



FACULTY HANDBOOK

Tarleton State University

As always, Texas A&M University System policies and regulations, and Tarleton rules and procedures are the governing documents and should be consulted for the latest applicable requirements. If there are any questions regarding the content of this handbook not covered by policies, regulations, rules, and procedures, please refer those to your supervisor.

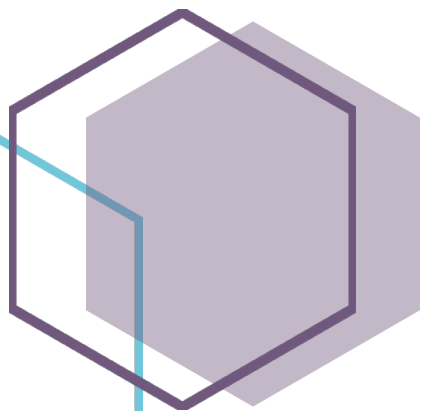




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Chapter 1: INTRODUCTION TO THE UNIVERSITY

Mission

Tarleton State University provides an academically challenging education where learning is grounded in real-world experiences and effective teaching, research, scholarship and service. As a member of The Texas A&M University System, Tarleton is rich in history and tradition while being committed to student success and diversity. Tarleton strives to develop moral and ethical thinkers, scholars, and leaders who demonstrate civility and integrity, while contributing meaningfully and responsibly to a global society.

Vision

Tarleton will be the premier student-focused university in Texas and beyond. We will transform generations by inspiring discovery, leadership and service through exceptional teaching and research in vibrant learning communities.

Core Values

- Integrity
- Leadership
- Tradition
- Civility
- Excellence
- Service

Tarleton's strategic plan web page, which outlines our mission, vision, and core values, can be accessed at www.tarleton.edu/strategicplan/index.html.

Purpose and Role

Established by a \$100,000 bequest of John Tarleton, an Erath County pioneer, John Tarleton College opened in 1899 as a private preparatory school and college for the youth of the surrounding rural region. In 1917, the Texas Legislature placed the college in the state system of the Agricultural and Mechanical College, which would later become The Texas A&M University System. John Tarleton Agricultural College, as renamed by the Legislature, retained the two-year degree as well as the preparatory program and specialized in agriculture, home economics, and military training. In 1949, it was named Tarleton State College. In 1973, the Texas Legislature recognized the institution as a university and the name officially changed to Tarleton State University. To meet the needs of a changing constituency, Tarleton has continued to adjust and enrich its curriculum. Tarleton is comprised of several campuses and facilities including Stephenville, Fort Worth, and Thurber. Also, Tarleton has University Outreach Centers at McLennan Community College in Waco, Hill College in Cleburne, Navarro College in Midlothian, and Weatherford College in Weatherford.

As a comprehensive public university, Tarleton is the educational, scientific, and cultural center for the rapidly growing greater north central Texas area and provides educational programs that feature teaching excellence, faculty and student research, and student services.

The university's current Carnegie Classification is categorized as Master's Colleges and Universities (Larger Programs).

Tarleton State University Administrative Organization

President and Chief Executive Officer

The president of Tarleton is also its chief executive officer. As chief executive officer, the president administers all aspects of Tarleton's operations. In addition to the daily activities of the university, the president provides recommendations to the chancellor and Board of Regents associated with the strategic operation of the university. To assist with the accomplishment of these duties and activities, the president has established an executive leadership cabinet. The Executive Leadership Cabinet is comprised of the following members:

- Provost and Vice President for Academic Affairs
- Vice President for Finance and Administration/ Chief Financial Officer
- Vice President for Student Affairs
- Vice President for Institutional Advancement
- Vice President for Enrollment Management
- Vice President for External Operations and Dean of the Fort Worth Campus
- Vice President for Intercollegiate Athletics and Athletics Director
- Chief of Staff and Vice President for University Relations

More information on the president is available on Tarleton's webpage at www.tarleton.edu/president.

PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Executive Vice President for Academic Affairs is the chief academic officer of the university and is responsible for the operation of all academic programs and other programs and activities related to academics. The provost has five teams that are used to ensure university success:

- Academic Council
- Academic Innovation & Planning Council
- Collaboration & Communication Team
- Dean's Council

- Provost's Council

More information on the provost's office may be viewed at www.tarleton.edu/academicaffairs.

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION/ CHIEF FINANCIAL OFFICER

The Vice President for Finance and Administration (VPFA) is the Chief Financial Officer of the institution. Additionally the VPFA supports the university's mission through the various departments comprising this division. Information on the division can be found at www.tarleton.edu/finance-administration.

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs (VPSA) is responsible for the planning, administration, and coordination of services and programs that make students' experiences at Tarleton more fulfilling personally, socially, and academically. The Division of Student Affairs strives to create an outstanding campus environment for learning and development by serving students' interests in every aspect of university life. The offices and programs under the administration of the VPSL can be found at www.tarleton.edu/studentlife.

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement has overall administrative responsibility for the university's public information, fund raising, and alumni relations programs. This position develops support for university endowments, scholarships, unrestricted funds, and other projects. The Division of Institutional Advancement works closely with the Tarleton Alumni Association and the Tarleton State University Foundation, Inc., and assists the president in external fundraising. Information about the Division of Institutional Advancement is available at www.tarleton.edu/ia.

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

The Vice President for Enrollment Management has overall leadership and supervision for the divisions of Enrollment Management, Outreach and Off-campus Programs, and Student Success and Multicultural Initiatives, including annual evaluations of division leaders. This position coordinates ongoing and emerging initiatives among the divisions to develop strategic internal and external partnerships to enhance access to higher education within Tarleton's service area and continually monitor opportunities to grow Tarleton's service area. Oversee the ongoing review/revision and implementation of a comprehensive, integrated, and aggressive Strategic Enrollment Management Plan, developed using the principles of strategic enrollment management supported by assessment and external review. Management is available at <https://www.tarleton.edu/enrollmentmanagement/index.html>.

VICE PRESIDENT FOR EXTERNAL OPERATIONS AND DEAN OF THE FORT WORTH CAMPUS

The Vice President for External Operations and Dean of the Fort Worth Campus has overall leadership for all off campus centers and teaching sites. Provides strategic direction related to sustained enrollment growth and program expansion at outreach locations. Ensure

infrastructure is available to support off campus centers. Serve as on-site resource for adjuncts, traveling faculty, resident faculty, and students. Acts as an administrative liaison for on-site staff. Provides leadership to foster and facilitate the cooperative cohesive operation between Tarleton and Community College partners. Identify growth/partnering opportunities and structure strategic priorities accordingly. Represent Tarleton in the community through participation in meaningful organizations.

VICE PRESIDENT FOR INTERCOLLEGIATE ATHLETICS AND ATHLETICS DIRECTOR

The Vice President for Intercollegiate Athletics and Athletics Director has overall leadership, guidance, and fundraising for the University athletics program. Monitors the quality of the athletics programs. Works with students, faculty, and administration advocating the importance and value of a strong and competitive athletics program. Oversees and directs all athletic events conducted on campus including NCAA and high school contests. Information about the Division of Intercollegiate Athletics and Athletic Director is available at <https://www.tarleton.edu/enrollmentmanagement/index.html>.

Tarleton State University Academic Organization

The university is organized academically into the six academic colleges, one graduate college, and three non-academic colleges. Each college is administered by a dean and each academic department by a department head. Information on the components of academic affairs can be found at the following webpages.

COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

- www.tarleton.edu/coaes
- tiaer.tarleton.edu

COLLEGE OF BUSINESS

- www.tarleton.edu/cob/index.html

COLLEGE OF EDUCATION

- www.tarleton.edu/coe

COLLEGE OF HEALTH SCIENCES AND HUMAN SERVICES

- www.tarleton.edu/chshs/index.html

COLLEGE OF LIBERAL AND FINE ARTS

- www.tarleton.edu/colfa/index.html

COLLEGE OF SCIENCE AND TECHNOLOGY

- www.tarleton.edu/cost/index.html

COLLEGE OF GRADUATE STUDIES



- <https://www.tarleton.edu/graduate/index.html>

HONORS COLLEGE

- <https://www.tarleton.edu/honors/index.html>

UNIVERSITY COLLEGE

- [Webpage under construction](#)

LEADERSHIP AND MILITARY COLLEGE

- www.tarleton.edu/rotc

Academic Programs

- Center for Educational Excellence
 - <https://www.tarleton.edu/cii/>
- Institutional Research and Reporting
 - www.tarleton.edu/institutionalresearch
- Writing Intensive Program
 - www.tarleton.edu/wip
- Assessment
 - www.tarleton.edu/academicassessment
- University Library
 - www.tarleton.edu/library
- Student Success
 - <https://www.tarleton.edu/studentsuccess/index.html>
- Sponsored Projects
 - www.tarleton.edu/research
 - www.tarleton.edu/cae

Accreditation

Tarleton is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges to award the associate, bachelor's, master's and doctoral degrees. Colleges, departments, and programs may have additional accreditations.

