approve/disapprove travel through Chrome River.
   a. When travel is approved, funds are encumbered immediately.
6. Associate deans will be responsible for managing their division’s travel budget.
7. The travel funds will be allocated to the division. Final approval for all travel rests with the dean of the SHSU-COM.

Faculty Professional and Societal Memberships
The SHSU-COM will approve and pay for one national membership and one specialty college membership for faculty and staff.
1. National Membership
   a. Institutional Membership: International Association of Medical Science Educators (IAMSE).
   b. As a general guideline, IAMSE could be the selected National membership for PhD faculty, or alternatively another National membership may be allowed.
2. Specialty Membership
   a. For Clinicians, one clinical specialty college membership.
   b. For PhD faculty, one specialty membership may be selected in their area of concentration.
3. Institutional Membership to AACOM and National Rural Health Association have been paid for by the SHSU-COM. These memberships cover everyone in the SHSU-COM.
4. Board certification exams and other society dues will be the responsibility of the member.
5. Membership requests should be discussed with your direct report and approved six or more weeks in advance of when your membership dues are due.
   a. SHSU policy does not allow re-imbursement to faculty for personal payment of professional membership dues.
6. Associate deans will be responsible for managing their division’s professional membership budget.
7. The professional membership funds will be allocated to the division. Final approval for all memberships rests with the dean of the SHSU-COM and Vice President for Academic Affairs.

Process for requesting SHSU-COM coverage of professional membership:
1. Timeline
   a. Faculty request chair/associate dean approval for membership a minimum 6 weeks in advance of due date.
   b. Upon chair approval, faculty will submit required information to the appropriate administrative assistant (see payment below).
2. Payment
   a. Faculty submit membership information required for the form to the appropriate administrative assistant.
   b. Professional organization must first be vetted as an “approved vendor” through SHSU purchasing.
   c. If organization does not accept PO for payment (does not allow for approved vendor), payment may be made through use of the PCard.
   d. PCard Payment approvals require completion of SHSU Form: https://www.shsu.edu/intranet/policies/forms/documents/Membership+Form-pcard.pdf.
   e. Administrative assistants will complete the form and forward for approvals (chair > associate dean > dean > Provost office)

Campus Facilities
SHSU-COM is located in Conroe Texas at the Sam Houston State University Center for Health Professions. Building information is provided below, and will be expanded as information becomes available.

Address:

Access to Building
The building will remain unlocked and available to faculty during the normal work hours Monday through Friday. Access to the building outside these hours will require the faculty BearKat One card.

Visitors to the building (process of reporting, nametags...?)

Building Liaison
A building liaison is appointed by the dean and serves to...

Parking

Building Use
Educational use of the building supersedes use for all other purposes. Use by faculty and/or students outside of the normal work hours of 8:00 am – 5:00 pm must be approved by the dean. (Form - Appendix...)

Use of the SHSU-COM facility by groups other than SHSU-COM faculty, staff and administration must also be approved by the dean (recommend at least 4 weeks in advance). Groups including University organizations, service groups sponsored by the University, current non-SHSU-COM faculty or staff, and Sam Houston State Alumni Association members may be granted use of the building at no cost pending approval by the dean. All other groups may incur a charge to utilize the SHSU-COM building and or facilities, and this will be conveyed by the dean during the approval process. (Form - Appendix...)

Building Description
The Conroe SHSU-COM facility is a four floor, 107,000 sq. ft. facility completed and occupied in February of 2020.

Room Type | Floor | Capacity
Large Lecture Hall  1  160 + 40 in Viewing Area
Active Learning Classroom  1  160 - 280
Combinable Multipurpose Room (Section 1)  2  45
Combinable Multipurpose Room (Section 2)  2  45
Clinical Skills Lab  2  40
SIM Debrief Room  2  10 to 12
SIM Debrief Room  2  10 to 12
SIM Debrief Room  2  10 to 12
Flex Debrief Room  2  10 to 12
Flex Debrief Room  2  10 to 12
Small Team Room  2  10 to 12
OMM Team Room (OMM Table in Room)  2  10 to 12
Small Team Room  3  10 to 12
Small Team Room  3  10 to 12
Small Team Room  3  10 to 12
Small Team Room  3  10 to 12
Small Team Room  3  10 to 12
Small Team Room  4  10 to 12
Small Team Room  4  10 to 12
Small Team Room  4  10 to 12
OMM Team Room (OMM Table in Room)  4  10 to 12
Anatomy Lab  4  18 Tables and one instructor Station
Clinical Skills Training Room (with OMM Tables)  4  43 and one instructor table

First Floor
Additional SHSU Policies and Procedures
Faculty are expected to become familiar with and follow ALL SHSU policies and procedures as listed below.
** Full descriptions located at the SHSU Website

**Texas State University System Board of Regents’ Rules and Regulations**
https://www.tsus.edu/tsus-rules-and-regulations.html
- Chapter I - The Board of Regents
- Chapter II - System Administration
- Chapter III - System-Component Operations
- Chapter IV - Presidents of the Components
- Chapter V - Component Personnel
- Chapter VI - Student Services and Activities
- Chapter VII - General Provisions for Campus Activities
- Chapter VIII - Ethics Policy and Reporting of Wrongful or Fraudulent Conduct
- Chapter IX - Private Support Organizations
- Chapter X - Enactment and Amendment
- Appendix

**Academic Affairs Policy and Procedures Statements**
(https://www.shsu.edu/dept/academic-affairs/aps/aps-faculty.html)
- 800114, Academic Instructional Staffing
- 921007, Academic Advisory Councils
- 110511, Appointment, Workload and Evaluation of Chairs
• 041020, Appointment of Clinical Faculty Members
• 911106, Appointment of Visiting Scholars
• 860425, Designation of Distinguished Professors
• 840901, Early Retirement Program for University Faculty
• 890303, Employment of Graduate Assistants
• 890301, Employment of Non-Tenure Track Faculty
• 871214, English Language Proficiency for Instructional Personnel
• 920808, Ethical Conduct in Academic Research and Scholarship
• 860915, Faculty Absences on Religious Holy Days
• 800215, Faculty Administrative Leave Program
• 800328, Faculty Development Leave Policy
• 820317, Faculty Evaluation System
• TSUS Rules & Regulations, Chapter V, Faculty Grievance Procedure
• TSUS Rules & Regulations, Chapter V, Sec 4.4, Faculty Grievance Form
• 790601, Faculty Instructional Workload Policy
• 130424, Faculty-Led Study Abroad Program
• 791221, Faculty Participation in Commencement
• 900417, Faculty Reappointment, Tenure, and Promotion
• 800925, Faculty Retirement and Emeritus Status
• 801014, Graduate Faculty Status
• 810701, Instructional Overload Assignment
• 830401, Insurance Fringe Benefits and Sick Leave Accrual for Interim Faculty Members
• 840606, Library Use Policy for all SHSU
• 110720, Market Adjustments in Salary
• 800722, Merit Advances in Salary
• 910116, Off Campus Instruction
• 860811, Outside Employment for Faculty
• 980204, Performance Evaluation of Tenured Faculty
• 900420, Reassigned Time for Faculty Members Pursuing Research and Artistic Endeavors
• 810814, Tenets for Faculty Status for Academic Librarians
• 890228, Use of Tobacco Products in Academic Classrooms and Facilities
• 860211, University Textbook Requisition Procedure

