2.00 POLICIES AND PROCEDURES RELATING TO FACULTY

2.01 THE BOARD OF REGENTS AND FACULTY POLICIES (Reviewed 6/2013)

The Board of Regents, Texas State University System, is solely responsible for formulating the operating policies for each of the institutions under its jurisdiction. In formulating policies which directly relate to rights and responsibilities of faculty, the Board normally considers the suggestions, advice, and recommendations of many constituent bodies (the Texas Higher Education Coordinating Board, the accrediting associations, faculty councils and organizations, Association of State Colleges and Universities, to name a few), subject to the laws of the State of Texas.

The Board of Regents does not officially endorse any program or statement of principles issued by any of the constituent bodies. Such statements will be considered official when incorporated in whole or in part within the general policies set forth and formally adopted publications of the Board of Regents.

The Board desires to promulgate only those policies which will ensure the soundest possible operation of, and promote the greatest degree of harmony and stability within, the university communities. For that reason, the chief administrator on each campus is charged with the responsibility of adapting the general policies to the particular character and setting of his or her institution, but all such adaptations, if any, are subject to the approval of the Board of Regents.

The Board believes that each faculty member, upon accepting a teaching appointment, not only is entitled to certain rights as specified in the Rules and Regulations, Texas State University System and in this Handbook, but that he or she also assumes specific responsibilities to his or her students, his or her colleagues, and his or her university.

Further, it is believed that only through a fair and equitable balance of rights and responsibilities will the professional development of the faculty member be assured and the integrity of the institution be enhanced.

The universities under the Board of Regents, Texas State University System essentially and philosophically are dedicated to quality instructional programs. Thus, the fundamental rights and responsibilities of faculty should be those related to and concerned primarily with competent teaching and research. Emphasis should be placed upon instruction, even though the Board recognizes that research not only advances knowledge but also provides an added basis for sound teaching. In sum, a faculty member is first and foremost a teacher within his or her field of specialization but is expected to maintain currency in his or her field through research and scholarship.
2.02 EMPLOYMENT AND STATUS REQUIREMENTS FOR FACULTY  
(Revised 6/2013)  
(Previously FH 2.02 Staffing of Academic Positions)

A. Employment Requirements

Faculty may be employed under one of six categories. The initial appointment of a faculty member to an academic rank will adhere to the following criteria:

Faculty Ranks

1. Professor

The earned terminal degree in one’s field or equivalent, a minimum of five years at the rank of Associate Professor, and a minimum of ten years’ teaching experience at the college or university level or the equivalent as defined by the academic department are required. In addition, faculty considered for this rank must demonstrate teaching excellence, dedication to and growth in the profession, and scholarship or performing artistry.

2. Associate Professor

The earned terminal degree in one’s field or equivalent and a minimum of five years at the rank of Assistant Professor are required.

3. Assistant Professor

The earned terminal degree in one’s field or equivalent is required for appointment to the rank of Assistant Professor.

4. Instructor

The master’s degree with a major in the appropriate teaching field is required for appointment to the rank of instructor. This is the lowest tenure-track rank.

5. Lecturer

The rank of Lecturer is for a temporary, non-tenure-track position implying no obligation beyond the designated term specified in the appointment letter. Employment is based on departmental needs.

6. Terminal Degree Equivalency

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be
presented in lieu of formal academic preparation. Such cases must be documented and justified in writing by the appropriate departmental chair, college dean, and the Vice President for Academic and Student Affairs. Such documentation and justification will be a part of the individual's permanent file.

B. English-Language Proficiency

**Texas Education Code Policy**

As an institution of higher education in the State of Texas, Sul Ross State University is required to certify upon hiring that all faculty members, both part-time and full-time, are proficient in the English language, in compliance with HB 638 Texas Education Code, Section 51.917.

Section 51.917 FACULTY MEMBERS; USE OF ENGLISH of the Texas Education Code reads, in part, as follows:

(1) "Faculty member' means a person who teaches a course offered for academic credit by an institution of higher education, including teaching assistants, instructors, lab assistants, research assistants, lecturers, assistant professors, associate professors, and full professors. . . ."

(2) "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to:

(a) assist faculty members whose primary language is not English to become proficient in the use of English; and
(b) ensure that courses offered for credit at the institution are taught in the English language and that all faculty members are proficient in the use of the English language. . . ."

In addition, Section 51.917 states that

(c) "A faculty member may use a foreign language to conduct foreign language courses designed to be taught in a foreign language.
(d) This section does not prohibit a faculty member from providing individual assistance during course instruction to a non-English-speaking student in the native language of the student."

**Procedure for Proficiency Certification**

It is the responsibility of academic deans and department chairs to assess and certify the English proficiency of all faculty, according to the following procedure:
(1) The chair of the department from which the employment recommendation originates shall provide to the appropriate college dean a written statement that the person being recommended for employment has been assessed for English-language proficiency. The following template may be used:

"I have assessed the proficiency of ______________ in using English to instruct students in courses or laboratories that he [or she] conducts for this department and have found that he [or she] can clearly express himself [or herself] in the English language and is qualified to fulfill his [or her] teaching assignment."

This assessment may be made by observing an applicant's English proficiency in personal conversation, in departmental interviews, or in any oral presentations required for the application or by any other method, such as testing, that the departmental chair or the college dean deems necessary, in accordance with Section 51.917.

(2) Each written recommendation for the employment of both full-time and part-time faculty will bear a certification from the appropriate college dean that the English-language proficiency of the person being recommended has been evaluated and that the person is qualified to fill the vacant position.

Program for Lack of Proficiency

As specified above, Section 51.917 of the Texas Education Code requires that "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to: (1) assist faculty members whose primary language is not English to become proficient in the use of English; and (2) ensure . . . that all faculty members are 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 board."

Should it be determined by the appropriate college dean and departmental chair that a prospective faculty member not be in compliance with the requirement for English-language proficiency, the college dean or departmental chair may require that the prospective faculty member prove his or her language proficiency by one of the testing methods specified in Section 51.917 before the proficiency certification described above is completed.

In accordance with Section 51.917, the prospective faculty member shall bear the cost of testing.
C. Graduate Faculty Status

The Graduate Faculty is involved in the University’s graduate program at Sul Ross State University through graduate teaching, by directing or administering graduate work, by doing research, or by making other direct and substantial contributions to the graduate program.

Criteria for Membership on the Graduate Faculty

Membership on the Graduate Faculty at Sul Ross State University represents recognition of the individual members as professionals in their disciplines who possess high degrees of competence and who are respected for their capabilities. In working with graduate students they are expected to demonstrate through effective teaching and professional conduct an appreciation for high standards of scholarship, a commitment to qualitative practices, and an appreciation for learning at the highest levels.

Graduate Faculty members are approved by the President based on the recommendations of the Vice President for Academic Affairs and the Graduate Council. The Graduate Council will consider faculty members for approval to the Graduate Faculty who are recommended in writing to that body by their respective department chairperson and college dean.

There are two categories of membership on the Graduate Faculty: Full Graduate Faculty and Associate Graduate Faculty. The requirements for admissions and being retained on the Graduate Faculty are listed under each category.