More information on Tarleton's accreditations can be found at www.tarleton.edu/about/accreditations.html.

Chapter 2: THE ROLE OF FACULTY AND STAFF

Revised September 10, 2020

Definitions

The term faculty member, as used in this handbook and as defined in [Texas Education Code Chapter 51.917](#), refers to a person who is employed to teach at least one class at Tarleton State University for academic credit. A faculty member may be classified as tenured, tenure-track, fixed-term, or adjunct faculty.

Tenured faculty members have been awarded tenure by the university and are entitled to continue in their positions unless dismissed for good cause or financial exigency (see [System Policy 12.01](#)). Tenure-track faculty members are in tenure-accruing positions but have not yet completed the probationary period and have not been granted tenure.

Fixed-Term faculty positions are full-time appointments that bring excellence to the university through high quality professionals in teaching, and/or scholarly/creative activity, and/or service. (see

Adjunct faculty are hired to teach at Tarleton on a temporary and part-time basis. Generally, they are appointed for a period of one semester; adjunct appointments cannot extend employment beyond one academic year. Part-time adjunct faculty members teaching courses for credit must meet the same requirements for professional and scholarly preparation as their full-time counterparts teaching in the same discipline. The title or academic rank of an adjunct faculty member depends on his or her qualifications. Adjunct faculty are considered temporary employees and may be dismissed at any point during a semester for non-performance of duties.

The term graduate assistant should be used only for graduate students. Graduate assistants may be designated as teaching or non-teaching, graduate laboratory assistant, graduate assistant special and graduate assistant research.

The graduate faculty is composed of those faculty designated by their departments and approved by the Graduate Council to teach graduate courses as described in the Graduate Faculty section of this chapter.

The normal teaching load for faculty is addressed in [Rule 12.03.99.T1, Faculty Academic Workload and Reporting Requirements](#). The teaching load for an individual faculty member will vary based on a number of factors, including: level of courses, class size, class environment (laboratory, seminar, clinical, etc.), and other criteria established by the university.

The title Distinguished may be conferred on a faculty member holding the rank of professor on recommendation of the provost and executive vice president for Academic Affairs (provost) with the approval of the president, in recognition of unquestioned excellence accompanied by substantial evidence of scholarly/creative productivity in a long and distinguished career of teaching and service.

The title Emeritus is conferred on recommendation of the president with the approval of the Board of Regents in recognition of faithful and distinguished service to the university. Members of the faculty with the rank of professor or associate professor, and administrative officers in major positions, upon retirement, may be considered for emeritus appointment. Such appointments are honorary and without stipend or responsibilities (See [System Regulation 31.08.01, Granting of Emeritus/Emerita Status](#)).

English Proficiency

The Texas Education Code ([Chapter 51.917](#)) requires all faculty members, including teaching assistants, who teach a course offered for academic credit, be proficient in the use of the English language as determined by a satisfactory grade on the "Test of Spoken English" of the Educational Testing Service or a similar test approved by the Texas Higher Education Coordinating Board. State law requires that if the results of this screening process reveal a deficiency in English skills, the individual will be required to engage in an individualized communications skills program. (see [System Policy 12.05, Training for English Proficiency](#))

Terms of Employment

All university employees receive an annual notification of the terms and conditions of appointment for the next fiscal year following approval of the budget by the Board of Regents of The Texas A&M University System (system). The notice contains the rank or title of the employee, tenure status of faculty members, inclusive term of employment, any special conditions, and the annual salary for each individual.

Unless specified otherwise, all appointments are on a year-to-year basis, subject to review and renewal if mutually satisfactory and in accordance with the statement on tenure. Designation as department head is on a year-to-year basis, subject to renewal as often as mutually desirable. All faculty are employed for nine months unless specifically stated otherwise. All administrative appointments are on an annual basis. All university administrators serve at the pleasure of the president. (See [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#))

Notice of Non-Reappointment

The Academic Freedom, Responsibility, and Tenure policy ([System Policy 12.01](#)) requires that tenure-track and non-tenure track faculty must be notified of non-reappointment or of intention not to reappoint.

The Graduate Faculty

The Graduate Faculty comprises the core teachers and scholars of Tarleton's graduate programs. Faculty members may serve on the graduate faculty as recommended by the department head, affirmed by the college dean, and approved by the Graduate Council, as outlined in the Graduate Council By-Laws. (See [Graduate Council Bylaws](#))

Salaries and Other Compensation

Tarleton's Comprehensive Pay Plan contains the current information on faculty salary determinations. (See the Complete Pay Plan on the Compensation page of the Employee Services web site (<http://www.tarleton.edu/hr/compensation>))

When a faculty member is promoted, a promotion differential, as set by the Division of Academic Affairs, is added to the current salary.

Administrative Differential

According to **TAMUS policy 12.01**, when a faculty member is hired or appointed to an administrative position, the amount of the administrative differential must be agreed upon and stated in the letter of offer. The administrative differential is based on the size and complexity of the unit and other related duties. The portion of the faculty member's salary not associated with the administrative duties must not exceed the salaries of other faculty with similar qualifications and performing similar duties. The appointment letter for faculty members with administrative duties will also state that the administrative duties may be removed without cause.

When an administrator relinquishes his or her administrative duties and is reassigned to full-time teaching, an adjustment of salary is required. Generally, when an administrator returns to full-time teaching, he/she will return to a 9-month appointment and forfeit the administrative differential. According to **TAMUS policy 01.03**, the CEO will adjust the salary of a faculty member who returns to the faculty after serving in an administrative position to an amount that does not exceed the salary of other persons with similar qualifications performing similar duties.

Faculty Merit Plus Program

The Merit Plus program allows full-time faculty members to initiate proposals for mid-year merit raises. This process is in addition to the normal merit process. As resources are available, the provost will set aside a sum of money for Merit Plus adjustments.

Full-time faculty members of all ranks will receive full and fair consideration. Tenure is not a criterion for selection. Applicants must be in at least their fifth year of service at Tarleton. Department heads, division directors, deans, and others with part-time or full-time administrative appointments are not eligible to apply for Merit Plus raises.

Receipt of a Merit Plus raise will not affect the receipt of future merit raises through normal administrative channels.

Faculty Achievement Grants

Faculty Achievement Grants are awarded to recognize continued superior performance by faculty who have been tenured for at least five years. Only faculty members with full-time teaching appointments are eligible to apply for these grants. Applications will be evaluated based on the traditional areas of teaching, research, and service. A recipient of a grant is not eligible to reapply for three years.

The Faculty Achievement Grant may be used for travel, equipment, the funding of released time, the hiring of student help, and other similar purposes. Faculty achievement grants are awarded annually as resources are available.

See [Tarleton SAP 12.99.99.T0.02](#), Administration of Faculty Merit Plus and Faculty Achievement Grant Programs for further details.

Faculty Development Grant

Faculty Development Grants are awarded to full-time, permanent faculty members to enable attendance at conferences, retreats, workshops, or other activities considered professional development by the Faculty Development Committee (FDC). Those in administrative positions (department heads and above) or temporary positions are not eligible to apply for funds. Grants are designed to cover up to 75% of actual expenses and assist faculty in funding travel to professional development activities. [Visit Faculty Research, Grant Services page](#) for more information.

Faculty Development Leave Program

The purpose of this program is to provide a program of leaves of absence that would enable faculty members to engage in study, research, writing, and similar projects. In effect, the program is designed to improve higher education by providing opportunities for professional growth, thereby increasing the value of the recipient's sustained contribution. Thus, faculty development leaves are part of a plan of compensation for faculty. Faculty development leaves may be granted to persons employed by Tarleton, who are full-time, tenured faculty or equivalent. Faculty duties include teaching, research, administration (who have no more than ¼ release time for administration) and/or professional services.