Research Policies
(https://www.shsu.edu/dept/academic-affairs/aps/aps-research.html)
• 950809, Conflict of Interest Policy Pertaining to Sponsored Projects
• 140212, IACUC General Policy
• 140213, IACUC - Alleged Incident of Noncompliance
• 140214, IACUC - Approval of Animal Use Protocols (AUPs)
• 140215, IACUC - Euthanasia of Research Animals
• 140216, IACUC - Standard Procedures for Rodent Surgery
• 140217, IACUC - Post-Approval Monitoring of Approved Research Involving Animals
• 140410, IACUC - Disaster Plan
• 140414, ORSP - Responsible Conduct of Research
• 140422, IRB - Submission and Pre-Review
• 140423, IRB - Exempt Review Procedures
• 140424, IRB - Expedited Review Procedures
• 140425, IRB - Review of Research by the Convened IRB
• 140426, IRB - Actions and Communications
• 140427, IRB - Event Reporting -- Unanticipated Problems Involving Risks
• 140428, IRB - Suspension and Termination of IRB-Approved Research
• 140429, IRB - Course Projects Guidelines Faculty Assurance
• 140430, IRB - Authorization Agreements

Facilities Management Policies
(https://www.shsu.edu/intranet/policies/finop/facilities_management/)
• Building Liaison Policy-FO-FM-61
• Building Maintenance & Repair-FO-FM-06
• Building Modifications-FO-FM-07
• Building, Office & Room Security-FO-FM-09
• Fleet Vehicle Rental Program FO-FM-65
• Key Policy-FO-FM-24
• Space Management-FO-FM-60
• Vehicle Fleet Management-FO-FM-4

Finance and Operations Policies and Procedures
(https://www.shsu.edu/intranet/policies/finop/)
• ACH and Wire Policy - FO-67
• Annual Reports - FO-02
• Agency Funds - FO-59
• Agency Funds Form - FO-59A
• Banking Procedures- FO-03
• Budget Procedures & Guidelines - FO-05
• Business Continuity - FO-68
• Funds Acceptance and Deposit Policy - FO-10
• Cell Phone Policy - FO-50
• Change Funds - FO-12
• Check Cashing & Returned Check Procedures - FO-13
• Check Printing and Disbursements - FO-54
• Checking Account Procedures - FO-14
• Clery Campus Security Authorities - FO-64
• Direct Pay Policy - FO-63
• Disposition of Equipment Acquired by Federal Funds - FO-52
• Endowment Spending Policy - FO-66
• Expenditures - FO-15
• Fees for Professional Licenses - FO-16
• Fiscal Year - FO-18
• Food and Beverage Purchasing - FO-19
• Food Service - FO-20
• Grant Expenditures - FO-21
• Identity Theft Prevention Program - FO-57
• Legislative Appropriations Request - FO-25
• Memberships-Chamber of Commerce - FO-11
• Memberships-Professional - FO-36
• Merchandise Purchases by Employees - FO-27
• Moving Expenses - FO-29
• Non-Business Use of Telephones & Fax Machines - FO-30
• Parking - FO-31
• Payments for Professional Services - FO-32
• Resale Items Purchased - FO-51
• Sales Tax - FO-40
• Video Surveillance - FO-62

**Human Resources Policies**
(https://www.shsu.edu/intranet/policies/finop/human_resources/)
• Affirmative Action Recruitment Plan (ER-4)
• Child Abuse Reporting and Training (ER-10)
• Classification of Non-Faculty Jobs (WS-1)
• Conflict of Interest (E-8)
• Contract Labor and Independent Contractors (WS-3)
• Criminal Background Checks (ER-9)
• Dispute Resolution and Formal Grievance Procedure (ER-1)
• Drug and Alcohol Testing for Positions Requiring Commercial Driver's License (CDL) (E-9)
• Drug Free Work Place (ER-8)
• Employee Development (B-5)
• Employee Leaves (B-1)
• Employee Relations and Discipline of Staff Employees (ER-2)
• Employee Resource Groups (E-10)
• Employee Wellness Program (ER-11)
• Employment of Disabled Workers and Veterans (ER-5)
• Discrimination and Equal Employment Opportunity (EEO) (ER-7)
• Holidays and Energy Conservation Day (B-4)
• Longevity and Hazardous Duty Pay (B-3)
• Multiple State Employment (E-4)
• Nepotism (E-2)
• New Employee Benefits Orientation (E-5)
• Outside Employment (E-6)
• Risk Management (RM-1)
• Separation of Employment (E-3)
• Sexual Misconduct Policy and Procedures
• Staff Evaluation System (ER-6)
• Staffing (E-1)
• Staff Salary Administration (WS-2)
• Student Employment Posting (E-7)
• Workers' Compensation Insurance and Return To Work Program (B-2)
• Workplace Violence (RM-2)
• Work Schedules and Employee Compensation (ER-3)

**Information Technology Policies**

• **User Practices & Policies**
  o Acceptable Use Policy (IT-03)
  o Electronic Communication Policy (IT-20)
• Non-Disclosure Agreement Policy (IT-16)
• Policy Compliance (IT-00)
• Portable Computing Policy (IT-26)
• Privacy Policy (IT-27)
• Technology Acquisition Oversight Statement (IT-S03)
• Technology Security Training Policy (IT-13)
• Third Party Access Policy (IT-28)
• User Account Eligibility (IT-S04)
• User Accounts Password Policy (IT-02)
• Virtual Private Network Access Policy (IT-04)

• **Systems & Networking Policies**
  • Identification/Authentication Policy (IT-22)
  • Information Technology Change Management Policy (IT-09)
  • IT Physical Access & Environmental Policy (IT-25)
  • Malicious Code Policy (IT-24)
  • Network Use and Vulnerability Assessment Policy (IT-12)
  • Server Administration Policy (IT-14)
  • System Development & Acquisition Policy (IT-08)
  • User Accounts Management Policy (IT-01)

• **Data Protection Policies**
  • Data Access Review Policy (IT-05)
  • Data Backup Policy (IT-11)
  • Data Classification Policy (IT-06)
  • Digital Encryption Policy (IT-10)
  • Media Sanitization Policy (IT-15)
  • Web Privacy and Site Link Statement (IT-S02)
  • Web Site Disclaimer Statement (IT-S01)

• **Security/Standards**
  • Application Security Policy (IT-29)
  • Authorized Software Policy (IT-19)
  • Firewall Policy (IT-21)
  • Intrusion Detection/Prevention and Security Monitoring Policy (IT-23)
  • IT Administrator/Special Access (IT-18)
  • Risk Assessment Policy (IT-17)
  • Technology Incident Management Policy (IT-07)
  • InCommon Federation: Participant Operational Practices
  • SHSU Information Security Program
  • SHSU Information Security User Guide

**Payroll Policies & Procedures**
• Employee Miscellaneous Deduction from Payroll
• Essential Personnel Reporting Policy
• Payroll Action Forms
• Payroll Direct Deposit
• Retroactive Payroll
• Social Security Number Policy
- Student FICA
- Timesheets and Leave Reports
- Special/Manual Check Policy

**Procurement & Business Services Policies**

- General policies pur-01
- Ethics pur-02
- Procurement authority pur-03
- Purchasing-noncomplying requisitions pur-04
- The purchase process pur-05
- Term contracts pur-06
- P-card policy pur-08
- Purchases/other pur-09
- Advertisement pur-10
- Request for proposal pur-11
- Property department scrap metal sales pur-12
- How to purchase live animals for agriculture pur-13
- How to sell live animals pur-14
- How to lease out animals pur-15
- Transfer and disposal of property pur-16
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- Management of compressed gases and cylinders pur-18
- Achievement of awards pur-19
- Vendor ethics pur-20
- Contract policy pur-21
- Property pur-23
- Mail services pur-24