1. Full Graduate Faculty

a) Faculty members appointed to full graduate faculty status must possess terminal degrees or the equivalent in their professional discipline, must be full-time employees of the University or hold status as emeritus faculty, and must teach at least one graduate level course (not including arranged or independent study course) in a degree program during a two-year period.

b) Faculty members appointed to full graduate status also must demonstrate satisfactory performance in at least one of the following:

(1) Substantial participation with demonstrated competence in a graduate degree program in an academic department or division of the University as demonstrated in the teaching of graduate level courses, serving as an advisor to graduate students, serving as a member of students’ committees, and other functions which may be consistent with the graduate program.
program and the needs of students and the academic department.

(2) Evidence of research competence or artistic creativity as exemplified by publications, works of art, professional experience, or other scholarly activities which are commonly recognized in the faculty member’s discipline and by peers in the discipline.

c) On an annual basis, the department chair will review with the members of the graduate faculty of the department the status of faculty not members of the graduate faculty. The chair will forward recommendations for additions to the college dean who will forward both the departmental recommendation and his recommendation to the Graduate Council. The Graduate Council will make recommendations to the Vice President for Academic Affairs. If the Graduate Council recommends the rejection of a nomination, it must do so in writing with a statement of reasons. The concerned faculty member, chair, and college dean may appeal the decision to the Vice President for Academic Affairs. The Vice President’s decision will be final.

Faculty members who fail to maintain the requirements of full graduate faculty status as determined by the academic administrators in the departments or colleges in which they teach and by the Graduate Council shall have the right to be reconsidered for full membership at such time as they shall be judged again to be in compliance with the requirements.

2. Associate Graduate Faculty

a) For admission to associate graduate faculty status, faculty members must be employees of the University who are expected by the departments of the University in which they teach to teach at least one graduate level course in a degree program within a three-year period.

b) Faculty members appointed to associate graduate faculty status must present evidence of competence to teach graduate level courses by virtue of experience and/or scholarly and creative activity in their professional discipline.

c) Appointments to associate graduate faculty status are made each semester and are not carried forward to subsequent semesters. Each semester, shortly after the twelfth class day, the deans of the colleges will submit recommendations, based on nominations by department chairs, to the Graduate Council of faculty members
who are to be placed on the associate list for that semester. These recommendations will be considered by the Graduate Council and recommended by the council to the Vice President for Academic Affairs. In the event of negative recommendations by the council, the same procedure will be followed to resolve them as in the case of nominations for full graduate-faculty status, with the decision of the Vice President for Academic Affairs, if required, being final.

Under special circumstances, the Graduate Council can recommend that a faculty member who does not meet the above qualifications be allowed to teach graduate courses. A written request must come from the department chair stating why the request is being made and including the individual’s qualifications. Such permission will be considered as valid until the next evaluation of the membership of the Graduate Faculty. Visiting faculty may be included on the Graduate Faculty.

D. Emeritus and Distinguished Emeritus Faculty

Procedures governing the recognition of emeritus and distinguished emeritus faculty are stated in the Rules and Regulations, Texas State University System, Chapter V, paragraph 4.94. Those procedures and requirements read as follows:

"Emeritus (or Distinguished Emeritus) Status. The President of each Component is authorized to bestow the following titles upon retired or retiring faculty:

(1) Professor Emeritus, Distinguished Professor Emeritus, or similar honorific titles, provided that the faculty member has served the Component, with distinction, at that rank at least ten years.

(2) Associate Professor Emeritus, provided that the faculty member has served the Component, with distinction, at that rank at least fifteen years.

Except for Regents’ Professors and University Distinguished Professors, the conferring of emeritus status is not automatic upon retirement but shall be based upon individual distinction, exceptionally high quality service, and outstanding contributions to the Component which clearly demonstrate the individual’s worthiness for the honor conferred."
Sul Ross State University, a member of the Texas State University System, supports equal employment opportunities for all persons. Reasonable accommodations will be made to allow individuals with disabilities access to equal employment opportunities.

A. An ADA Compliance Officer will be annually appointed by the President to direct the University's effort to comply with the Americans with Disabilities Act. Responsibilities include ensuring that SRSU is in compliance with federal laws by coordinating an appropriate campus response regarding the Americans with Disabilities Act (1990), the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act (1973) and serving as the hearing officer for grievances and complaints related to disability issues.

B. The ADA defines an individual with a disability as a person: “(a) with a physical or mental impairment that substantially limits one or more of the major life activities; (b) having a record of such an impairment; or (c) being regarded as having such an impairment.”

C. A physical impairment is defined as “any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.”

D. A mental impairment is defined as “any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.”

E. Substantially limits means an individual must be unable to perform, or be significantly limited in the ability to perform, an activity compared to an average person in the general population. Three factors will determine whether a limitation is substantial: its nature and severity (extent), how long it is expected to last (duration), and its expected permanent or long term (impact).

F. Some examples of major life activity are walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for one's self, working, sitting, standing, lifting, and reading. A record of an impairment protects people who have a history of a disability from discrimination, whether or not they currently are substantially limited in a major life activity.

G. Employment decisions will be based on the abilities and not the disabilities of applicants and employees. A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform
the essential functions of the job in question. ADA prohibits discrimination against persons with disabilities in regard to any employment practices or terms, conditions, and privileges of employment. This prohibition covers: application, promotion, testing, medical examinations, hiring, layoff/recall, assignments, termination, evaluation, compensation, disciplinary actions, leave, training, and benefits.

H. Reasonable accommodations will be made for applicants and employees with documented disabilities. Reasonable accommodations may include making existing facilities used by employees readily accessible to and usable by, the individual with a disability, restructuring jobs, modifying work schedules, and acquiring, adjusting or modifying equipment. Reasonable accommodation does not include personal-care assistants or personal equipment such as hearing aids or eye glasses.

I. Individuals with documented disabilities may request accommodations needed to provide equal access to employment opportunities at Sul Ross State University. Procedures are established to provide needed and appropriate accommodations.

J. An individual with disabilities should contact Human Resources to discuss possible accommodations. Accommodations should be requested well in advance of the need or as soon as the need is apparent to allow timely accommodation. Individuals have the option of not utilizing the accommodations that are provided by the University.

K. Documentation of the disability will be required to be filed with Human Resources as a part of the request for accommodation. Documentation should be recent assessments conducted by appropriate qualified professionals which provides information pertaining to diagnosis and prognosis of the effect of major life activities and the effect the impairment has on the employee’s ability to perform the essential functions of the job in question. This documentation should: (a) identify and describe the disability, (b) suggest accommodations appropriate to the individual’s needs, (c) describe any history of effective accommodations, and (d) be written in layman terms.

L. Records concerning disabilities and accommodations are considered confidential, and access will be limited. All individuals associated with the accommodation process will maintain confidentiality to the extent possible.

M. An Accommodation Form designed to facilitate accommodation requests will be provided to the interested party. The Accommodation Request section of the form should be initiated by the individual making the request. As soon as possible, but after no later than three working days, Human Resources will complete the Action Recommendation section.
N. The Accommodation Form for employees will be forwarded to the supervisor who will be responsible for the approval and initiation of the accommodation.