Faculty development leave applications are submitted to the faculty member's department head, which are then forwarded for further review and approval. (See [Tarleton SAP 12.99.01.T0.01, Faculty Development Leave Program](#))

Teaching Load and Released Time

[Tarleton Rule 12.03.99.T1](#) delineates the expected academic workload for full-time faculty. Occasionally, however, the need arises for the department head to assign teaching duties above those which are normally assigned. The determination of overload conditions is made by the academic department head. Summer teaching opportunities are based on student demand for particular courses and budgetary constraints. Department heads will coordinate with faculty regarding possible summer teaching appointments.

When illness, injury, or other personal circumstances render a faculty member unable to teach his or her classes, that faculty member's colleagues are normally expected as a professional courtesy to assume responsibility for the classes. If, however, the absence is extensive, or the nature of the course or absence creates a special hardship, the faculty member who assumes responsibility for the course or courses may be compensated. The actual time period will be determined in each case by recommendation from the department head and approved



through normal administrative channels. The compensation will be based on the amount normally paid for an overload and will be prorated to include the full period of time involved.

Faculty members may receive released time for duties exceeding normal responsibilities with regard to teaching, scholarship, and service. Released time for faculty assuming administrative roles will be negotiated upon initial appointment to the post.

The university confers a limited number of positions of *University Scholar* to encourage exceptional scholarly and creative activity by faculty. Released time is granted to these individuals. Tarleton also supports and encourages its faculty who seek to complete a terminal degree through various workload accommodations (see **Rule 12.03.99.T1, Faculty Academic Workload and Reporting Requirements**).

Complaint and Appeal Process for Faculty

Each system employee has the right under the statutes of Texas to present complaints concerning wages, hours of work, or conditions of work. The complaint may be presented individually or through a representative provided such representative does not claim the right to strike. No retaliatory action of any kind including a reprimand may be taken against a complainant or other person providing testimony. Such retaliatory action will be regarded as a separate and distinct cause for complaint. An employee may be disciplined for the bad faith filing of a complaint.

Faculty and administrators at all levels should strive to maintain open lines of communication with peers, supervisors, and subordinates. In so doing, most problems can be resolved informally by mutual consent before they ever reach the formal complaint stage.

If informal discussions and procedure do not resolve the grievance, the faculty member may elect to pursue a formal procedure in accordance with **Tarleton SAP 32.01.01.T0.01, Complaint and Appeal Procedures for Faculty Members**.

Chapter 3: FACULTY RESPONSIBILITIES

Revised 2017

FACULTY RESPONSIBILITIES

General responsibilities related to the faculty role center around teaching, scholarly/creative activities, and service. All full-time faculty members are responsible for teaching, scholarly/creative activities, and/or service activities during each academic session for which they have scheduled duties. The department head and dean establish and maintain expectations related to teaching, scholarly/creative activities, and/or service for each full-time faculty member. Faculty responsibilities may vary based on faculty appointment type.

Primary Responsibilities

Teaching

While teaching remains the focal point of the instructional program at Tarleton State University, the university sees teaching as entailing not simply classroom performance alone, but also the responsibilities of a participating member of the university community. In addition to concern for the individual student and a willingness to provide individual assistance both inside and outside the classroom, the university defines effective teaching as engagement with various elements, including regular preparation and continuous research and study, student academic advising, and analysis of and recommendations for library holdings.

Department heads normally assign teaching responsibilities within departments, giving due consideration to the time faculty members need to prepare for class, grade assignments, advise students, conduct research, and attend to other faculty responsibilities.

During every long semester, Tarleton holds pre-registration for the following semesters. Tarleton faculty may serve as academic advisors during pre-registration to assist with advising and registration. Faculty advisors should treat their roles as an important part of the academic process and maintain a professional commitment to providing quality advising.

Faculty advisors may also be expected to assist students with career goals by helping students ascertain if their interests and abilities correspond with career requirements. Faculty advisors should be aware of graduate and professional educational requirements and opportunities and stay abreast of job opportunities in the field.

Scholarly and Creative Activities

All faculty members are expected to stay abreast of developments in their respective disciplines in order to develop and maintain an active research agenda. The university has formal policies on soliciting and securing research grants to encourage and properly recognize those faculty members actively involved in scholarship and creative activity. For information regarding faculty research support, see <http://www.tarleton.edu/facultyresearch/index.html>.



Service

At Tarleton State University, service is recognized as an important component of the faculty role. Service opportunities tend to revolve around the institution, the discipline/profession (as defined by each academic college), and the community. Institutional committee work is a means through which faculty and administrative staff members influence institutional policy. Committee assignments are a professional responsibility and an important element of service to the university. The official description of the various university-level committees and a listing of the current membership are located at on the University Committees and Councils Membership page at <https://www.tarleton.edu/site/index.html>. Service to your local community is valued by the University and will be appropriately recognized. Likewise, performing professional service within your respective discipline positively contributes to your academic department and University.

Specific criteria for promotion and tenure and post tenure review for each of the academic colleges may be found at the following link: <http://www.tarleton.edu/academicaffairs/facultyresources.html>.

Additional Responsibilities

Syllabus Requirement for Each Course

Typically, on or before the first day of a course, the faculty will make a copy of the course syllabus available to students (e.g., posted on the course's website within the university's learning management system) or distributed in class. Prior to the 5th class day faculty will provide a copy of this syllabus to the department head's office. Expectations for required elements to be included within a syllabus vary based on course level and course type. These expectations are outlined below:

Requirements by Course Type	Undergraduate Lecture or Seminar	Graduate Lecture or Seminar	Undergraduate or Graduate Practicum or Internship
1. Faculty member's office hours and location during the duration of the course.	Required	Required	Required
2. A statement provided by Academic Affairs staff related to the policy of Tarleton to comply with the <i>Americans with Disabilities Act</i> and other applicable laws.	Required	Required	Required
3. The measurable learning outcomes for the course*.	Required	Required	Required



4. Brief description of each major course requirement, including each major assignment and examination.	Required	Required	Required
5. Lists of any required or recommended readings.	Required	Required	Optional
6. A general description of the subject matter of each lecture or discussion.	Required	Optional	Optional

*Required learning outcomes need to be copied from the course's master syllabus to the course syllabus. A faculty member may include additional learning outcomes; however, the faculty member may not delete any outcomes included in the master syllabus.

Undergraduate or Graduate Problems or Independent Study

- Approved Problems Course/Independent Study Contract

Colleges, schools, departments, divisions, and/or programs may have additional requirements beyond the above expectations.

Class Attendance

Faculty members are responsible to their students and to the university to attend their classes regularly and punctually. If a faculty member is 10 minutes late to class, that class is dismissed unless the students have been otherwise informed.

Office Hours

During each academic session (e.g., 16 week session, 8 week session) with scheduled teaching assignments, faculty members are required to maintain regular office hours which allow appropriate access for conferencing with students, fulfilling advising responsibilities, and collaborating with colleagues. The purpose of regular office hours is to be available to fulfill professional expectations beyond teaching responsibilities. Minimum office hour expectations for full-time and part-time faculty shall be established by the department head/dean and communicated to all faculty. Each faculty member's schedule and location of office hours shall be posted in a prominent location. Faculty members are not expected to maintain office hours during university holidays and student recesses ([System Policy 31.03.01, Vacation](#))

University staff employees who are teaching as adjunct instructors are regarded as such, and receive a separate appointment outside of duties associated with their regular positions. Staff employees will need to schedule all required office hours outside of their staff work schedule.

Course Records and Midterm Grades

Tentative class rolls are available at the end of registration for faculty members to check. Corrections are incorporated into the final class rolls, which reflect class enrollment on the official census day. Faculty should base their grade reports on the official census day rolls.

Faculty members are highly encouraged to keep attendance records to emphasize the

educational value of regular class attendance. Due to federal regulations related to financial aid, for students who fail a class with a designation of FX, the faculty member will be required to report the last day the student attended the class. Faculty members are also expected to respond in a timely manner to student inquiries regarding academic progress, grades, and course attendance issues.

Faculty members will complete midterm grades in 16 week courses for all developmental, freshman, and sophomore courses and submit them to the Registrar's Office. The university posts midterm grades in the official student records management system.

Final Examinations

University policy requires that faculty members give final examinations during the time period shown on the official Final Examination Schedule for every course for which a final is appropriate. Department heads are responsible for ensuring adherence to this policy. The appropriateness of a final examination in a particular course will be determined within the department in which the course is offered subject to the approval of the department head.

Restricted Activities

During the final examination period within the fall and spring 16-week terms, no examinations other than finals may be administered, and no student activities may be held.