**Travel Policies**

([https://www.shsu.edu/intranet/policies/finop/travel/](https://www.shsu.edu/intranet/policies/finop/travel/))

- FO-TR-01, General Travel
- FO-TR-02, Lodging
- FO-TR-03, Overnight Travel Meal Reimbursement
- FO-TR-04, Mileage
- FO-TR-05, Non-Overnight Travel Meal Expenses
- FO-TR-06, Spousal Travel
- FO-TR-07, Student Travel with Faculty/Staff
- FO-TR-09, Travel Advance Policy
- FO-TR-10, Travel Card Policy
- FO-TR-11, Foreign Travel
- FO-TR-12, Travel Authorization
- FO-TR-13, Expense Certification Policy

**University Advancement Policies**
• Donated Livestock - Accepting Donated Livestock
• Gifts and Donations (Non-Cash) to the University Policy
• Media Relations
• Social Media Policy
• Social Media Concerns Policy
• Planting Trees on Campus in Honor or Memory of Individuals Policy
• University Publications & Marketing Communications
• Policy Governing Private Support Organizations
• Guidelines and Standards for Decentralized Advisory & Alumni Boards
• Guidelines for Referring to Named Facilities
• Policy and Procedures for Naming Initiatives
• User Access to Raiser’s Edge
• Print Policy
SECTION 5 – PERFORMANCE EVALUATION (ANNUAL REVIEW), PROMOTION, AND TENURE

Materials included in this section of the SHSU-COM faculty handbook make reference to, and are superseded by the following documents:

- Texas State University System (TSUS) General Faculty Policies;
- Academic Policy #900417 Faculty Reappointment, Tenure, and Promotion; and
- Academic Policy #820317 The Faculty Evaluation System

PERFORMANCE EVALUATION (ANNUAL REVIEW)

Overview
All University-employed faculty members, whether tenure-track, non-tenure track, or tenured are required to complete an annual written review. (Academic Policy Statement 820317)

The Faculty Evaluation System (FES) at SHSU provides a framework for conducting the annual review and is designed to maximize objectivity and minimize bias. The FES includes chair’s evaluation of faculty teaching effectiveness, students’ evaluation of classroom teaching effectiveness, scholarly and/or creative accomplishment, and record of service. The FES also includes review of faculty collegiality and professionalism.

The FES has been modified for use at SHSU-COM as student evaluation of teaching includes evaluation of the faculty, and the course separately as courses are typically team taught. Additionally, SHSU-COM workload is not by course assignment, but rather by FTE assignment determined by the dean. Annual evaluations are based on explicit goals set in alignment with FTE allocation and agreed to in the annual review (faculty member’s permanent file).

SHSU-COM faculty achievement will be organized as an academic portfolio and submitted for review following the timeline below. Elements of the portfolio are defined, and will be collected digitally using SHSU-COM acquired software (See Appendix 11 Elements of the Portfolio). Upon completion, the FES and the chair’s summary report become part of the faculty permanent file (Appendix 12). Included in the evaluation is a recommendation for retention or non-retention, and when appropriate, a plan for remediation.

Timeline
Annual review coincides with the CALENDAR YEAR – January 1 through Dec. 31

<table>
<thead>
<tr>
<th>Party</th>
<th>Action</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>Associate Dean</td>
<td>Notification of deadline, updates on process</td>
<td>First working day of January</td>
</tr>
<tr>
<td>Faculty</td>
<td>Submit documentation to Chair</td>
<td>First working day of February</td>
</tr>
<tr>
<td>Dept Chairperson</td>
<td>Complete faculty conferences – forward recommendation to FESC</td>
<td>March 15</td>
</tr>
<tr>
<td>FES Committee</td>
<td>Review all faculty portfolio’s – recommendations for merit</td>
<td>April 15</td>
</tr>
<tr>
<td>Dean</td>
<td>Forward faculty summary report to Provost</td>
<td>May 1</td>
</tr>
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</table>

Criteria
Faculty achievement and activities fall into the following areas: teaching, research and scholarly activity, and service (we will need to seek policy change here for clinical activity). Criteria and examples across rank are outlined in SHSU Academic Policy 900417. For tenure-track faculty, the annual review informs each faculty member of his/her progress toward promotion and tenure, and any areas of deficiency that may necessitate remediation.
PROMOTION

Overview
Promotion is granted as recognition of sustained, high-quality performance, combined with efforts of continuous improvement. Per SHSU University policy, nomination for consideration for promotion shall be addressed to the Department Promotion and Tenure Advisory Committee in any of three ways: 1) by the faculty member herself/himself, 2) by another faculty member, or 3) by the department chair. A faculty member normally establishes eligibility for consideration for promotion upon the completion of five and one half years of service in current rank. Early application for promotion may be considered on the rare occasion that faculty meet criteria for higher rank.

Timeline
Tenure track: At SHSU, promotion and tenure are typically linked and occur at the same time (see timeline for TENURE below)

Non-tenure track: For SHSU-COM non-tenure track faculty, the timeline for promotion is the same as tenure-track faculty.

Criteria
Tenure track: For tenure-track faculty, criteria for promotion are described in SHSU Academic Policy 900417.

Non-tenure track: For appointment and promotion in the non-tenure track (academic professional track), faculty members with Clinical, Instructional, or Research titles should be evaluated in two of the three areas of faculty performance, with a primary emphasis on the quality and impact of their teaching activities for the first two tracks and emphasis in research for the last track. Faculty with Clinical in their title will be expected to make significant contributions in the area of teaching and are required only to make significant contributions to either the area of service to the department, College, and/or University or the area of research/scholarly activity.

Non-Tenure track Assistant Professors are expected, at a minimum, to demonstrate effectiveness in teaching and to establish a productive pattern of research or service contributions to the department, College, and/or University.

The granting of promotion to Associate Professor for all non-tenure track professors will be based on an assessment of two of the three areas of faculty performance, with a primary emphasis on the quality and impact of teaching activities. This would include a pattern over time of Excellence and impact in teaching as well as a pattern over time of Effectiveness in either the area of service to the University and/or national professional organizations or the area of research/scholarly activities.

The granting of promotion to Professor for all non-tenured track professors will be based on an assessment of two of the three areas of faculty performance, with a primary emphasis on the high quality and impact of teaching activities. This would include a pattern over time of Excellence and impact in teaching as well as a pattern over time of Excellence in either the area of service to the University and/or national professional organizations or the area of research/scholarly activities.

TENURE

Overview
Tenure is granted to faculty after a rigorous probationary period, on the basis of meritorious performance.
Tenure represents a commitment between the faculty member and the institution, and the prospect of sustained professional relationship.

SHSU policy states that the Departmental Promotion and Tenure Advisory Committee (DPTAC) must be more than 3 members, and all must be at higher rank than the candidate considered. On occasions where faculty within the tenure unit cannot meet the criteria for establishing the DPTAC, the dean will call upon the Provost to assist in assembling the DPTAC committee on an “as needed basis.”

During the third academic year of faculty employment, the DPTAC committee will be called upon to provide a critical review of faculty achievement and a written report will be provided to the faculty, chair and dean of the college.