Each individual within the line of supervision will approve the accommodation request within three working days of receipt. If the action recommended is disapproved, the individual disapproving the action will be responsible for recommending an alternative action. As soon as possible, but not later than three working days, the Alternative Action section of the form will be completed.

O. Reasonable accommodation will consider the request of the individual and seek a simple, effective accommodation at the minimum cost. Within budget constraints, funding for the accommodation will be handled by the department of the individual requesting the accommodation. When necessary, funding will be sought through other University, outside agency, state, or federal funds. When various methods of accommodation may be appropriate, the University will make the selection of accommodation based on the impact on operations and business, cost factors, and the effect on safety of the individual and others.

P. Reasonable accommodation for employees will be provided unless the accommodation would result in an undue hardship to the University. Undue hardship is an action that requires significant difficulty or expense in relation to the size of the employer, resources available, and the nature of the operation.

Q. The determination of an undue hardship will be made by the Executive Cabinet of Sul Ross State University made up of the Vice Presidents and the President of the University. If an accommodation would result in undue hardship, the individual may provide his or her own accommodation or share the expense of the accommodation.

R. An employee who has a complaint or grievance regarding accommodation or discrimination is encouraged to adhere to the following steps to resolve the issue:

1. Meet with the individual suspected of discrimination or of not providing the reasonable accommodation and seek an agreeable resolution.
2. Meet with a Human Resources Representative who will attempt to facilitate an agreeable solution.
3. Present the issue to the ADA Committee to find an acceptable solution.
4. File a complaint with the ADA Compliance Officer. The recommendations of the ADA Compliance Officer will be provided to the Executive Cabinet of the University for a final decision.
An employee may elect to file a formal grievance following 5.05 Grievance Procedure for Staff Employees in the *Administrative Policy Manual* or 2.20 Faculty Grievance Policy in the *Faculty Handbook* in lieu of filing a complaint with the ADA Compliance Officer.
2.04 APPOINTMENT OF FACULTY TO THE ACADEMIC RANKS (Reviewed 9/2012)  
(Previously FH 2.03)

The initial appointment of a faculty member to an academic rank will adhere to the following criteria:

A. Faculty Ranks

1. Professor

The earned terminal degree in one’s field or equivalent, a minimum of five years at the rank of Associate Professor, and a minimum of ten years’ teaching experience at the college or university level or the equivalent as defined by the academic department are required. In addition, faculty considered for this rank must demonstrate teaching excellence, dedication to and growth in the profession, and scholarship or performing artistry.

2. Associate Professor

The earned terminal degree in one’s field or equivalent and a minimum of five years at the rank of Assistant Professor are required.

3. Assistant Professor

The earned terminal degree in one’s field or equivalent is required for appointment to the rank of Assistant Professor.

4. Instructor

The master’s degree with a major in the appropriate teaching field is required for appointment to the rank of instructor. This is the lowest tenure-track rank.

5. Lecturer

The rank of Lecturer is for a temporary, non-tenure-track position implying no obligation beyond the designated term specified in the appointment letter. Employment is based on departmental needs.

6. Terminal Degree Equivalency

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be documented and justified in writing by the appropriate departmental chair, school dean, and the Vice President for
Academic Affairs. Such documentation and justification will be a part of the individual's permanent file.

B. General Qualifications and Criteria for Promotion

Promotion from one rank to another does not automatically occur when an individual’s level of education and experience meet the minimum requirements for the next rank. Promotion is based on the requirements for each rank, General Qualifications and Criteria, and the recommendations of the appropriate University officials as outlined in the policy statement. The qualifications and criteria for promotion are as follows:

1. Effective Teaching

   The primary criterion for promotion at Sul Ross State University is effective teaching as evidenced by the annual evaluation process. During the year that a faculty member has applied for promotion, both the dean and the department chairperson shall observe and evaluate the applicant’s classroom teaching. The faculty member shall decide whether the observation is an actual visit to the classroom or based upon a video of the classroom activity. If the video alternative is chosen, then it is the responsibility of the faculty member to make all of the arrangements for the videotaping.

2. Demonstrated scholarship and/or performing artistry.

3. Demonstrated ability to stay current in the appropriate academic field and to communicate knowledge in that field.

4. Cooperation with faculty, staff, and administration in fulfilling the mission of the University.

5. Productive service in University organizations such as faculty councils, University committees, student life, and honor societies.

6. Contributions to professional organizations in the appropriate academic field.

7. Active community service outside the University.

C. Procedure for Promotion Recommendations

1. Deadlines.

   The Faculty Affairs Council shall establish the deadline for each stage of the promotion review procedure in the spring semester for the following academic year. These dates shall be included in the University’s academic
calendar and announced at the first meeting of the Faculty Assembly in the fall semester.

2. Fall Semester Notice from the Vice President for Academic Affairs.

At the start of the fall semester the Vice President for Academic Affairs (VPAA) shall review the institutional needs to determine the number of promotions for each of the faculty ranks. The VPAA shall inform the chairperson of the Faculty Affairs Council of the number of promotions available and the chairperson shall announce this number at the first meeting of the Faculty Assembly in the fall semester.

3. Application.

Faculty members must submit an application for promotion to the department chairperson by the second Friday in October.

4. Contents of the Application for Promotion.

The promotion application shall include the official application for promotion (see Appendix), a letter of application for promotion, a copy of the applicant’s initial letter of appointment, a copy of the current Curriculum Vita, copies of the department chairperson’s annual evaluations for the most recent three years, and summary sheets of the student course evaluations for the most recent three years. All recommendations from each level of the promotion review also shall be added to the promotion application as the application moves through the review procedure.

The application may also include other evidence of contributions to the fulfillment of the University’s mission statement and the applicant’s commitment to teaching and scholarship such as books, reprints or preprints of articles, scripts, scores, performance programs, as well as other scholarly work appropriate to the discipline.

It is the individual faculty member’s responsibility to provide full documentation of the application. Faculty members who fail to document adequately their application may not append additional information after the review process has begun, and may be denied promotion based upon insufficient documentation. Such denial shall not prejudice consideration during future promotion consideration.

5. Department.

The department chairperson shall convene the Department Promotion Committee to consider all applications for promotion in the department. This committee shall consist of the tenured faculty in the department. The committee shall elect its own chairperson. Faculty members may not
serve on the Department Promotion Committee during the year in which they are being considered for promotion. The committee shall vote "for" or "against" promotion and shall rank all applicants within each academic rank. The committee shall forward its recommendations and written justifications to the department chairperson. The department chairperson shall make a recommendation and notify the applicant of the departmental recommendations if requested by the applicant. The chairperson shall forward the complete application for promotion to the dean of the college by the second Friday in November. If the department chairperson is applying for promotion, then the Department Promotion Committee shall forward the candidate’s promotion application directly to the dean by the above date.