Retention of Student Academic Records

Student academic records will be retained in accordance with [TAMUS Records Retention Schedule](#) as articulated in agency item 01.401.10 and [Tarleton SAP 61.99.01.T0.01 Records Management](#). These records must be accessible to the dean or provost and executive vice president for academic affairs upon request.

Posting Grades

Faculty members are legally and ethically prohibited from publicly posting students' grades in such a fashion that anyone other than the students or their designated representatives can recognize. Faculty members may post grades by whatever method they devise, so long as they respect the student's privacy as specified in Family Educational Rights and Privacy Act (FERPA) guidelines.

Commencement

Formal commencement exercises are held at appropriate times of the year. All faculty are required to participate in the academic procession in full regalia during academic terms (i.e., Fall, Spring, & Summer) where the faculty member has a scheduled teaching assignment.

Student Evaluation of Faculty Instruction

Using an online uniform instrument, students will be provided the opportunity to evaluate the instruction at the end of each academic term. Summaries of the evaluations are made available to faculty, department heads, and deans after official grades are posted.

Copyright and Fair Use

Tarleton acknowledges and encourages the appropriate use (e.g., reproduction, distribution, performance, and display) of copyrighted works and materials for teaching, scholarship, and research purposes consistent with federal copyright law and the standards of fair use. For additional information see www.tarleton.edu/library/faculty.html.

Student Obligations

Attendance

Class attendance is an important factor in student academic success. Each student should accept the responsibility of regular class attendance. Students who are required to participate in university-sponsored events or fall under [Title IX guidelines](#) are excused absences, which allow students to make up assignments and/or examinations. Students are responsible for contacting the instructor in advance to provide written explanation for their absences from the faculty or staff members who are responsible for the activity.

For all other attendance-related concerns, the university considers student absences a matter between the individual student and faculty member. The faculty member has the responsibility and authority to determine whether a student may make assignments and/or examinations resulting from absences. Students may request makeup consideration for valid and verifiable reasons such as the following:

- Illness
- Death in the immediate family
- Legal proceedings

Students who wish to appeal the faculty member's decision on absences may appeal through the academic appeals procedure (see the "Academic Appeals" section below.).

Academic Honesty and Conduct

Tarleton expects its students and faculty to preserve the honor and integrity of the academic community by maintaining high standards of personal and scholarly conduct. Faculty members should include their expectations of integrity (including any special attention to matters additional to the university policy or in the student rules) in their syllabi. Academic honesty and conduct violations are handled according to guidelines outlined in the university catalog and [SAP 13.02.99.T0.01, Academic Conduct](#).

Academic Appeals

Students may appeal academic matters, including course grades, instructors' decisions on makeup work, and actions a faculty member may take in response to a suspected violation of academic integrity. Student academic appeals are handled according to guidelines outlined in the university catalog.

Chapter 4: PROMOTION, TENURE, AND FACULTY EVALUATION

Revised 2020

Faculty Rank, Promotion, Tenure, and Evaluation

Faculty members at Tarleton State University are classified as tenured, tenure-track, fixed-term, or adjunct faculty. All faculty members hold an academic rank. (see *Chart of Faculty Classifications and Ranks*).

Tenured/Tenure-Track Faculty Member

Tenure-Track Faculty	<i>Tenure-accruing positions</i>	<ul style="list-style-type: none"> • Assistant Professor • Associate Professor • Professor
Tenured Faculty	<i>Awarded tenure by the University</i>	<ul style="list-style-type: none"> • Associate Professor • Professor

Fixed-Term Faculty Member

Professional Track Teaching Faculty	<i>Not eligible for tenure</i>	<ul style="list-style-type: none"> • Professional Assistant Professor • Professional Associate Professor • Professional Full Professor
Professional Track Research Faculty	<i>Not eligible for tenure</i>	<ul style="list-style-type: none"> • Research Assistant Professor • Research Associate Professor • Research Full Professor
Non-Terminally Degreed Faculty	<i>Not eligible for tenure</i>	<ul style="list-style-type: none"> • Lecturer • Instructor • Senior Instructor
Visiting Faculty	<i>Not eligible for tenure Annual, limited term</i>	<ul style="list-style-type: none"> • Visiting Assistant Professor



		<ul style="list-style-type: none"> • Visiting Associate Professor • Visiting Professor
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Adjunct Faculty Member

Adjunct Faculty	<p><i>Not eligible for tenure</i></p> <p><i>Temporary or part-time position</i></p>	<ul style="list-style-type: none"> • Lecturer • Instructor • Assistant Professor • Associate Professor • Professor
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Processes for promotion and tenure of tenure-track and tenured faculty are articulated in [SAP 12.01.01.T1 Implementing Tenure and Promotion](#). Specific criteria for promotion and tenure are located on the websites of each academic college. Processes related to performance development and evaluation of faculty are detailed in [SAP 12.99.99.T0.01 Performance Development and Evaluation of Faculty](#).

Description of ranks and processes for promotion and evaluation of fixed-term faculty are articulated in [SAP 12.07.99.T0.01 Fixed-Term Faculty Appointments](#).

Tenure-Track Faculty: Rank and Promotion

For the regularly appointed, full-time tenure-track faculty, there are three levels of faculty appointment:

Assistant Professor

Tenure-track faculty members at the assistant professor rank will hold the earned doctorate or other terminal degree approved by the university and recognized by the Southern Association of Colleges and Schools Commission on Colleges as appropriate to the academic area they serve. In addition, they will demonstrate ability in the discipline and show clear promise of teaching excellence in evaluations conducted by their peers, department head, and college dean, demonstrate continuing contributions with scholarly and creative activities beyond that required for completion of the terminal degree, and document yearly progress of professional achievement in teaching, scholarship, and service.

Associate Professor

Those appointed to the rank of associate professor will demonstrate teaching excellence, scholarly/creative attainment, and professional achievement both within and outside the university. They will hold the earned doctorate or terminal degree approved by the university and recognized by the Southern Association of Colleges and Schools as appropriate to the academic area they serve and normally will have completed at least six years of college



teaching and pertinent professional experience. Typically, at least four years of the college teaching experience will have been at Tarleton.

Professor

Those appointed to the rank of professor, the highest academic rank, will demonstrate superior academic and professional achievement. This rank can be earned only by faculty members who have demonstrated continual growth within a cumulative record of teaching effectiveness, scholarly and creative activities, and professional service both within and outside the university. In addition, faculty members at this rank will hold the earned doctorate or other terminal degree approved by the university and recognized by the Southern Association of Colleges and Schools Commission on Colleges as appropriate to the academic area they serve. Typically, a faculty member must serve five years in the rank of associate professor at Tarleton to be eligible for promotion to the rank of professor.

Criteria for Promotion and Tenure

Tarleton State University is a comprehensive university whose diverse programs and constituencies require a dynamic and vital faculty. Strengthening and preserving the quality of faculty through the awarding of tenure (a commitment the university makes to the individual faculty member) and promotion in rank (recognizing a faculty member's academic achievement in both the university setting and academic profession) are among the principal actions the university performs.

When awarding tenure and promotion, Tarleton, as a learning-centered institution, will weigh a faculty member's professional and scholarly expertise against present and future needs of the university, with the number of faculty in each rank being a legitimate matter of concern. Promotion opportunities will follow the university's growth pattern, coming more slowly when enrollments stabilize or decline.

General Criteria

Admission to the tenured faculty and promotion in rank are not due any faculty member by right. They are privileges the university recommends for deserving members. The academic profession has always been protective of its standards and its collective reputation.

The university recommends tenure or academic rank promotions to faculty who make continuing contributions in three areas: teaching, scholarly/creative activities, and professional service, subject to college-specific criteria. It is important that the faculty have a common understanding about the criteria's meanings and relative applicability. As a faculty member progresses upward through the academic ranks, progressively more is expected. Promotions do not automatically follow years of service at Tarleton State University.

Criteria for Promotion for Tenure-Track and Tenured Faculty

Promotion to Associate Professor

Decisions regarding promotion to the associate professor rank are made concurrently with tenure. Application for tenure and promotion to the associate professor rank occurs in the

next-to-last year of the tenure track. Individuals seeking tenure and promotion to associate professor should exhibit evidence that their teaching and scholarly and creative activities have kept abreast of their profession's current outlook in subject matter and methodology. The candidate also should have documented evidence of excellent contributions to the department, college, university, and profession as outlined in the academic college guidelines. (See [SAP 12.01.01.T1 Implementing Tenure and Promotion](#)).