Timeline

- Probationary period based on the ACADEMIC YEARS of service, September 1 through August 31
- Partial year appointments do not count on P & T timeline
- Per TSUS policy, faculty who experience extenuating circumstances may be approved for a pause of the tenure clock for no longer than 2 academic years.
- Critical review in academic year three, submission of tenure materials in January of academic year five.
- Award of tenure notification by Aug 31 prior to academic year six, or notice that year six is terminal year

<table>
<thead>
<tr>
<th>Party</th>
<th>Action</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty or Dept Chair</td>
<td>Nomination submitted to Dean</td>
<td>Oct. 2nd Monday</td>
</tr>
<tr>
<td>Faculty</td>
<td>Submit Materials to Chair – who forwards to Dept DPTAC</td>
<td>January 3rd Monday</td>
</tr>
<tr>
<td>Dept DPTAC</td>
<td>Review and letter of recommend</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Dept Chair</td>
<td>Review and letter of recommend</td>
<td>1 week</td>
</tr>
<tr>
<td>SHSU-COM Dean</td>
<td>Review and letter of recommend</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Provost</td>
<td>Review and letter of recommend – Send to Board of Regents</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Board of Regents</td>
<td>Vote and approve</td>
<td>Spring Meeting</td>
</tr>
</tbody>
</table>

Criteria

Specific criteria for tenure are developed within the tenure unit (SHSU-COM) and are based on demonstration of excellence as described in Academic Policy Statement 900417. At the time of evaluation, the overall effectiveness and productivity of the individual shall be considered along with professionalism and collegiality. Evaluation of teaching is critical to the process and includes evaluation by students, peers, chair, along with self-reflection and commitment to quality improvement and innovation. For evaluation of scholarly work, quality will considered more important than mere quantity. The candidate should demonstrate a plan for scholarly work that includes outcomes and impact along with sustainability including funding. Service is valued as integral to enhancing the quality of education within the college, university, community and profession. The candidate should demonstrate active service engagement and sustained service effort throughout the review period.
Appendix 1. SHSU-COM Organizational Chart
Appendix 2. Hiring Summary.

Prior to Search (As outlined in Academic Policy 800114)

I. Justify Position
The position may be the replacement of vacated positions. If the position is new, the search process begins with a strategic needs analysis or a work force analysis and budgetary support to fill a position. Recommendations are made to the dean who then recommends as part of the strategic plan to the Provost. The specific steps are outlined in SHSU Academic Policy Statement 800114 (SHSU AP 800114).

II. Form Search Committee
The department chair appoints a search committee and designates a search committee chair. In appointing a faculty search committee chair and members, the department chair should consider diversity issues. For example, where possible, diverse educational backgrounds should be represented on the committee. Search committee members should be ready to commit to the process. They should attend all meetings, evaluate all candidates, and participate in the selection of finalists and in decisions about the interview process. The search committee should include a voting faculty member from outside the hiring department. It is recommended that the committee be comprised of an odd number of voting members. A nonvoting student representative may be included.

The search committee members should be informed of appointments in writing and are given: • The title of the position to be filled. • The names of other committee members. • The name of the search committee chair. • A list of institutional policies and procedures.

The search committee meetings may include activities such as: • Creating calendar listing of anticipated meetings. • Reviewing the SHSU Faculty Handbook section on posting position, SHSU AP 800114. • Reviewing the departmental mission statement. • Reviewing the sources of degrees and range of experiences of current program faculty. • Reviewing the open meeting and open records laws. • Reviewing the availability of qualified candidates. • Requesting department chair input before candidates are selected for interviews. • Developing an agenda of interview events, such as the candidates’ meetings with students, other faculty members, touring the campus, or teaching a class section.

III. Develop Position Announcement
The department chair should share with the search committee all available resources, including any data listed on the initial strategic request for personnel. The search committee should develop position announcements with objective criteria that directly relate to job duties to be performed. It is important that all employment criteria be clearly defined in the position announcement. These should be carefully examined to prevent subjective or exclusionary criteria.

Required criteria for position announcement include: • Degree(s). • Relevant experience in the field of the position. • Physical requirements for essential duties, such as those necessary to perform field based and/or off-campus instruction. • Rank of position, including assistant, associate, and/or ABD. • Teaching and/or licensure credentials. • Research/scholarship expectations. • Service activities. • Demonstrated excellence in teaching/writing/presentations. • Willingness to assist with student advising/mentoring. • Willingness to work with diverse populations.

It is important that the criteria be objective and directly related to the job to be performed and to essential duties related to the position. Criteria should be reviewed carefully in light of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
According to policy a statement on position announcements encouraging diverse and underrepresented groups to apply or be nominated sets a positive tone in encouraging a diverse applicant pool.

An application acceptance closing date, or a statement that screening will continue until the position is filled, should be included. The position announcement may contain other information such as a starting date, salary (may say “commensurate with qualifications and experience”), and description of the employing institution, duties, and responsibilities. Position announcements will state requests for applicants to upload unofficial transcripts, curriculum vita, statement of teaching philosophy, statement of research and goals and three letters of recommendation, on their PeopleAdmin application. The department chair or designee, works with Human Resources (HR) to post the position in PeopleAdmin. The department chair or designee indicates on the PeopleAdmin job posting the chair of the search committee and the members. An evaluation form is to be filled as candidates are reviewed and submitted to HR at the conclusion of the search. The search committee will use this system to: • View applicants to your postings • View vita, transcripts and letters of recommendation • Notify HR of decisions regarding the status of selected applicants.

IV. Disseminate Position Announcement
The personnel representative will work with Human Resources in order to ensure that the faculty job vacancy is posted and publicized in accordance with University policy. All postings must be approved by, Department Chair and/or Associate Dean, Dean, Academic Affairs and Human Resources. Human Resources will then email the search committee and Department Chair the position has been posted with the link to the posting. The email will include the requisition number, hiring checklist, and AAP goals.

If advertising a position on an external website or publication, send a copy of the ad to Human Resources prior to submitting the information to the Procurement and Business Services Department or the publication. The HR staffing Specialist will review and edit the ad as necessary to accommodate HR policy and legal requirements. All advertisements must include the EEO/AAP statement.

All full-time and part-time faculty vacancies will be posted for at least 10 working days prior to filling a faculty vacancy.

All of the University faculty positions are posted on the Sam Houston State University homepage, accessible at www.shsu.edu, through the Human Resources Department. A more detailed job description may be posted on the departmental home page. Faculty positions can be posted at www.higheredjobs.com by indicating this on the PeopleAdmin job posting.

The position announcement may also be sent to: • Job employment centers at state and national level conferences. • Other subject relevant national publications. • Discipline related professional association publications. • Publications targeted to reach underrepresented groups. • An appropriate vita bank/registry. • Presidents, provosts, and/or deans of targeted universities and/or associations. • Newspapers in the local area. • Online job banks. • Student organizations. • Websites.

The University shall, in all solicitations for advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, or national origin.

During the Search (The chair of the search committee and the search members):
I. Review online applications on PeopleAdmin.
All application requests should be referred to the chair of the search committee, who then directs the individual to the Human Resources web page. An individual is considered to be an “official applicant” only when the applicant has completed the official online application. (SHSU AP 800114). Applications cannot be received via e-mail.

II. Application Screening Process
All search committee members should be involved in screening the applicants using predetermined criteria.

Criteria for selection from among the applicants include competitive quality of academic transcripts; recommendation from prior employees; the caliber of previous academic and nonacademic work experience; established record of or potential for research publications or creative activity; and the alignment of the expertise possessed by the applicant with that required of the position.