6. College.

The dean shall convene the College Promotion Committee by the second Friday in December and provide all applications for promotion. The College Promotion Committee shall include the chairpersons from the various department promotion committees within the college. The College Promotion Committee shall elect its own chairperson. The committee shall review each application for promotion and vote "for" or "against" promotion for each applicant and rank all applicants within each academic rank. When the college review is complete, then the committee shall forward the applications to the dean.

7. Dean.

The dean shall make a recommendation and then notify the applicant of the school recommendations if requested by the applicant. The dean shall forward all applications for promotion to the chairperson of the Faculty Affairs Council by the second Friday in February. The Dean of the Rio Grande College shall forward all applications for promotion along with the appropriate recommendations to the Vice President for Academic Affairs.

8. University.

The Faculty Affairs Council shall review all applications for promotion from the Alpine campus and vote "for" or "against" promotion for each applicant and then rank all applicants within each academic rank. The chairperson shall forward all applications to the Vice President for Academic Affairs by the Friday before Spring Break in March.

9. Vice President for Academic Affairs.

The Vice President for Academic Affairs shall review all applications for promotion and recommend either "for" or "against" promotion for each applicant and then rank all applicants within each academic rank. The VPAA shall forward these recommendations to the President of the
University by the last Friday in March. The VPAA shall notify the applicant of these recommendations if requested by the applicant.

10. President.

The President shall review all applications for promotion, even ones that did not come forward with the recommendation of the Vice President for Academic Affairs, and determine which promotions to recommend to the Board of Regents at their May meeting. The President shall notify all applicants, department chairpersons, deans, chairperson of the Faculty Affairs Council, and the Vice President for Academic Affairs of these recommendations. Following action by the Board of Regents, the President shall give written notice to each applicant of the promotions made by the Board.

D. Special Considerations

1. Withdrawing an application.

An applicant may withdraw an application for promotion at any time in the promotion review process.

2. Hearing Conditions.

A faculty member shall not be entitled to a statement of reasons for denial of promotion or to a hearing to review or appeal such denial, unless he or she submits in writing to the president factual allegations that the denial constitutes a violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States and requests an administrative hearing to review these allegations. The allegations shall be heard under the same procedures as in the case of dismissal for cause (Chapter V, Subsection 4.44 of the Rules and Regulations, Texas State University System) with the exceptions applicable to non-tenured faculty who are not reappointed (Chapter V, Subsection 4.28).

3. Promotion/Tenure Committees.

It is assumed that the various departmental and school committees shall be convened to review applications for promotion and tenure concurrently.

E. Return of Applications

When the promotion-review procedure is complete, the Vice President for Academic Affairs shall forward all applications to the chairperson of the Faculty Affairs Council, who shall return the applications to the applicants.
2.05  POLITICAL AID AND LEGISLATIVE INFLUENCE BY EMPLOYEES
(Reviewed 6/2013)
(Previously FH 2.04)

The following excerpt from the General Appropriations Act, State Legislature, applies to all Sul Ross State University employees.

A. None of the monies appropriated by Articles I, II, III, and IV of this Act, regardless of their source or character, shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent any official or employee of the state from furnishing to any member of the Legislature or committee upon request, or to any other state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from state employment.

B. No funds under the control of any state agency or institution, including but not limited to state appropriated funds, may be used directly or indirectly to hire employees or in any way fund or support candidates for the legislative, executive, or judicial branches of government of the State of Texas or the government of the United States.

C. None of the funds appropriated in this Act shall 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.

D. No employee of any state agency shall use any state-owned automobile except on official business of the state, and such employees are expressly prohibited from using such automobile in connection with any political campaign or any personal or recreational activity.

E. None of the monies appropriated by this Act shall be paid to any official or employee who violates any of the provisions of this section.
Tenure must be viewed from the standpoint of the general good of the University. It signifies not only the entitlement to continuing appointment as a member of the faculty but also presumes a corresponding commitment by the faculty member to the goals and mission of the University and acceptance of the responsibilities as set forth in the Rules and Regulations, Texas State University System, in the Faculty Handbook of the University, and the statements by the American Association of University Professors on academic freedom, tenure, and due process.

Employment by the University for the period of time required before tenure can be considered does not imply that a faculty member has met all criteria required for tenure. The faculty member must demonstrate, at the time tenure is considered, a significant contribution to the mission of the University during the probationary period and show potential for continued significant contributions to that mission.

1. Earned terminal degree.

The earned doctorate or designated terminal degree is a prerequisite to consideration for tenure. The only exception is in those instances in which the initial letter of appointment or a subsequent reappointment letter clearly waives the requirement of a terminal degree as an ultimate condition of eligibility for tenure consideration.

2. Regular evaluation.

Beginning with appointment to a tenure-track position, each non-tenured faculty member will be observed and evaluated in the classroom by the department chairperson and the college dean. The chairperson shall maintain the departmental file of these annual evaluations with a summary of the University-sponsored student evaluations along with anything else the faculty member may wish to submit.

3. Documented conferences.

After consultations with the tenured faculty, the chairperson shall hold a conference with the tenure-track faculty member and enter into the departmental file all notes from this conference. A copy of these notes shall be given to the faculty member. This process shall be repeated each successive spring semester until the probationary faculty member has been granted tenure. After the faculty member has been granted tenure, this process shall continue as part of the Performance Evaluation of Tenured Faculty Members.
4. Probationary Period.

The probationary period is six years from the date of employment indicated on the original letter of appointment. The letter of appointment to the seventh year shall state that the appointment is terminal or that tenure has been awarded.

5. Credit for previous experience.

A maximum of three years of credit toward fulfillment of the required probationary period may be awarded, at the time of employment, for previous college or university teaching experience. The initial letter of appointment shall indicate the years of credit awarded for previous college or university teaching experience as well as the date when the individual shall be considered for tenure.

6. Tenure at the time of employment.

Tenure may be granted at the time of employment in exceptional situations under the current provisions of the Rules and Regulations of the Board of Regents.

7. Leave of absence.

Time spent on leave of absence will not apply toward the minimum years of experience at Sul Ross State University which are required for eligibility for tenure.

B. Eligibility of Administrators for Tenure

1. Teach part-time.

An administrator who teaches part-time may be eligible for tenure in a department offering instruction for which that administrator is academically prepared. To become eligible for tenure, the administrator must have taught on a part-time basis for a period of time at least equivalent to that required for the granting of tenure to full-time faculty of the same academic rank.

2. Tenured position only in academic department.

A tenured appointment for an administrator will apply only for the faculty (teaching) position. The privilege of returning to a full-time teaching appointment with tenure will be contingent upon the availability of a full-time position in the appropriate academic department, and the decision for such a change will be at the discretion of the President and the Board of Regents.
C. Procedure for Tenure

1. Deadlines.

The evaluation of faculty for tenure is an annual process which begins in the fall semester and continues into the spring semester. The exact dates for each stage of this evaluation process shall be established by the Faculty Affairs Council each spring semester and included in the University’s academic calendar and announced at the first meeting of the Faculty Assembly in the fall semester.

2. Criteria.

In making recommendations for tenure, the faculty and administrative officers will consider a candidate’s annual performance evaluations, along with the University’s institutional needs, as well as the candidate’s contributions and potential for continued contributions to the institution.