Promotion to Professor

Individuals seeking promotion to the rank of professor, the highest academic rank, should have compiled evidence of significant contribution to the profession and the university. The university expects faculty seeking promotion to professor to have maintained all of the qualities and conditions required for tenure and promotion to associate professor and to offer evidence of continued contributions since the last promotion (See [SAP 12.01.01.T1 Implementing Tenure and Promotion](#)). Typically, individuals submit application materials in accordance with SAP 12.01.01.T1 (listed above) during the fall of the fifth year in rank as associate professor, with at least three years in rank at Tarleton.

Special Criteria for Tenure

Tarleton's tenure policies are in accordance with those adopted by The Texas A&M University System Board of Regents. As stated by the board, "Tenure means the entitlement of faculty members to continue in their academic positions unless dismissed for good cause" (See [System Policy 12.01 Academic Freedom, Responsibility, and Tenure](#)).

Tenure for Faculty with Joint Appointments

Faculty members who hold joint appointments with other state, federal, or private agencies or with two or more parts of The Texas A&M University System may be entitled to tenure, depending on the nature of their duties and the terms of their appointment's written agreement.

Faculty with Administrative Assignments

The university considers administrative personnel who hold academic rank in addition to their administrative titles (such as department heads and deans) to be faculty members, but administrative assignments are not subject to tenure. A faculty member who has a part-time administrative assignment is subject to the same standards for teaching, scholarly and creative activities, and service as any other candidate for promotion or tenure. Although the university can consider administrative duties and production, they are not a substitute for tenure and promotion standards.

Process for Promotion and Tenure

The office of the provost and executive vice president for academic affairs initiates the tenure and promotion process, distributing the review process schedule. A faculty member becomes a candidate for promotion or tenure by formally submitting his or her dossier to his or her department head for consideration. (See [SAP 12.01.01.T1 Implementing Tenure and Promotion](#) for further information on tenure and promotion guidelines).

Annual Faculty Evaluations

To assure continuous assessment and feedback of acceptable progression toward tenure and promotion or post tenure review, annual evaluations of teaching, scholarly and creative activities, and service will be as comprehensive and consistent as possible. Tarleton recognizes and respects the uniqueness within each discipline; therefore, each college has established guidelines for promotion and tenure or post tenure review within each area. For annual evaluations, faculty are advised to review these faculty-approved guidelines for documentation of progress toward expectations for teaching, scholarly and creative activities, and service.

Performance Development and Evaluation of All Faculty

Performance development is an ongoing process and based upon objective criteria that are directly related to the identified job standards and established goals. Evaluations occur at specified times, however, they may occur more frequently. Annual evaluations will be conducted by the supervisor or designee. Notification of annual evaluation will be sent to the faculty members prior to the start of the review period (See [SAP 12.99.99.T0.01 Performance Development and Evaluation of Faculty](#)).

Post-tenure reviews are conducted every five years for tenured faculty to gauge the productivity of the individual and encourage a high level of sustained performance. For additional post-tenure review information see

[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#) as well as SAP 12.99.99.T0.01 referenced above.

Resolution of Performance Issues of Tenured, Tenure-Track, or Fixed Term Faculty

When a department head or other immediate supervisor believes that a faculty member is performing at levels below professional standards, he or she should communicate those concerns to the faculty member. The department head or other immediate supervisor and faculty member should resolve the issue immediately, if possible, or should develop a plan for resolving the matter, because a particularly serious or ongoing problem might threaten the faculty member's continued employment at Tarleton. Tarleton SAP 12.01.00.T0.01 explains the procedures that must be followed for nonrenewal or dismissal of non-tenured, tenured, or fixed-term faculty members

(See https://www.tarleton.edu/policy/documents/12_01_99_t0_01.pdf)

At any stage during efforts to resolve a problem in performance, the faculty member may appeal using the university's complaint and appeal process (see [Tarleton SAP 32.01.01.T0.01, Complaint and Appeal Procedures for Faculty Members](#)).

Post-Retirement Service

Tarleton may employ retired faculty who wish to return to work on a part-time or full-time basis. (See [System Policy 31.07.01 Retirement and Employment After Retirement](#))

Chapter 5: PROFESSIONAL STANDARDS AND UNIVERSITY PROCEDURES

Reviewed 2020

Equal Employment Opportunity and Affirmative Action

It is the policy and commitment of Tarleton to observe the principles of equal employment opportunity. This has been and shall continue to be the basic employment policy of Tarleton. We also maintain programs of affirmative action which we will continue to engage.

Tarleton's commitment to equal employment opportunity is demonstrated through the following practices.

- All applicants for employment will be considered without regard to race, color, religion, age, disability, sex, national origin or veteran status.
- All disabled applicants for employment will be considered without discrimination based on physical or mental disability in regard to any position for which the individual is qualified.
- All disabled veterans and veterans of the Vietnam Era will be considered without discrimination in respect to any position for which the individual is qualified.
- There shall be no discrimination based upon race, color, religion, age, sex, national origin, disability or veteran status against any employee in any manner pertaining to his/her employment, or any benefit arising thereby including, but not limited to promotion, demotion, layoff, termination, transfer, compensation and working conditions. Reasonable accommodation, when requested, will be provided.

This policy applies to advertising, recruitment, employment, compensation, promotion, transfer, termination, selection for training, and all other privileges and conditions of employment.

Affirmative action embraces the idea that progress toward achieving equal employment opportunities requires positive steps to remove discriminatory barriers. Equal opportunity is facilitated by taking affirmative action in all matters relating to personnel administration. The Affirmative Action Officer (Director of Employee Services) is located in room 105 of the Administration Annex I. The phone number is 254-968-9128. A copy of the Affirmative Action Plan may be viewed in the Department of Employee Services or at the following web address: [http://www.tarleton.edu/hr/Affirmative Action/affirmative action.html](http://www.tarleton.edu/hr/Affirmative_Action/affirmative_action.html). (See [System Policy 08.01 Civil Rights Protections and Compliance](#) and [Tarleton Rule 08.01.01.T1 Affirmative Action Plan](#)).

Criminal History Record Check

The A&M System is committed to protecting the safety and welfare of employees and the general public, preserving state property, and upholding the reputation and integrity of the system for the citizens of Texas. To achieve these goals, Tarleton may obtain, at any time, criminal history record information on any applicant for employment or any existing employee.

Criminal history record information may be used to make employment decisions affecting the applicant or employee as provided by [System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants](#). Individuals with a criminal history will not be automatically disqualified for employment with the system except as provided by System Regulation 33.99.14. It is the practice of the system not to employ or to continue the employment of individuals who may be deemed unsuited for service by reason of certain convictions, or conduct leading to arrest or conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if conduct leading to arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment.

Criminal history records shall not be used to discriminate on the basis of race, color, national origin, religion, sex, disability, or age.

Americans With Disabilities Act (ADA)

Tarleton does not discriminate against any qualified individual with a disability because of the disability of that individual in such matters as job application procedures; hiring, advancement or discharge practices; compensation; job training; or other terms, conditions, and privileges of employment.

Individuals with disabilities may request reasonable accommodations when accepting positions within the University or during employment. If you have questions, contact the Employee Services located in room 105 of the Administration Annex. The phone number is 254-968-9128. (See [System Policy 08.01 Civil Rights Protections and Compliance](#) and [Tarleton SAP 08.01.01.T1.02, Reasonable Workplace Accommodation](#)).

Nepotism

Any officer of the system or member of the Board of Regents is prohibited from appointing a person who is related to him or her, within the second degree by marriage or the third degree by blood, to a position paid through public funds. In addition, an individual generally may not supervise or have control over the salary or other conditions of employment of the relative. (See System Regulation [07.05 Nepotism](#)) Permission should be obtained from the Employee Services prior to an offer of employment.

Compliance

Tarleton State University must respond to requests for public information, develop and maintain institutional rules and procedures, establish and administer a records management program, and develop a broad-based compliance program designed to prevent or correct areas of non-compliance. All inquiries for these items should be directed to the Office of University Compliance.

The Clery Act

One specific area of public information is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) which requires institutions of higher education to make public their campus security policies and crime data collected or

reported. To comply with the Clery Act, Tarleton is required to distribute this information to all current and prospective employees and students. The Annual Security Report may be viewed at <http://www.tarleton.edu/site/documents/cleryact.pdf>. Additionally, a paper copy of the report, clarification, and additional information may be obtained by contacting the Office of University Compliance at (254)968-9415. (See [System Regulation 61.01.02, Public Information](#); [System Regulation 61.99.01, Retention of State Records](#), and [Tarleton SAP 61.99.01.T0.01, Records Management](#))

Fiscal Matters

All business matters are handled in the Business Services office in the Administration Building. Salary checks are issued from this office on the first workday of the succeeding month. Inquiries concerning deductions of all kinds and matters involving money should be directed to Business Services.