A screening matrix should be used to assist the search committee in determining the format for applicant evaluation. This matrix may be shared with the chair and the deans as part of the decision making process.

Each application file should be examined to ensure that the applicant meets minimum criteria. Human Resources is notified as soon as it is determined that a sufficient number of applicants have been received. The position is placed in a “closed” status and advertising discontinues. Additional applicants are not considered unless the job is reopened with administrative approval.

It is the responsibility of the administrator of the hiring unit to recommend through channels the priority list of the candidates deemed to be best qualified. It is expected that every possible consideration be given to attracting and selecting qualified candidates from traditionally underrepresented groups (SHSU AP 800114).

III. The Interview Process
The members of the search committee should be available throughout the interview process. If a member is not able to attend most of the sessions, a new member should be chosen. Consider conference calls, video conferencing, and off-campus interviewing at professional meetings/conferences to initially screen applicants. Phone interviews may be recorded, if permission is granted by the applicant. There should be a structured format of questions that are used with all applicants. Questions and answers are to be recorded and maintained (SHSU AP 800114). Overt comments which are culturally, racially, ethnically, or gender “charged” are inappropriate.

In order to ensure a nonsexist and nonracist interview remember to: • Ask the same general questions and require the same standards of all applicants. • Treat all applicants with fairness, equality, and consistency. • Follow a structured interview plan that will help achieve fairness in interviewing.

Some of the questions that may be asked include: • Why do you want to teach here? • What can you bring to the department that is uniquely yours? • How do you keep current in your field? • In the last year, what have you done to develop professionally? • How do you manage conflict?

A search committee cannot inquire about: • An applicant’s age unless it is relevant to the job • Financial condition • Prior wage garnishments • Credit rating and bank accounts • Home ownership • Disabilities • Marital status • Where his/her spouse works or resides • Pregnancy or medical history concerning pregnancy • Ages of children • Military experience or discharge • Religious observance • Lineage,
ancestry, national origin, descent, place of birth, original language, or the national origin of an applicant’s parents or spouse. • How the applicant learned to read, write, or speak a foreign language. • Membership in clubs, such as country clubs, social clubs, religious clubs, or fraternal orders that would indicate an applicant’s race, color, sex, religion, etc. • Names and addresses of relatives other than those working for SHSU • How long the applicant intends to work.

The search committee chair informs the final candidates that the listed references will be contacted. After speaking to each reference, the chair shares the references’ comments with the other search committee members. You may consider calling off the reference list. You may also consider having the final candidates request their official transcripts, either a hard copy or electronic version, be submitted to the department chair.

The search committee chair in collaboration with the department chairperson forwards the list of final candidates to the dean for review. Upon approval of the dean, the chair may proceed with invitations for on-campus interviews.

Invitations for on-campus interviews should be issued to the final candidates. Prior to issuing that invitation, the search committee chair should gather dates and times of availability from the department chair, dean and search committee members. As a courtesy, the search committee chair should inform all other applicants that finalists have been chosen.

When the invitation has been accepted, the search committee chair should send the candidate(s), committee members, department and college members (where appropriate) an interview visit agenda. This agenda should include information about: • Arrival and departure dates and times; • Transportation from the airport, if the candidate is flying in; • Hotel arrangements (Note: Candidates will only be reimbursed at the state rate); • Daily schedule of meetings and events; • Description of the presentation to be offered during interview, if applicable; and • Expectations and/or guidelines for presentations (including an appropriate number of handouts to prepare if appropriate).

An agenda should also be shared or made available to members of the department and/or other members of the college as appropriate. When other department members attend presentations or teaching sessions, their evaluation of the candidates should be solicited and presented to the search committee.

The search committee and the department chair should have a clear understanding of the practicalities involved in an on-campus interview: lodging, transportation (airport, etc.), meals, and reimbursement of expenses. Candidates follow the same travel reimbursement policies as SHSU employees/faculty.

Key factors in setting up and conducting an effective and efficient on-campus interview include: • the development of a standardized list of objective and job-related questions to be asked of all candidates for consistency and comparable assessment. • A careful determination of individuals or groups invited to participate in the interview process. • A plan for feedback from various constituencies to the committee assessing candidates. • Logistical considerations to move candidates through the process in a professional manner. • The length and the elaborateness of the interview process.

During the campus interview, the candidates may meet with the deans, departmental chair and faculty, make a professional presentation and/or teach a lesson, and be evaluated with respect to the posted job requirements.

After the Search. The Selection:
Once a selection has been made, the chair of the search committee presents a written recommendation to the department chair for the employment of the preferred candidate along with the proposed rank, and recommendation for years transferred for tenure purposes. The chair presents the recommendation to the appropriate associate dean.

If there is dissention for assignment of rank or years toward tenure, the associate dean may choose to forward a recommendation to the FES Committee for further review. If additional review is requested by the FES Committee, the committee will by majority vote either approve or deny the recommendation and communicate results to the associate dean.

After rank and years toward tenure have been determined, the associate dean contacts the candidate and negotiates a salary that is within the salary range of the vacant position with the understanding that the offer is contingent upon a satisfactory background check. Prior approval from the dean is necessary if the requested salary exceeds the salary range. As part of the negotiation, the associate dean can specify an amount to reimburse the candidate for moving expenses out of department funds, and the number of years granted towards tenure.

Written offer letter should immediately follow the negotiation and be copied to the dean, divisional associate dean, department chairperson and appropriate administrative personnel. The candidate is instructed to reply to all in their response of either accepting or declining the offer.

The dean will send out the initial offer which is subject to the approval of the President of Sam Houston State University and the Board of Regents of the Texas State University System. The candidate will need to respond in writing to the job offer.

If the candidate accepts the offer, Human Resources is contacted to conduct background check and determine employability. Once Human Resources responds that the candidate is employable, the associate dean will work with the department chair to begin the hiring and onboarding process.

The official hiring process begins when the potential faculty member responds to the dean’s offer. An electronic payroll action form (EPAF) and the required documents on the Human Resources checklist are submitted to the dean’s office: [http://www.shsu.edu/dotAsset/2f0dbd2e-5538-4bf9-8f02-012ef207f5d6.pdf](http://www.shsu.edu/dotAsset/2f0dbd2e-5538-4bf9-8f02-012ef207f5d6.pdf).

Once the EPAF and the documentation have been approved by the Provost and Vice President for Academic Affairs, a position offer letter and contract (based on a 12-month appointment) will be issued to the successful candidate by the President with appropriate notification to the administrators involved.

Appointments to the faculty must be approved by the Board of Regents of The Texas State University System. The Human Resources Department maintains the official application for three years. The search committee chair needs to maintain the committee documentation, copies of letters sent, etc., for three years. Please note: all committee documentation is subject to the Texas Open Records Act. Contact Human Resources Department if you receive an open records request.

Each office within the recruiting/hiring function is expected to be prepared to offer cogent reasons with appropriate documentation for the endorsement or non-endorsement of preferred candidates.

Upon request, all applications for a faculty position may be examined by the appropriate academic dean, the Provost and Vice President for Academic Affairs, or the President.

It is the prerogative of the academic deans, the Provost and Vice President for Academic Affairs, or the President
to request a reconsideration of the recommendation for employment if it is judged that a well-qualified minority candidate may have been omitted (SHSU AP 800114).