The tenure-review procedure is as follows:

a. Application.

The tenure-review process shall be initiated by the faculty member in the fall semester of the final year of the probationary period as indicated in the faculty member’s initial appointment letter. By the second Friday in October, the candidate must present an application to the department chair.

b. Contents of the application for tenure.

The application for tenure shall include the official application for tenure (see Appendix), a letter of application for tenure, a copy of the applicant’s initial letter of appointment, a copy of the current Curriculum Vita, copies of the department chairperson’s annual evaluations for the most recent three years, and summary sheets of the student course evaluations for the most recent three years. All recommendations from each level of the tenure review procedure shall be added to the tenure application as the application moves through the review procedure.

The application may also include other evidence of contributions to the fulfillment of the University’s mission statement and the applicant’s commitment to teaching and scholarship such as books, reprints or preprints of articles, scripts, scores, performance programs and other scholarly work appropriate to the discipline.
It is the individual faculty member’s responsibility to provide full documentation of the application. Faculty members who fail to document adequately their application may not append additional information after the review process has begun and may be denied tenure based upon insufficient documentation.

c. Department.

The department chairperson shall convene the Department Tenure Committee to consider all applications for tenure in the department. This committee shall consist of all of the tenured faculty in the department. The committee shall elect its own chairperson. The committee shall vote "for" or "against" tenure and then return the application for tenure to the department chairperson. The department chairperson shall make a recommendation and notify the applicant of the departmental recommendations if requested by the applicant. The chairperson shall forward the application to the college dean by the second Friday in November. If the department chairperson is applying for tenure, then the Department Tenure Committee shall forward the chairperson’s application directly to the dean by the above date.

d. College.

The dean shall convene the College Tenure Promotion Committee by the second Friday in December and provide all applications for tenure. The College Tenure Committee shall include the chairpersons of the Department Tenure Committees within the college. The committee shall elect its own chairperson. The committee shall review each application for tenure and vote "for" or "against" tenure for each applicant. When the college review is complete, then the committee shall return the applications to the college dean.

e. Dean.

The college dean shall make a recommendation "for" or "against" tenure and then notify the applicant of the college recommendations if requested by the applicant. The dean shall forward all applications for tenure to the chairperson of the Faculty Affairs Council by the second Friday in February. The Dean of the Rio Grande College shall forward all applications for promotion along with the appropriate recommendations to the Vice President for Academic Affairs.
f. University.

The Faculty Affairs Council shall review all applications for tenure from the Alpine campus and vote "for" or "against" granting tenure to each applicant. The chairperson shall forward the applications to the Vice President for Academic Affairs by the Friday before Spring Break in March.

g. Vice President for Academic Affairs.

The Vice President for Academic Affairs shall review all applications for tenure and recommend either "for" or "against" granting tenure to each applicant. The VPAA shall forward the applications to the President by the last Friday in March. The VPAA shall notify the applicant of the recommendation if requested by the applicant.

h. President.

The President shall review all applications for tenure and determine who shall be recommended for tenure to the Board of Regents at their May meeting. The President shall notify all applicants, department chairpersons, college deans, the chairperson of the Faculty Affairs Council, and the Vice President for Academic Affairs of these recommendations. Following action by the Board of Regents, the President shall give written notice to each applicant of the action taken by the Board.

D. Special Considerations

1. Withdrawing an Application.

An applicant may withdraw an application for tenure at any time in the tenure-review procedure.

2. Hearing Conditions.

A faculty member shall not be entitled to a statement of reasons for denial of tenure or to a hearing to review or appeal such denial, unless he or she submits in writing to the president factual allegations that the denial constitutes a violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States and requests an administrative hearing to review these allegations. The allegations shall be heard under the same procedures as in the case of dismissal for cause (Chapter V, Subsection 4.444, of the Rules and Regulations, Texas State University
System) with the exceptions applicable to non-tenured faculty who are not reappointed or who are denied tenure (Chapter V, Subsection 4.28).

3. Tenure/Promotion Committees.

It is assumed that the various departmental and college committees shall be convened to review applications for tenure and promotion concurrently.

E. Return of Tenure Applications

When the tenure-review procedure is complete, the Vice President for Academic Affairs shall forward all applications to the chairperson of the Faculty Affairs Council, who shall return the applications to the applicants.

F. Deadline for Promotion/Tenure Review

The following timeline defines the deadlines for the promotion/tenure review process:

- 2nd Friday in October: Applications to department chairperson
- 2nd Friday in November: Applications from department to college dean
- 2nd Friday in December: Applications from deans to College Review Committees
- 2nd Friday in February: Applications from college deans to Faculty Affairs Council
- Friday before Spring Break in March: Applications from Faculty Affairs Council to the Vice President for Academic Affairs
- Last Friday in March: Applications from Vice President for Academic Affairs to the President
- May Meeting, Board of Regents: Recommendations to the Board of Regents
2.07 FACULTY RIGHTS, RESPONSIBILITIES, AND STANDARDS OF CONDUCT  
(Revised 7/2013)  
(Previously FH 2.06)

A. Academic Freedom and Responsibility

The Rules and Regulations, Texas State University System, Chapter V, Section 4.7, speaks specifically to academic freedom and the responsibilities of a member of the faculty at any of the Texas State University Component universities. The following statements reflect the commitment of Sul Ross State University in accord with the referenced regulations:

1. "The faculty member is entitled to freedom in research and in the publication of the results in accordance with responsible academic and professional practices" (Section 4.72) and subject to the adequate performance of the faculty member’s other academic duties.

2. "The faculty member is entitled to freedom in the classroom in discussing the faculty member’s subject but should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field" (Section 4.71).

3. "The faculty member is a citizen, a member of a learned profession, and an employee of an educational component supported by the State. When the faculty member speaks or writes as a citizen, the faculty member should be free from component censorship or discipline; but, the faculty member’s special position in the community imposes special obligations. As a person of learning and a faculty member of a state funded educational component, the faculty member should remember that the public may judge his or her profession and component by his or her utterance. Hence, the faculty member should at all times be accurate, exercise appropriate restraint, and . . . show respect for the opinions of others" (Section 4.74). At all times, the faculty member should make it plain that he or she is not a University representative.

4. The Board of Regents, Texas State University System, "recognizes and affirms a faculty member's right to participate in political activities as long as such political activities do not interfere with the discharge of the duties and responsibilities that a member of the faculty owes to the System or a Component or otherwise involve the System or a Component in partisan politics" (Section 4.75). With the interest of the System or Sul Ross University being given first consideration, a leave of absence without pay may, but need not, be granted to a member of the faculty. "If a member of the faculty, who has not been granted a leave of absence, wishes to engage in political activity that interferes with the discharge of the duties and responsibilities that are owed to the System or a Component, the faculty member should voluntarily terminate employment with the Component"
(Section 4.75). If the faculty member’s superior officer, such as the President or the Board, "finds that the faculty member’s political activity interferes with the discharge of the duties and responsibilities that are owed to the System or a Component, the President or the Board shall terminate such faculty member’s employment by the Component" (Section 4.75).