Tarleton's fiscal year runs from September 1st through August 31st.

Salary Payment

Budgeted university employees are paid once a month on the first working day of the month after the month worked. Part-time hourly employees are paid biweekly. You may view the payroll schedule on [Employee Services Pay Period Processing Deadlines webpage](#). Direct deposit to a bank of your choosing is required by the state except under special circumstances. If your bank or address changes, notify Payroll at 254-968-9608. (See [System Regulation 31.01.07, Direct Deposit of Payroll Payments](#)). Under no circumstances will an employee receive a pay advance. State law prohibits distribution of salary payments before payday.

Personnel Records

Official employee personnel records are maintained in the Employee Services Department and academic records are maintained in the Office of Academic Affairs by the president's request. These records should be kept updated when significant changes occur in professional training or qualifications.

To keep necessary personnel records up to date, it is extremely important that you notify the Employee Services Department of any change in:

- Name
- Marital status
- Address
- Telephone number
- Number of eligible dependents
- W-4 deductions
- Emergency contact information

You may update personal information, other than your name, through Workday.

ID Cards

The TexanCard system, a computerized photo identification card security system, is used to control and protect various activities and services to which the holder of the card is entitled. The TexanCard, which may be obtained from the TexanCard Office, is required for picking up paychecks, checking books out of the library, and using the Recreational Sports Facility. The card is furnished originally at no cost to the employee but there is a fee for replacement of lost or damaged cards.

General Conduct

All Tarleton State University personnel will conform in every respect to the laws of the State of Texas relative to their employment. Each employee must understand the Standards of Conduct of State Officers and Employees adopted by the Legislature of Texas as outlined below. (**Government Code, Chapter 572, Section 051**)

A state officer or employee should not:

- Accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
- Accept other employment or engage in a business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the official position;
- Accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties;
- Make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest; or
- Solicit, accept, or agree to accept (intentionally or knowingly) any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

Members of the faculty or staff of Tarleton should not use their official titles in connection with membership in any non-professional association or other organization in which they have personal membership.

The standards of conduct and conflict of interest listed above are implemented by **System Policy 07.01, Ethics**, and **System Policy 10.02, Control of Fraud, Waste and Abuse**.

Conflict of Interest and Outside Employment

It is the policy of this state that a state officer or state employee may not have a direct or indirect interest (including financial and other interests), or engage in a business transaction or professional activity, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the officer's or employee's duties in the public interest. (**Government Code, Chapter 572, Section 001**)

The first priority of full-time employees, insofar as their vocation is concerned, is accomplishing the duties and responsibilities assigned to their position of employment with Tarleton. Outside employment and consulting activities of such employees are considered as secondary activities that may be engaged in only after they have fulfilled their duties and responsibilities to the university.

Employees of Tarleton may enter into an employment or consultation relationship provided that:

- Permission is requested prior to the employee's acceptance of external employment;
- Activities are in accordance with the highest ethical standards of the profession;
- Activities are not reasonably expected to interfere with the employee's regular work;
- The employee's official university status is not used in connection with such employment or consulting; and
- Any use of any resources (facilities, equipment, or personnel) of The Texas A&M University System are within the restrictions of **System Regulation 33.04.01, Use of System Resources for External Employment.**

Professional personnel carry the prestige of their institution with them in all places and at all times. Administrative approval of outside employment and consultation is necessary to protect the prestige of the institution, as well as to ensure that employees meet the obligations of their positions. In order to achieve the necessary administrative review, each employment and consultation arrangement entered into by professional personnel is to be approved in advance through administrative channels. All authorizations terminate on August 31 of each year. Outside employment by or consulting work through a firm or company in which the employee is a principal owner is also governed by this policy. (See **System Policy 31.05, External Employment and Expert Witness**)

Use of Property and Equipment

System property generally cannot be used for personal benefit, except as allowed by **System Policy 33.04, Use of System Resources.**

Use of system telephones, facsimile machines, electronic mail, and other means of communication is considered a misapplication of state equipment if it results in additional costs being incurred by the system. Incidental use of telephones during working hours by an employee for local calls is not considered a misapplication of state property and is permissible



so long as it does not unduly interfere with the employee's assigned responsibilities or the normal functioning of the office and does not result in additional cost to the university.

The use of telecommunication services for private, commercial purposes is strictly prohibited even if it does not result in additional charges to the state.

Tarleton vehicles are used for official business only and non-employees normally are not transported in those vehicles. Individuals who are not employees of Tarleton or the system may be transported if the travel is directly related to university business sanctioned activity.

(See [System Policy 33.04, Use of System Resources](#), and [System Regulation 33.04.01, Use of System Resources for External Employment](#).)

Fraud, Waste and Abuse

The responsibility for achieving the system's mission of teaching, research and outreach carries with it the duty to adhere to the highest ethical standards and principles. Fraud, waste and abuse of resources of any kind by employees or members of The Texas A&M University System (system) are, therefore, prohibited. The system places a strong emphasis on establishing and maintaining strong internal control systems to assist in the prevention, deterrence and detection of fraud, waste and abuse, and every person, regardless of position, shares in the responsibility for promoting an ethical and safe environment. If you have factual information suggestive of wrongdoings by any system member, employee, student, or other affiliate, we want you to report it. Examples of reportable issues include misuse of system property, information or resources, violations of safety rules or environmental laws, theft, conflicts of interest, NCAA violations or discrimination. You are encouraged to resolve concerns in these matters through established institution/agency channels whenever possible, but the system recognizes that this is not always an option.

In such situations, and recognizing our obligation to our students, employees, and other stakeholders to maintain these ethical principles and standards, therefore, the system has established the Risk and Misconduct Hotline. The Risk and Misconduct Hotline is operated 24 hours a day, 365 days a year. The hotline is a phone and web-based reporting system that provides a way to anonymously report instances of suspected wrongdoing. We encourage you to use the Risk and Misconduct Hotline so that we may properly address your concerns. Reports submitted through EthicsPoint will be forwarded to the appropriate institution or agency officials for prompt action and can remain anonymous to the extent allowed by law. EthicsPoint, a private contractor, provides this reporting service for all members of the A&M System community.

[System Policy 10.02, Control of Fraud Waste and Abuse](#), provides guidance to protect the assets, resources, and interests of the system; to increase the awareness of all employees of the possibility of fraud, waste and abuse, and to govern the reporting and investigation of allegations of suspected fraud, waste and abuse. You may report suspected fraud or abuse online at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=20490 or by phone at 888-501-3850.

Network Acceptable Use Policy

Tarleton's electronic information resources are vital academic and administrative assets which require appropriate safeguards. Computer systems, networks, and data are vulnerable to a variety of threats. These threats have the potential to compromise the integrity, availability, and confidentiality of the information. Effective security management programs must be employed to appropriately eliminate or mitigate the risks posed by potential threats to the university's information resources.

Under the provisions of the Information Resources Management Act, information resources are strategic assets of the State of Texas that must be managed as valuable state resources. Tarleton has developed rules and procedures that address acceptable use of information resources.

The purpose of the rules and procedures is to provide a set of measures that will mitigate information security risks associated with acceptable use of university information resources. There may also be other or additional measures that will provide appropriate mitigation of the risks. The assessment of potential risks and the application of appropriate mitigation measures will be determined by the information resource owner or their designee. (See [**Tarleton SAP 29.01.03.T0.01, Information Resources - Acceptable Use**](#))

Telecommunications

The Network and Communication Department offers direct long distance service for university business purposes to all employees.

The Network and Communication web page provides information on services, equipment, and fees associated with telecommunication equipment and other related information. (See [**Tarleton Procedure 29.01.03.T0.01, Information Resources – Acceptable Use**](#)). Employees whose documented job duties require frequent use of a mobile communication device may be considered for a taxable monthly allowance to compensate for business use of a personal device. An administrative unit may elect to monetarily contribute to the employee's purchase and operation of a mobile communication device when such employee's job duties, in the opinion of the administrative unit head, necessitate the provision of such a device. (See [**Tarleton SAP 25.99.09.T0.01, Mobile Communication Devices**](#))

Advertising and Selling of Goods

The Tarleton network system is not for commercial use. All advertising must be approved before it is disseminated to the campus. Additionally, the Tarleton e-mail system is not to be used for personal advertising.