*WHEN HIRING AN INTERNATIONAL CANDIDATE, THERE ARE ADDITIONAL CONSIDERATIONS AND DOCUMENTATION REQUIRED – please see ......
Appendix 3. Faculty Application – Affiliate Clinical Assistant, Associate, or Full Professor
Appendix 4. Clinical Faculty Request Form (Prospective Preceptors)
Appendix 5. Graduate Faculty Application

The Graduate School
Sam Houston State University
A Member of the Texas State University System

Graduate Faculty Status Form
Recommendation for Appointment to, Reappointment to, or Removal from the Graduate Faculty at SHSU
Attachment to Academic Policy Statement 801014, Last Reviewed December 2018

Please provide the following information about the individual being recommended for appointment, reappointment, or removal. A current curriculum vita, in reverse chronological order, must be submitted with this form. (Please use short vita for SACS.) See section 2.00 of Academic Policy Statement 801014 for institutional criteria for membership on the Graduate Faculty.

Name: ____________________________

Academic Rank: ____________________

Department: ________________________

Appointment/Reappointment (See section 4.00 of Academic Policy Statement 801014 for review periods)
☐ New Appointment
☐ Status Renewal

Recommended membership (See section 1.01 of Academic Policy Statement 801014 for valid memberships)
☐ Graduate Faculty
☐ Associate Graduate Faculty
☐ Remove from Graduate Faculty

All nominations must have a recommendation from the Department Chair and approval from the Academic Dean. Upon approval and signature of the Academic Dean, this form should be forwarded to The Graduate School for notification to the Dean of The Graduate School.

Faculty Signature*: ____________________________ Date: _______________
* Required only if faculty member is making a self-nomination.

Department Chair Recommendation: ☐ Approve Signature: _______________ Date: _______________
☐ Deny Date: _______________

Academic Dean Recommendation: ☐ Approve Signature: _______________ Date: _______________
☐ Deny Date: _______________

Dean of The Graduate School: ☐ Notified Signature: _______________ Date: _______________
Appendix 6. Course Director Responsibilities

PLANNING
- Lead an interdisciplinary team in the development of all aspects of the course
- Facilitate discussion and regular group interaction for the course development team
- Set timelines and ensure deadlines are met for course deliverables (syllabus, session objectives, exam questions, session teaching materials, etc.)
- Work with Office of Faculty Development (OFD) and SHSU Online to gain skills in Blackboard Course management and prepare Blackboard with appropriate format for the course (Weekly Modules, Session Folders, etc.)
- Ensure that all session plans are completed and submitted to the Office of Faculty Development (OFD) no later than one month prior to the course

SCHEDULING
- Work with Dean’s office to communicate progress and course needs including scheduling of adjunct and clinical faculty
- Finalize the course schedule, ensure approval from the course team, coordinate with other course directors of courses in the term (Fall, Spring) to prevent conflicts in scheduling
- Work with the educational program coordinator in the Office of Faculty Development (OFD) and the registrar to schedule appropriate facilities (small group rooms, lecture halls, etc.)
- Submit the course schedule to the Office of Faculty Development (OFD) for inclusion in the SHSU-COM master calendar

ADMINISTRATION
- Receive, review and post (in Blackboard) all course materials well in advance of session delivery (at least one week)
- Oversee and approve all changes to course during delivery, post changes in Blackboard and ensure that students are notified in a timely manner. Calendar changes and/or emergency location changes should also be sent to the Office of Faculty Development (OFD) so that the SHSU-COM master calendar can be updated
- Receive, certify, and forward to the Office of Medical Student Affairs (MSA) all time away requests, tardiness reports, unexcused absences, and professionalism issues following the EAR process outlined in the Student Handbook
- Ensure that faculty are aware of and adhere to attendance, time away, tardiness and professionalism policies
- Encourage faculty to maintain awareness of student health and report any noted issues to the Office of Medical Student Affairs (MSA)
- As much as possible, attend all sessions pertaining to the course

EXAMS & GRADES
- Receive, review and work with the educational program coordinator in the Office of Faculty Development (OFD) and the exam coordinator in the Office of Assessment, Evaluation, and Accreditation (AEA) to post and schedule all exams (ExamSoft)
- Ensure that exam questions are submitted and entered into ExamSoft at least one week prior to the exam
- Proctor exams, or ensure that course faculty are scheduled to proctor exams
- Schedule and supervise post exam review and discussion with students
- Work with the Director of Assessment, Evaluation, and Accreditation (AEA) to post and release exam scores and notify students via e-mail if they have failed a course
• Meet with students who fail an exam and refer them to the Office of Medical Student Affairs (MSA) for assistance with study strategies, time management, and other strategies to improve performance
• Submit and certify end of course grades. Report failures to the Dean’s office as soon as course grades are determined.
• Work with the educational program coordinator in the Office of Faculty Development (OFD) to schedule and oversee remediation for students who fail the course
• Coordinate with the Office of Assessment, Evaluation, and Accreditation (AEA) to ensure timely delivery of student evaluations of course and faculty (faculty who cover more than 3 sessions in the course)

EVALUATION
• Work with the Office of Assessment, Evaluation, and Accreditation for all course surveys/evaluations.
• Coordinate and schedule peer review for junior faculty members who request/need for annual review and faculty who teach fewer than three (3) sessions and report that information to the Office of Assessment, Evaluation, and Accreditation (AEA)
• Regularly solicit input from faculty teaching in the course as to improvements that can be made either immediately or in the future
• Participate in focus groups/debriefings and write the post course report/summary (form for submission)
• Report course outcomes to the SHSU-COM Curriculum Committee

OTHER DUTIES
• Respond in a timely and professional manner to situations that arise
• Proactively support faculty teaching in the course
• Assist junior faculty in preparing to serve as a course director
Appendix 7. Grant Cycle Procedures
Appendix 8. American Association of University Professors (AAUP)

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic and allopathic physician’s ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self. Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

Section 1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient’s condition to the patient or to those responsible for the patient’s care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient’s race, creed, color, sex, national origin, sexual orientation, gender identity, or disability. In emergencies, a physician should make her/his services available. View further interpretation.

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient’s care when she/he withdraws from the case so that another physician may be engaged.

Section 5. A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading. View further interpretation.

Section 8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless she/he is actually licensed on the basis of that degree in the state or other jurisdiction in which she/he practices. A physician shall designate her/his osteopathic or allopathic credentials in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association. View further interpretation.

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.
Section 10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.

Section 12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13. A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.

Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner. View further interpretation.

SECTION 18. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

SECTION 19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, and participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.
Appendix 10. Building Use – Form

College of Osteopathic Medicine
Faculty Annual Review and Record of Achievement

Completed by all full-time faculty, both tenure track and non-tenure track

Submission Deadline: First working day of February before 5 pm

1. Until such time that software is acquired to generate the academic portfolio, faculty are asked to respond to the appropriate standards as described in this document. Note that some/many fields will not be applicable and should be left blank. Faculty are encouraged to copy and paste from the CV where appropriate.

2. Upon completion, the document is saved as a word file and submitted to the Chair of the Department and copied to the Dean’s administrative assistant (no later than the first regular work day of February deadline).

Process:

1. Faculty complete the annual review reporting document as described below:
   a. As required by Sam Houston State University Academic policy 820317, faculty participate in the faculty evaluation system (FES) that is used for purposes of faculty development, contract decisions, and rewarding meritorious performance through salary adjustments.
   b. The Annual Review is a one-year snapshot based on performance from the first day of the calendar year (January 1) and ends on the last day of the calendar year (December 31).
   c. It is recognized that some events may “fit” more than one of the areas included. Faculty are to report such items in just one category as an accomplishment; it can only count towards ONE of the merit areas (scholarship, teaching, or service).
   d. Artifacts such as published manuscripts, certificates, letters, etc. should be collected and stored until such time that they can be submitted with digital portfolio.
   e. Only accomplishments completed within the year are to be included.
      i. Accomplishments initiated but not completed will not be included. For example, a publication will not be “counted” when it is under review or “accepted,” but only when it has been published for viewing. Similarly, curricular materials developed should only be reported if they have been completed and are ready for delivery, and presentations are not included until they have been presented at the scheduled event.