5. Faculty members have the responsibility to provide reasonable notice of their intention to interrupt or terminate institutional services.

B. Standards of Conduct

The Rules and Regulations, Texas State University System, prescribe general standards of conduct for all employees of the System. The standards, which are stated below, are found in Chapter V, section 2.4 and in Chapter VIII, Section 4.2 of the Rules and Regulations, Texas State University System.

1. No employee shall "accept any gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties" [Chapter VIII, Section 4.2(1)].

2. No employee shall use his or her "official position to secure special privileges or exemptions for the employee or others, except as may be otherwise provided by law" [Chapter VIII, Section 4.2(2)].

3. No employee shall "accept employment or engage in any business or professional activity which might be reasonably expected to require or induce the employee to disclose confidential information acquired by reason of such employee's official position" [Chapter VIII, Section 4.2(3)].

4. No employee shall "disclose confidential information gained by reason of one's employment, or otherwise use such information for personal gain or benefit" [Chapter VIII, Section 4.2(4)].

5. No employee shall "transact any business in an official capacity with any business entity of which the employee is an officer, agent, or member or in which the employee owns a controlling interest unless the Board of Regents has reviewed the matter and determined no conflict of interest exists" [Chapter VIII, Section 4.2(5)] .

6. No employee shall "make personal investments in any enterprise which could reasonably be expected to create a substantial conflict between the private interests of the employee and the public interests of his or her employer" [Chapter VIII, Section 4.2(6)].
7. No employee shall accept other employment which might "impair the employee’s independence of judgment in the performance of public duties" [Chapter VIII, Section 4.2(3)].

8. No employee shall "receive any compensation for services as a state employee from any source other than the State of Texas, except as may be otherwise permitted by law" [Chapter VIII, Section 4.2(7)].

9. "No employee shall engage in any form of sexual harassment as defined by Paragraph 4.4 of Chapter VII of [the Rules and Regulations, Texas State University System], or racial harassment as defined by Paragraph 4.3 of Chapter VII of [the Rules and Regulations, Texas State University System]. As prescribed in Paragraph 4.43 of these Rules and Regulations, any employee who violates these rules prohibiting sexual and racial harassment shall be subject to discipline and/or dismissal from employment" (Chapter V, Section 2.41).
The greater duties of a member of the faculty include:

• Teaching in the classroom, laboratory, or seminar.
• Studying, investigating, discovering, and creating.
• Performing curricular tasks auxiliary to teaching and research, e.g., serving on faculty committees, attending to administrative and disciplinary tasks and promoting diligence and honest work in the student body.
• Advising and counseling students.
• Beneficially influencing students and citizens in various extracurricular ways.

The evaluation of faculty for promotions, salary increases, reappointments, and tenure shall include but not be limited to the duties described above. These duties are considered part of the normal workload of a member of the faculty.

A. Normal Teaching Loads

The normal teaching load at Sul Ross State University for faculty members who are paid full-time from the budget item “Faculty Salaries” shall be four lecture courses or the equivalent of twelve semester credit hours of instruction in organized classes each long semester or an average of twelve semester credit hours per long-term semester over the nine months of the academic year.

The normal teaching loads for faculty members at Sul Ross State University are determined in accordance with the following criteria:

1. One semester credit hour in an organized class is equal to one semester credit workload hour.

   a. An organized class is an institutionally-approved course, having specific objectives in terms of subject matter coverage and student development, which meets as a group at regularly scheduled times in a classroom, laboratory, or field location. Organized classes include lectures, laboratories, seminars, and interactive video group television instruction.

   b. The number of semester workload credit hours for each organized class equals the semester credit hour value of the course.
2. **Individual Instruction.** Except for supervised practica and internships, private lessons in music, student teaching, and thesis courses, individual instruction enrollments are not included in the normal faculty workloads. Responsibility for individual instruction enrollments is assumed by the faculty in addition to normal workloads.

   a. An individual instruction course is one in which guided learning is provided on a one-to-one basis by the instructor to the student, regularly or irregularly scheduled, in which the student, through individual lessons, specific projects, or research problems, gains new knowledge of special value. These courses include arranged reading and research, individual studies, private lessons, and self-paced instruction.

   The semester credit workload hour equivalent in supervised student teaching is three semester credit hours for supervising from four to six student teachers in a semester.

   b. An enrollment of nine or more students in private lessons in music is equal to a faculty workload of three semester credit hours.

   c. Any graduate faculty member having three or more graduate students enrolled in any combination of 6301 and/or 6302 during the fall or spring semester, and under his or her direct supervision will be entitled to three hours workload credit. No students shall be counted more than twice for this purpose – one enrollment each in 6301 and 6302.

**B. Adjustments and Exceptions to the Normal Teaching Loads**

1. Workload assignments are primarily the responsibility of the chairs of the academic departments. The chairs must ensure that the workloads of faculty within their departments are equitable and reasonable. This must include the cumulative total of classroom and laboratory instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public. Instructional loads should also take into account such things as number of preparations, number of students taught, the nature of the subject, and the help available from secretaries and teaching assistants. The chairs are accountable to the college deans and the deans to the Vice President for Academic Affairs for ensuring compliance with the provisions of this policy.

2. Changes in the normal workload are recommended by the department chair, approved by the college dean and reported to the Vice President for Academic Affairs.
3. The Vice President for Academic Affairs is responsible for reviewing the departmental assignments, monitoring compliance, providing reports to the President, and submitting the Faculty Report to the Coordinating Board each semester in compliance with Coordinating Board Regulations.

4. Instructors in an organized class which is team taught will proportionally share the semester workload hours allowed for that class according to the distribution of responsibilities.

5. The semester credit workload hour equivalent in laboratory sections in agriculture, science, and foreign language and in activity classes in physical education is one-half hour per contact hour, but in no case shall the workload exceed the semester credit hours given for the class or laboratory.

6. Instructors who teach ensemble classes in music will be credited with two semester credit workload hours for each ensemble taught.

7. The normal teaching load for a department chair shall be nine semester credit workload hours each long semester. Workloads for chairs in the summer terms will be based on course needs and funding.

8. Each college dean will teach at least three semester credit hours each long semester and summer.

9. Faculty members, department chairs, and college deans may be required to exceed the normal workload policy from time to time, and nothing in this policy should be considered to prohibit the administration from making this requirement.

C. Scholarly and Artistic Endeavor

Each faculty member is expected to be active in scholarly activities or artistic endeavors.

1. Scholarly activities include but are not limited to involvement in basic and applied research, writing and publication, and presentations to professional and learned societies.

2. Artistic endeavors include but are not limited to involvement in musical and theatrical performances, art exhibits or shows, creative writing, composition of music, writing scripts, and participation in related projects.

D. Professional Growth and Activities

Professional growth and participation in professional activities are required of all members of the faculty. Professional growth and professional activities include but are not limited to attendance at professional meetings, holding office in
professional organizations, service on professional committees, participation in workshops, seminars, and courses, and self-study.

E. Participation in Non-Teaching Activities

Participation in non-teaching activities includes such activities as University service, advising of students, and public service.