Political Activity

A state employee has the rights of freedom of association and political participation guaranteed by the state and federal constitutions except as prohibited by [**Government Code Chapter 556, Section 004**](#) as noted below.



- No appropriated funds, regardless of their source or character, will be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition, however, will not be construed to prevent any employee from furnishing to any member of the Legislature, or to any other state official or employee or to any citizen, any information in the hands of the employee not considered under law to be confidential information. Any action taken against an employee for compliance with this provision will subject the person initiating the action to immediate dismissal from state employment.
- No appropriated funds will be expended in payment of the full or partial salary of any state employee who is also the paid lobbyist of any individual, firm, association, or corporation.
- No state employees will use any state-owned automobiles except on official business of the state, and such employees are expressly prohibited from using such automobiles in connection with any political campaign or any personal or recreational activity.
- No appropriated funds will be paid to any employee who violates any of the provisions enumerated above.

Expressions of Opinion

Employees of Tarleton are free to express, inside or outside the classroom, their opinion on any matter that falls within the field of knowledge that they are employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expressions, and a generous respect for the rights, feelings, and opinions of others. Each employee should emphasize the fact that the opinion is personal and not institutional. (See **System Policy 12.01, Academic Freedom, Responsibility and Tenure**)

Drugs and Alcohol

Tarleton is committed to providing an educational and work environment free from drug and alcohol abuse. Unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol by employees is prohibited at any time on any university property or at any university activity. No employee may report for work, work or be present in the workplace that is impaired by an illegal drug or by alcohol. To enforce these requirements, drug and alcohol testing is permitted under certain circumstances.

Employees are responsible for reporting arrests, charges, or criminal convictions in accordance with **System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants**. Employees shall report any use of prescribed or over-the-counter medications that could adversely affect job performance. Any such medical information will be kept confidential and shared with appropriate personnel only on a need to know basis. Additionally, employees are responsible for reporting a reasonable suspicion of drug or alcohol abuse by employees or students.

Employees found in violation of these rules are subject to discipline including termination. For more information regarding drug and alcohol abuse, contact Employee Services or

see [System Policy 34.02, Drug and Alcohol Abuse](#); [System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs](#); and [Tarleton Rule 34.02.01.T1, Drug and Alcohol Abuse Prevention](#)

Smoking and Tobacco Use

All university facilities, buildings, and vehicles, regardless of location or ownership, must be entirely smoke-free. This includes all foyers, classrooms, rest rooms, offices, athletic facilities (indoor and outdoor), eating areas, and university-owned/leased housing. Recognizing that individuals may choose to smoke or to use other smokeless tobacco products, Tarleton permits smoking or the use of smokeless tobacco products, in designated areas on the campus. For more information on smoking and tobacco use, see [Tarleton Rule 34.05.99.T1, Smoking and Tobacco Use](#).

Romantic or Sexual Relationships

The Texas A&M University System (system) is committed to maintaining work and educational environments that are free from conflicts of interest, favoritism, and abuse of authority. This regulation addresses amorous, romantic, and/or sexual relationships that, although consensual, may create actual or perceived ethical, discriminatory, and/or harassing situations disruptive to the member community. See [System Policy 07.05.01, Consensual Relationships](#).

Sexual Harassment

In order to establish an educational and work environment that is conducive to the personal and professional development of each member of the university community, Tarleton shall be free from all forms of sexual discrimination, harassment, and retaliation.

Each employee has a responsibility to maintain the learning environment and workplace free of sexual harassment. Sexual harassment, including sexual violence, is a form of discrimination and will be treated as such, and will not be tolerated by the university. Employees are responsible for taking immediate and effective steps to respond to sexual harassment, violence, and discrimination.

Sexual harassment is difficult to define because it involves feelings and perceptions. What is considered acceptable behavior by one person may be perceived as sexual harassment by another. Generally, sexual harassment is repeated, oppressive behavior directed at someone because of his or her gender. It can consist of unwanted, unwelcome and offensive verbal comments and visual images as well as physical advances, in which:

- Submission to, or toleration of, such conduct is a condition of employment or participation in other system-related activities; or
- Submission to or rejection of the advances is used as a basis for making employment or academically-related decisions affecting such individual; or
- Such conduct creates an intimidating, hostile or offensive work environment which unreasonably interferes with an individual's normal work performance.

Examples of conduct which may be considered to be sexual harassment include but are not limited to:

- Offensive sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic verbal comments about an individual's body or sexual behaviors;
- Sexually degrading words used to describe an individual;
- Unwelcome touching or physical contact;
- The display of sexually suggestive objects, posters, or pictures;
- Whistling, obscene gestures, suggestive or insulting sounds; and
- Unwelcome, repeated requests for date

What You Should Do If You Are Being Sexually Harassed

If you are experiencing sexual harassment, it is important to keep in mind that you can take action to eliminate it:

- **Speak up** because ignoring sexual harassment does not make it go away. Express your objections clearly, and in a timely way. There is a chance the harasser did not realize the behavior was offensive. Also, if you file charges at a later date, it is sometimes helpful (but not essential) to have objected to the behavior.
- **Keep records.** Including any notes or letters received from the harasser. Write down dates, times, places, witnesses, what happened or what was said, and what you said or did in response.
- **Get help.** Your supervisor or Employee Services cannot take steps to solve the problem if the behavior is not reported. It will take courage to confront a harassment problem, but you may keep another person from having the same problem later. Sexual harassment can be reported to an immediate supervisor, a department head, an intermediate administrator, a vice president or executive director, or the affirmative action officer.
- **Take it seriously.** A sexual harassment allegation has a considerable impact on the individual accused. Do not make allegations that are without foundation, as you could be disciplined for filing a false report.

What You Can Expect When You Report An Incident

The university takes complaints seriously. All complaints are investigated promptly, fairly, and confidentially, maintaining the employee's sense of dignity and respect. A typical investigation may involve meetings with all parties, including possible witnesses. When warranted, appropriate disciplinary action is taken.

Every effort is made to prevent retaliation directed at an employee who has filed a complaint or assisted in an investigation. If an employee is found to have engaged in any form of retaliation, appropriate disciplinary action will be taken.

If it is determined that an allegation of sexual harassment is without foundation, and if there is evidence of malicious intent, the complainant may be subject to disciplinary action. (See [System Policy 08.01](#))

Faculty Responsibilities Regarding Sexual Harassment of Students

Tarleton takes the safety of its students seriously and expects you to foster an environment that is free of sexual harassment. As a faculty member, you may witness or hear of a student being sexually harassed by a fellow student or a Tarleton employee either in the classroom or a university sanctioned event or activity. We expect you to take the appropriate action to stop the sexual harassment which may include asking the students involved to stop the activity and reporting the activity to the Office of Student Judicial Affairs (if between two students) or the Department of Employee Services (if it involves a Tarleton employee).

HIV/AIDS in the Workplace and Learning Environment

The A&M System has established guidelines to ensure the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected. Tarleton will not use a person's HIV status to make employment decisions or determine how service is delivered nor will Tarleton deny services to HIV infected individuals, except as allowed by state or federal law. Tarleton complies with the Americans With Disabilities Act provisions protecting all people with disabilities from discrimination in job application procedures, hiring, promotions, discharge, compensation, job training and other terms or conditions of employment. For more information see [System Regulation 34.04.03, HIV/AIDS in the Workplace and Learning Environment](#), and [System Regulation 08.01.01, Civil Rights Compliance](#)

Communication

THE CATALOG

The *Tarleton State University Undergraduate and Graduate Catalog* contains information about university standards, policies, and procedures. All employees are urged to become thoroughly familiar with the catalog. The annual university calendar is published in the catalog. The calendar serves as a framework and guide to the setting of other dates.

INTEROFFICE MAIL AND E-MAIL

Interoffice mail is distributed to each department or office every working day and may be used for any exchange of official communications. Official memoranda and other communications from administrative offices are circulated through interoffice mail or via e-mail.

J-TAC

The weekly student newspaper, the J-TAC, is published during the long semesters and contains campus features and official announcements.

Facilities and Equipment

TEXTBOOKS AND SUPPLIES

Textbook arrangements are approved by the department head and handled by the Campus Store. Requisitions for office supplies are routed through the department head to the Office of Business Services and are charged to the departmental operating account.

THE LIBRARIES

At the academic heart of the university community, the Tarleton libraries provide facilities, materials, personnel, and services that supplement and enrich classroom teaching and learning, faculty and student research, and personal enrichment through recreational reading.