2. Following submission, Department Chairs will review the document and schedule time for personal consultation with each faculty member in their respective department.
   a. Chairs will utilize criteria established by the COM Faculty Evaluation System Committee to rate faculty performance.
   b. Chairs will offer feedback including strengths and opportunities for each faculty. Chairs will assist faculty in establishing goals, and evaluate and assist in addressing achievement of prior goals as well as development of remediation plan if necessary.
   c. Both the Chair and faculty member are required to sign the document as evidence that the consultation has occurred. Signature does not indicate faculty agreement with results, and according to SHSU policy faculty may utilize grievance procedures.
   d. Chairs will complete all faculty consultations prior to SHSU Spring Recess and report results including recommendations for inclusion in merit pay to the Dean.
3. Per university policy, faculty must “meet expectations” or achieve “satisfactory” ratings in all appropriate areas to be considered for merit pay.
   a. Biomedical faculty – teaching, scholarly work, service and professionalism
   b. Clinical faculty - teaching, scholarly work, service, clinical activity and professionalism

4. Chairs are considered faculty, and will complete the faculty annual review. Additionally, they will complete a supplemental review of administrative duties.
Appendix 11. Elements of the Academic Portfolio

The following serves as a general guideline on what to include in the annual review. It is not intended to be a “check list” or comprehensive document. Faculty are encouraged to include items in the annual review that may not be included here.

TEACHING

1. Teaching Overview and Philosophy
   a. A reflective “teaching statement” describing your philosophy and goals that guide your practice as a teacher, assessor of learners, mentor, advisor and/or educational leader.
      i. Teaching Philosophy, Overview of teaching activities, reflective comments, highlights (including awards), future plans

2. Documentation of Teaching
   a. List of courses directed/codirected, taught and/or lectured in with enrollments and description of responsibilities
   b. Descriptions and examples of teaching techniques, technologies or learning strategies
   c. Descriptions of supporting course materials developed including videos, formative assessments, exam prep, etc.
   d. Duties as module or clerkship director, co-director, residency program director or associate director with enrollments and description of responsibilities including elective courses
   e. Descriptions of academic experiences led in a clinical environment such as precepting or teaching rounds for medical students or residents, etc. including hours of instruction.

3. Teaching Effectiveness
   a. Summary of student evaluations of teaching including response rate
   b. Written comments from students on evaluations
   c. Peer/Professional Evaluation – may include others teaching in the same course, departmental/college peers and or educational reviewer (by request only)
   d. Self-evaluation and improvement

4. Materials Demonstrating Student Learning
   a. Student scores on standardized or other tests and performance evaluations (OSCE, simulation, clinical observations, etc.)
   b. Select anonymous samples of graded work with instructors feedback

5. Activities to Improve Instruction
   a. Participation in faculty development including seminars, webinars, courses, or professional meetings on teaching with description of impact
   b. Mentoring relationship to improve instruction
   c. Innovative ideas and implemented changes in course materials, methods, and approach to improvement of teaching / learning with evidence of outcomes

6. Curriculum Development
   a. Work on curriculum development and/or revision including entirely new courses, or course modules/sessions (form of scholarship or put with teaching?)
   b. Collaborative efforts in building course sessions, materials, methods, etc.
   c. Re-design of courses, course materials, or other teaching session materials
   d. Design of new and or innovative teaching projects, methods of teaching, assessments of learning, grading, etc. Include both level of success and plans for continued improvement
   e. Preparation of textbook, lab manual, courseware, checklists, etc.

7. Teaching Related Honors, Awards, or Recognitions
a. Teaching awards from department, college, university, or profession
b. General Recognition
   i. Invitations to referee manuscripts, dissertations
   ii. Letters of appreciation for services rendered
   iii. Invitations to present keynote addresses, chair conference sessions, talk to special groups or media

8. Advising & Mentoring
   (Adviser directs - mentor guides taking into consideration person’s needs, passions, etc.)
   Differentiate students by group: high school, undergraduate and graduate/medical
   a. List of advisees and description of role
   b. List of students mentored and description of role - research students, thesis/dissertation topics, supervisory role
c. Training received to improve role as advisor and/or mentor
d. Mentoring and assistance to colleagues
e. Number and type of letters of recommendation written

Appendices: Syllabi, full copy of student evaluation of teaching; when available - unsolicited letters from students and alumni, comments from colleagues regarding the preparation of students for advanced work, etc.

SCHOLARLY WORK
1. Overview and impact of one’s scholarly work
   a. A reflective narrative describing the overview and impact of one’s scholarly activities.

2. Activities to Improve scholarly work
   a. Courses, certification, and training related to research methods, grant writing, research methods, etc. Also include journal club participation, and other special mentoring/peer group participation that advances ones skillset.

3. Scholarship
   a. Publications
      Provide citation of manuscript and follow with a brief description of your role when multiple authors and journal impact factor.
      i. Abstracts – published.
      ii. Peer reviewed
         1. Books, Book Chapters and other “non-journal” publications
         2. Original manuscript
         3. Abstracts
         4. Patents
        iii. Non-peer reviewed
           Newsletter or magazine, Blog article, Conference proceedings, Media, etc.
   b. Presentations
      i. Extramural
         1. Oral - Indicate audience (peer, lay) and venue (COM, University, Local, National, etc)
         2. Poster - Indicate audience (peer, lay) and venue (COM, University, Local, National, etc)
      ii. Intramural
         1. Oral - Indicate audience (peer, lay) and venue (COM, University, Local, National, etc)
2. Poster - Indicate audience (peer, lay) and venue (COM, University, Local, National, etc)

4. Funding
   Agency/sponsor, grant type, title, funding period, date of submission, total funds. Also note: funded/unfunded, as well as if award is subcontract or trainee fellowship
   a. External research income: dates, researchers, program title, funder, amount, role, time and brief project description
   b. Internal research income: dates, researchers, program title, funder, amount, role, time and brief project description

5. Administration of Scholarly work
   a. Training and oversight of teaching assistants, junior faculty, interdisciplinary colleagues, etc
   b. Research management including oversight of technical staff, laboratory management, project lead on collaborative efforts, etc.
   c. Training and assistance to peers pertaining to research efforts

6. Scholar Recognition
   a. Awards: professional societies, industry, government, university, or college
   b. Peer recognition
      i. Invitations to referee manuscripts, dissertations
      ii. Letters of appreciation for services rendered
      iii. Invitations to present keynote addresses, chair conference sessions, talk to special groups or media

Appendices: Publications, certificates, grant award letters, etc.