1. University service includes but is not limited to committee service, recruitment, curriculum development, orientation, registration, commencement, and development of grant proposals.

2. Advising and counseling of students includes but is not limited to academic advising, preparation of degree plans, scheduling of classes, career counseling, and referral to appropriate University or community services. This category also includes advising and sponsoring student organizations.

3. Public service includes but is not limited to service to schools, government agencies, private enterprise, and the community for which the faculty member receives no remuneration.

F. Responsibility for Implementing and Reporting

1. Workload assignments are primarily the responsibility of the chairs of the academic departments. The chairs must ensure that the workloads of faculty members within their departments are equitable and reasonable. This must include the cumulative total of classroom and laboratory instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public. Instructional loads should also take into account such things as number of preparations, number of students taught, the nature of the subject, and the help available from secretaries and teaching assistants. The chairs and members of the faculty must agree upon the workload and weights of various responsibilities and designate these on the Faculty Evaluation Form FE-4 at the beginning of each academic year. The chairs are accountable to their respective college deans.

2. Reductions in the normal workload are recommended by the department chair, approved by the college dean, and reported to the Vice President for Academic Affairs.

3. The Vice President for Academic Affairs is responsible for reviewing the departmental assignments, monitoring compliance, providing reports to the President, and submitting the Faculty Report to the Coordinating Board each long semester in compliance with Coordinating Board Regulations.
4. The President will provide reports as may be required to the Board of Regents, Texas State University System, and other state agencies.

G. Policy on Independent Study and Arrangement Courses

1. This policy will apply to those classes which are not classified as organized classes in which students earn semester hour credit under designations which do not require regular attendance in classroom settings with other students of at least 42 clock hours during a semester or term. A faculty member shall not teach more than one independent study or arranged course per semester. This policy does not apply to an internship, a practicum, individual instruction in music, student teaching, or these courses.

2. When the creation of such a course section as defined in paragraph one is desired, the proposing faculty member must prepare and submit to the chair of the department an outline of study which details the work to be done by the student. This outline of study should include a description of resources to be used by the student, the activities in which the student will engage during the course, and the measures by which the student will be evaluated at the conclusion of the course. In the case of regularly organized courses being taught under an arranged designation, the proposing faculty member should also address in the outline of study the ways in which the normal classroom activities will be replaced in the arranged course.

The proposing faculty member and the student must sign the proposal form, with the signed copy forwarded to the department chair prior to the 12th class day (or 4th class day in summer). The Independent Study/Arrangement Courses form is located in the Appendix.

3. The department chair shall ensure that the proposed course will meet departmental standards and advance the mission of the department. Upon receipt, the department chair shall forward the signed copy to the dean of the college.

4. The dean of the college shall review the proposal to ensure uniform compliance with the Policy on Independent Study and Arrangement Courses.
2.09 OUTSIDE EMPLOYMENT (Revised 6/2013)
(Previously FH 2.08)

Sul Ross State University does not have a policy on outside employment aside from
the guidelines on outside employment which appear in the Rules and Regulations,
Texas State University System.

The statement on Outside Employment is printed in the Rules and Regulations, Texas
State University System, Chapter V, Section 4.83, and is as follows:

Consultative or Advisory Employment:

Faculty members of component universities "should not be discouraged from accepting
appropriate appointments of a consultative or advisory capacity with governmental
agencies, industry, or other educational institutions as long as such activities do not
conflict with the individual’s work at the Component. The consideration to the System
of such activity is the improvement of the individual through contact with the
nonacademic world. Faculty members should be discouraged from accepting regular
employment outside the Component because such does not directly benefit the
Component as indicated herein" (Rules and Regulations, Chapter V, Section 4.831).

Conflict of Interest:

"Conflict of interest should be avoided in all instances of outside employment. Conflict
of interest means any outside activity which intrudes upon the faculty member’s
responsibility" to the University (Rules and Regulations, Chapter V, Section 4.832; See
also Section 2.4, Chapter V, Rules and Regulations, Texas State University System and
Chapter VIII, Ethics Code).

No member of the faculty shall accept employment or any position of responsibility if the
discharge of such employment or responsibility will be antagonistic to the interests of the
State of Texas or the System or any of its component universities.

"Every member of the faculty who gives professional opinions must protect the System
and its Components against the use of such opinions for advertising purposes. That is,
when work is done in a private capacity, the faculty member must make it clear to the
employer that such work is unofficial and that, absent the President’s prior approval, the
name of the System and its Components are not in any way to be connected with the
faculty member’s name. Exceptions may be made for the name of the author attached to
books, pamphlets, and articles in periodicals, and the identification of an individual in
publications of corporations or companies related to service as a member of an advisory
council, committee, or board of directors" (Rules and Regulations, Chapter V, Section
4.834).
Use of University Facilities:

"No member of the faculty engaged in outside remunerative activities shall use in connection therewith the official stationery, supplies, equipment, personnel services, or other resources of the System or any of its Component universities. Nor shall such member of the faculty accept pay from private persons or corporations for tests, essays, chemical analysis, computer programming, bacteriological examinations, or other work of a routine character which involves the use of property owned by the System or its Components" (*Rules and Regulations*, Chapter V, Section 4.833).

Reporting and Approval Requirements:

"Any faculty member who seeks to engage in remunerative employment or consulting outside of his or her primary employment relationship with the Component, shall notify and obtain written permission from the head of his or her department before beginning such outside employment or consulting. If his or her department head determines that the employment or consulting serves a public purpose and does not unreasonably interfere or conflict with the faculty member's obligations or duties to the Component, the department head may authorize the employment or consulting" (*Rules and Regulations*, Chapter V, Section 4.836).

No member of the full-time faculty of the System employed on a twelve-month or nine-month basis shall be employed in any outside work or activity or receive from an outside source a regular retainer fee or salary during the period of employment by the University until a description of the nature and extent of the employment has been filed with and approved by the Vice President for Academic Affairs. The Outside Employment form is located in the Appendix.
2.10 UNIVERSITY POLICY ON FACULTY ABSENCES (Reviewed 10/2012)  
(Previously FH 2.09)

A. Regents' Policy

The policy on faculty absences of Sul Ross State University is in consonance with the Rules and Regulations, Texas State University System, Chapter V, Sections 2.5 and 4.82.

The President of each university shall adopt policies and guidelines covering the authorized absences for all faculty and staff employees, including administrative officers. Such policies and guidelines shall be in accordance with the provisions of current statutes and the Rules and Regulations, Texas State University System. A leave of absence granted to a faculty or staff employee by the President of the University under the provisions of this subsection shall not modify in any way the employment status of the employee as defined in Chapter V, Sections 1-5, of the Rules and Regulations, Texas State University System, unless such modifications in status are approved in advance by the Board of Regents. Unless approved in advance by the Board, upon expiration of the leave the employee shall return to the same job classification, pay benefits, and seniority and under the same conditions of employment as he or she held prior to the leave.

B. Military Leave and Leave for Volunteer Firemen

Under the provisions of the State Appropriations Act, a leave of absence with full pay shall be provided upon request to any employee who is called to active duty with the National Guard by the Governor of Texas.