Library materials and services are available to all university faculty and staff, both in the library and online. Materials can be checked out with a valid university ID card, and online research materials can be accessed with your university-assigned network username and password (also used to access your Tarleton email account). For materials not available at the university libraries, Interlibrary Loan (ILLiad) and the TexShare card are alternative resources.

Online access to Tarleton materials and services includes local holdings information for the Stephenville book collections, as well as over 190 online databases and resources, most of which include full-text. In addition to offering academic materials and recreational reading, Dick Smith Library also supports local history and genealogy research by providing records from Erath and surrounding counties, Tarleton publications (*Grassburr*, *J-TAC*, theses, etc.), and Tarleton memorabilia, as well as archives of local, state, and national newspapers.

A number of special services in Stephenville are also available through the Dick Smith Library: community education classes, course reserves, faculty carrels, lamination and die-cut equipment, library instruction, lockers, reservable meeting room space, copiers, display cases for special events, satellite transmissions (C-band), and study rooms.

University library staff are available in person, by phone, and through email. Additional information can be found at www.tarleton.edu/library.

SCHEDULING OF ROOMS

Classrooms, auditoriums and special rooms are available by prior arrangement with these offices:

- **Director of Fine Arts Center**
 - Auditorium



- Theater
- Children's Theater
- Workshop Theater
- **Registrar (via the AdAstra Online Event Request System)**
 - Lecture rooms and classrooms in academic buildings
- **Head of Library Access Services**
 - Library conference rooms
 - Multipurpose Room
 - Library Instruction Classroom
- **Director of Dining Hall**
 - Dining Hall rooms
- **Director of Thompson Student Center**
 - Conference rooms in the Thompson Student Center
- **Director of Development**
 - Trogon House Dining/Meeting Room
- **Math Department**
 - Math Special Events Room
- **Tarleton Agriculture Center**
 - Teaching Pavilion
- **Equine Center Director**
 - Equine Center
- **Planetarium**
 - Planetarium

POST OFFICE

The university has its own U.S. post office (Tarleton Station, TX 76402) located in the Thompson Student Center. Postal services and post office box rentals are available to all faculty, staff, and students.

UNIVERSITY SALES

THE CAMPUS STORE



The Campus Store is located on the main floor of the Thompson Student Center and includes the bookstore. The bookstore sells textbooks, school and office supplies, magazines, paperbacks, teaching aids, greeting cards, soft goods, jewelry, novelties, and class rings. Proceeds from the bookstore contract are used for student support and other purposes that benefit the University as a whole.

MEATS LAB

Meat products and other services are offered by the Meats Lab located at the Tarleton farm. The lab sells fresh cuts of beef and pork and offers custom killing and butchering.

HORTICULTURE CENTER

The Horticulture Center is open to the public for browsing on weekdays and has a plant sale on Fridays. The center handles bedding plants, herbs and flowering plants and sells some produce in season. Special items are featured for holidays.

ATHLETIC EVENTS

Tickets for all Tarleton athletic events may be purchased at the Athletics office. Discount tickets for football are available for faculty and staff. Family and individual season tickets are also available.

RECREATIONAL FACILITIES

WISDOM GYMNASIUM

Gym facilities, including tennis, and basketball courts, and the swimming pool, are available to university faculty and staff members and their families after class schedules. Use of these facilities are free except for nominal fees for towel and basket privileges and pool accommodations. A university ID card is required for checking out equipment. Swimming pool season passes are available for faculty and staff; guests are charged an additional fee per visit.

THE CLYDE H. WELLS FINE ARTS CENTER

The Clyde H. Wells Fine Arts Center was designed to enhance the appreciation of the arts at Tarleton. Each year, the Tarleton Players present several plays in the fine arts center. Regular employees are eligible for student prices and discounted season tickets. Other events in the Fine Arts Center include free piano and voice recitals, classic films, special road show productions, art exhibits, choir and band performances, and children's theater presentations.

THE RECREATIONAL SPORTS FACILITY

The Recreational Sports Facility offers fitness training equipment, an indoor running track, basketball and racquet ball courts, group exercise rooms and a rock-climbing wall. Contact the Recreational Sports Department for further details.

Parking

Employees who plan to park on campus must purchase a parking tag from Business Services. See <https://www.tarleton.edu/parking/faculty-staff.html>. Employees are responsible for abiding by all parking rules and regulations.

Lost and Found

A lost-and-found service is operated free of charge by the university police. Any article that has been found should be delivered to the University Police Department.

Professional and Social Organizations

Various professional and social organizations are available to university faculty and staff. The Texas Faculty Association has an active chapter on the Tarleton campus. The Texas Association of College Teachers and the American Association of University Professors both have members among the Tarleton faculty. The Faculty Women's Forum serves in an advisory capacity, offers a network of support, and disseminates information about issues of concern to university women; membership is available to full or part-time faculty members and to members of the professional staff.

Emergencies

For emergencies or crimes in progress on the Stephenville campus dial 911 or the Tarleton Police Department at (254) 968-9002. Dialing 911 will connect you to the Stephenville Police 911 operator who will dispatch the appropriate emergency service. You may also use (254) 968-9002 for police matters or to speak to Police personnel. When the university is closed dial 911. Employees at other campus locations should discuss how to report emergencies and crimes with your supervisor.

Other non-emergencies (leaking pipes, broken sprinklers, parking lot escort, accidents not involving an injury) can be reported to the Control Center at 254-968-9265. You should be aware that dialing 91 with a long pause or no further numbers will also connect you with the 911 dispatcher.

Chapter 6: SERVICES AND PRIVILEGES

University employees enjoy various privileges, including educational and recreational opportunities. Seasonal schedules for various programs, concerts, and events are available from the appropriate facility or organization.

By prior arrangement with the head of the department and with approval of the administration, a budgeted full-time university employee may take as many as four semester hours of academic work each semester or 12-week summer session if such activities do not interfere with the schedule of regular employment. Time off from the regular work week to attend classes must be made up outside of normal duty hours, which may include the lunch hour. There is no limitation on the number of credit hours that an employee may take when classes are held outside the regular hours of work. An employee may petition to enroll for more than the number of hours prescribed above and permission may be granted if it is determined to be beneficial to the university. Part-time employees may register for as many credit hours as their terms of employment will permit. They will be paid only for the hours worked and will obtain the consent of their supervisors in the arrangement of their classes if the class schedule influences the work schedule.

Faculty and staff members wishing to audit courses may do so if such activities do not interfere with the schedule of regular employment. Application to audit a course must be made through the registrar's office. Written consent from the instructor and the head of the department conducting the class is required prior to attendance. Scholarships are available to regular employees and their family members. Contact the [Scholarship Office](#) at 968-9922 for further information.

Workers' Compensation

All university employees are covered by [workers' compensation insurance](#) that follows the general laws of Texas regarding the benefits available to participants. Benefits include provisions for medicines, medical care, hospitalization, and surgery necessary for recovery from both disabling and non-disabling injuries sustained during the course of employment; compensation for time lost from employment; and specific benefits for death resulting from injury during the course of employment.

An employee must report any injuries sustained on the job to his or her supervisor immediately even if the injury does not appear serious. All accidents must be reported within 30 days of occurrence. For more information see the Texas Department of Insurance Division of Workers' Compensation website at <http://www.tdi.state.tx.us/wc/indexwc.html> or contact the Department of Employee Services.

Save for Summer Plan

Employees who have less than a 12 month appointment may elect to have their salaries spread over 12 months. The Employee Services Office can provide more information about the extended pay plan.



Information regarding other issues related to pay, leave, medical benefits, etc., can be found on the [Employee Services](#) website.

Office Space for Retired Faculty

Office space may be made available to retired faculty under the following conditions: (1) the needs of teaching faculty have been met, and remaining office space is available; (2) the retired faculty member can demonstrate involvement in significant activity, such as scholarly research, which will benefit both the individual and the university; (3) all other things being equal, faculty members with emeritus status will have precedence over other retired faculty; (4) a recommendation is made by the appropriate department head and approved through regular channels.



Chapter 7: POLICIES OF THE TEXAS A&M UNIVERSITY SYSTEM AND TARLETON STATE UNIVERSITY

This handbook refers to the policies, regulations, rules, and procedures of both the Texas A&M University System and Tarleton State University. Other policies, regulations, rules and procedures may apply to the performance of an employee's job. Employees should refer to the actual policies, regulation, rules, and procedures either online at the [Texas A&M University System Policy website](#) or [Tarleton State University Rules and Procedures website](#).