SERVICE
1. Service to the College
   a. Positions/Roles held (Chair/member of committees, working groups, special projects and assignments). Include brief description of role and impact as well as time commitment
   b. COM recruitment and other internal presentations

2. Service to the University
   a. Positions/Roles held (Head of committees, working groups, special projects and assignments)
   b. Include brief description of role and impact as well as time commitment

3. Service to the Profession or Academic Discipline
   a. Service on professional organizations
   b. Reviews of textbooks and journal articles - Journal reviewed for and number of articles reviewed
   c. Other Positions/Roles held (Head of committees, working groups, special projects and assignments, role in continuing education, participation in panels, taskforces, etc.) Include brief description of role and impact as well as time commitment

4. Service to the Community
   a. Position/Role held. Include brief description of role and time commitment

5. Service Recognition
   a. Awards: Professional societies, industry, university, clinical, etc.
   b. Peer or student service recognition

Appendices: copies of letters, awards, publications noting service, etc.
CLINICAL ACTIVITY

1. Patient Care Philosophy
   a. A reflective “patient care statement” describing your philosophy, strategies, objectives and
goals that guide your clinical practice and related activities (include mission alignment)

2. Documentation of Clinical Practice
   a. Clinical workload, including number of scheduled days in clinic and on call, number of patients in
   panel, type of hospital privileges, number of hospital admissions
   b. Descriptions of scope of practice, including demographics of patient panel and list of diagnoses
   c. Productivity per clinic session (number of patients seen per half-day in clinic)

3. Clinical Practice Effectiveness
   a. Summary of quality metrics, including preventive measures, peer comparisons of costs of
   practice, etc.
   b. Peer/Professional Evaluation – may include others practicing in the same clinic, or other
   reviewer (by request only)
   c. Self-evaluation and improvement

4. Materials Demonstrating Clinical Impact
   a. Patient satisfaction (survey results, “no-show” rates)
   b. Letter from supervisor or peers noting collaboration, consultation, etc.

5. Activities to Improve Clinical Practice
   a. Participation in continuing medical education including seminars, webinars, courses,
   professional meetings, training, and certification or maintenance of certification activities
   related to clinical specialty, quality assurance, technology, methods and techniques, etc. with
   description of impact
   b. Mentoring relationship to improve clinical practice
   c. Implemented changes in evaluation/management and approach to improvement of clinical
   outcomes
   d. Innovative ideas brought to the clinical practice with evidence of outcomes (worked well –
didn’t work well)

6. Clinical Leadership and Administration
   a. Management of clinical operations, including oversight of clinical staff, implementation and
   ongoing supervision of electronic health records, laboratory management, project lead on
   collaborative efforts, etc. as Medical Director of clinic, CLIA Lab Director, or director of other
   clinical practice aspect or setting
   b. Mentoring and assistance to colleagues on clinical matters including patient
   evaluation/management, procedure for diagnosis or treatment, and documentation for
   continuity or billing, etc.
   c. Work on development and/or revision of entirely new or aspects of existing clinical practice
   d. Collaborative efforts in building clinical procedures, algorithms, documentation templates, or
   other practice materials, methods, etc.
   e. Re-design of aspects of clinic operations, procedures, documentation, or other training or
   patient education materials
   f. Design of new and or innovative clinical projects, methods of evaluation and management,
   assessments of patient outcomes, etc. (Include both level of success and plans for continued
   improvement)
   g. Preparation of clinic procedure manual, clinic laboratory manual, documentation templates,
coding and billing aids, etc.
7. **Clinical Practice Related Honors, Awards, or Recognition**
   a. Awards from department, college, university, community or regional entities, professional societies, industry, government
   b. General Recognition
      i. Invitations to serve on boards, panels, etc.
      ii. Letters of appreciation for services rendered including communications from patients
      iii. Invitations to present keynote addresses, chair conference sessions, talk to special groups or media

Appendices: Clinic schedule with average patient visits per half-day, call schedules, clinic patient panel demographics and visit diagnoses, hospital privileges and admission numbers, quality metric reports, patient survey results, manuals or other materials prepared, unsolicited letters/reviews from patients or colleagues regarding impact on clinical care, etc.
Appendix 12. Faculty Evaluation Summary Report

Name ___________________________________________ Date __________________________

SHSU Start Date (month/year) _______________ Number of years in position ________

Area of Excellence - choose from: Teaching, Scholarship, or Clinical (on hold for now)

FTE Assignment (to be completed following consultation with Chair)
Teaching _________% Scholarly Work _________% Service _________% Clinical Activity _________%

Describe and evaluate your overall performance and/or achievements in each of the following categories for this review period (some/many items may be left blank). Please attach artifacts where appropriate (publications, letters, etc.)

A. TEACHING

9. Teaching Overview and Philosophy (500 word maximum)

10. Documentation of Teaching
   a. Courses taught (title-s-, # of contact hours, role)
   b. Courses directed (title-s-, # of contact hours, role)
   c. Sessions taught/facilitated (see table below)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Session # (ID)</th>
<th>Session Title</th>
<th>Contact hours</th>
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11. Teaching Effectiveness
   a. Student evaluations
   b. Peer/professional evaluation
   c. Performance in standardized test
   d. Self-evaluation/reflection

12. Materials Demonstrating Student Learning

13. Activities to Improve Instruction/Professional Development

14. Curriculum Development
   a. Courses developed (title-s-, # of contact hours, role)
   b. Innovative teaching/learning materials
   c. Sessions developed (see table below)

<table>
<thead>
<tr>
<th>Session #</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Topic</th>
<th>Faculty</th>
<th>Location</th>
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15. Teaching Related Honors, Awards, or Recognitions

16. Advising & Mentoring

B. SCHOLARLY WORK

7. Overview and Impact of One’s Scholarly Work (500 word maximum)

8. Activities to Improve Scholarly Work
   a. Scientific meetings
b. Research groups
c. Faculty development

9. Scholarship
   a. Publications (published)
      i. Abstracts
      ii. Peer-reviewed indexed journals
      iii. Non peer-reviewed
   b. Presentations
      i. Extramural
         1. Oral
         2. Poster
      ii. Intramural (within the University)
         1. Oral
         2. Poster

10. Funding

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<th>Title</th>
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11. Administration of Scholarly Work
12. Scholar Recognition

C. SERVICE
6. Service to the College
7. Service to the University
8. Service to the Profession or Academic Discipline
9. Service to the Community
10. Service Recognition

D. CLINICAL ACTIVITY
8. Patient Care Philosophy
9. Documentation of Clinical Practice
10. Clinical Practice Effectiveness
11. Materials Demonstrating Clinical Impact
12. Activities to Improve Clinical Practice
13. Clinical Leadership and Administration
14. Clinical Practice Related Honors, Awards, or Recognition

E. PROFESSIONALISM – describe your commitment to professionalism and give examples.

F. UNIQUE WORK - describe the unique nature of your work during the review period January 1, 2019 through December 31, 2019 (this will allow the reviewer to match faculty effort with achievement evaluated).

G. GOALS DURING THIS REVIEW PERIOD (list goals and annotate specifics including outcomes and impact, difficulties encountered, additional work to be completed, requests for support, etc.).
H. GOALS for NEXT REVIEW PERIOD (List specific goals and/or projects, to accomplish during the next review period).
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<th>Excellent</th>
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Faculty  
Self-Assessment  
Chair/Director/Desigee Assessment  

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Faculty  
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Chair/Director/Desigee Assessment  

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Faculty  
Self-Assessment  
Chair/Director/Desigee Assessment
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<td>Below expected performance</td>
<td>Meets expectations</td>
<td>Above expected performance</td>
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| Faculty           |               |             |           |
| Self-Assessment   |               |             |           |
| Chair/Director/Designee Assessment |               |             |           |

Reviewer summary:

Conference date: ________________

Signature ____________________________
(Chair / Evaluator)

Date ______________________________

Signature ____________________________
(Faculty)

Date ______________________________