Employees of the university who are volunteer firemen shall also be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five working days in any one fiscal year. The leave of absence shall not be charged against the employee's vacation or sick-leave privileges provided by State law.

An employee called to active duty during a national emergency by a reserve branch of the United States Armed Forces shall have a leave of absence. The employee shall accrue state service credit while on such leave but does not accrue vacation time or sick leave. The employee retains any accrued sick or vacation leave and will be credited with these leave balances upon his or her return.

Under the provisions of Article 5765, Section 7, Vernon’s Texas Civil Statutes, all employees who are members of the State Military Forces or members of any other Reserve Components of the Armed Forces shall be entitled to leave of absence from their respective duties without loss of time or efficiency rating or loss of vacation time or salary on all days during which they shall be engaged in authorized training or duty ordered or authorized by proper authority, for not to exceed fifteen days in any one calendar year.
C. Jury Duty

Any university employee may be granted leave with pay on regular work days to perform jury duty. The leave of absence will not be charged against accrued vacation or sick leave. The employee shall not be required to account to the university for any compensation received for jury service.

In no case shall leave with pay be granted in personal litigation unless such actions are the result of an act performed by the employee as part of his or her official duty as an employee of the university.

D. Authorized Absences

The criteria for authorized absences are found in the Rules and Regulations, Texas State University System, Chapter 5, Section 4.821. Generally, those criteria are as follows: a faculty member employed by a university under the governance of the Board of Regents, Texas State University System, has a binding obligation "to discharge faithfully instructional duties and other responsibilities associated with faculty appointment." Faculty members, teaching assistants, research assistants, and laboratory instructors are required to meet all scheduled classes. Absences from classes will be authorized only under the following conditions:

1. Professional Meetings

A faculty member may be absent from classes for the purpose of attending a meeting of a professional organization when, according to the judgment of administrative officers, "attendance at such a meeting would contribute to the improvement of teaching or scholarship" at the University [Rules and Regulations, Chapter V, Section 4.821(1)].

2. Personal or Immediate Family Illness

Sick leave absences from classes are authorized when sickness, injury, or pregnancy and confinement prevent the faculty member’s performance of duty or when a member of his or her immediate family is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption, or marriage who are living in the same household or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis. The faculty member is obligated to notify the department chairperson or head as early as possible so that the latter may make appropriate arrangements for classes. Also, the faculty member must submit the prescribed leave forms for all sick leave even though no classes were missed if the absence occurred during the normal workday for the faculty member. The "Application for Faculty Absence" form is located in the Appendix.
3. Family Emergencies

A faculty member is authorized to be absent from classes in cases of severe illness of immediate family members; for the purpose of attending the funerals of the faculty member’s spouse or of the faculty member’s or spouse’s parents, brothers, sisters, grandparents, or children; or for any other absence designated by the President of the University as an emergency. The faculty member is obligated to notify the department chairperson or head as early as possible so that the latter may make appropriate arrangements for classes.

4. Specific Assignments

A faculty member is authorized to be absent from assigned classes when the President of the University assigns the faculty member to a specific duty of short duration which conflicts with his or her scheduled classes. "The Board of Regents discourages the use of specific assignments which will cause a faculty member to be absent from assigned classes" [Rules and Regulations, Chapter V, Section 4.821(4)].

Authorization for any member of a faculty to be absent from usual and regular duties for specific assignments will be granted only when such absence is on state business.

5. Special Circumstances

In special or unusual circumstances, the President of the University may authorize a faculty member to be absent from classes for short duration when "the President considers such absences to be for valid reasons and in the best interest of both the faculty member and the Component," Sul Ross State University [Rules and Regulations, Chapter V, Section 4.821(5)].

E. Unauthorized Absences

"Unauthorized absences on the part of the faculty member are not permitted." Such absences will be regarded "as a violation of the terms of the faculty member’s contract" (Rules and Regulations, Chapter V, Section 4.822).
F. Approval Procedures

The following procedures are to be followed for the approval of an absence:

1. Faculty members who are absent on regularly scheduled class days, Monday through Friday, during working hours, must receive approval of such absence. Absences involving travel, either on personal or official state business, must be approved in accord with the statement on Travel Regulations appearing in the *Administrative Policy Manual*. In the event of absence due to personal illness, an “Application for Faculty Absence” form should be filled out and signed by the officials designated on the form.

2. In all absences, the department chairperson and the Vice President for Academic Affairs must be informed and their approval obtained. It is the responsibility of the faculty member to work with his or her department chair to make arrangements for classes missed.

3. A copy of the *Administrative Policy Manual* is available for review online, in the Bryan Wildenthal Library, and in the office of each University administrator, i.e., vice president, college dean, or department chair.
2.11 ACADEMIC EVALUATION SYSTEM (Reviewed 10/2012)  
(Previously FH 2.10)

A. General Features of the Academic Evaluation System

1. The academic evaluation system is proposed to provide an orderly and comprehensive approach to the evaluation of faculty and academic administrators. Evaluation is important for purposes of promotion, tenure, adjustments in salary, and, where applicable, review of appointment status.

2. The system recognizes four criteria for purposes of faculty evaluation:
   
   Teaching/job effectiveness
   Scholarly/artistic endeavor
   Professional growth and activities, and
   Activities supportive of the University

3. Provisions are made in the system for the evaluation of faculty (forms designated as available in Appendix are all under Academic Evaluation System).
   
   a. A rating of teaching effectiveness will be accomplished by the use of two forms:
      
      (1) Form FE-1, Chairperson/Dean Rating of Faculty Teaching Effectiveness (see Appendix).
      
      This form is to be completed by the department chair on each member of the full-time and part-time faculty assigned to the department.
      
      (2) Form FE-2, Student Appraisal of Faculty (see Appendix).
      
      This form must be completed by the students of each full-time and part-time faculty member for each course taught.

   b. A report of teaching performance, scholarly and artistic endeavor, professional growth, and activities supportive of the University, is required, to be accomplished by the use of Form FE-3, Annual Report on Teaching/Job Performance, Scholarly/Artistic Activities, Professional Growth, and Service (see Appendix). This form is to be completed by each full-time faculty member as a means of indicating his or her activities in each of the four areas.

   c. A summary rating of each full-time faculty member based upon information secured on Forms FE-1, FE-2, and FE-3 (FE-1 and
FE-2 for part-time faculty) will be accomplished by the use of Form **FE-4, Summary of Evaluations** (see Appendix). This form is to be completed by the department chairperson and is to be signed by both the chairperson or dean and the faculty member. A copy shall be retained by the faculty member and chairperson.

4. Provisions are made in the system for the evaluation of academic supervisors/administrators

   a. A rating of teaching effectiveness will be accomplished by the use of the same forms used for faculty rating (Forms FE-1 and FE-2).

   b. A rating of teaching performance, scholarly and artistic endeavor, and professional growth will be accomplished by the use of Form FE-3.

   c. A rating of performance will be accomplished by the use of Form **FE-5, Evaluation of Chairpersons by Faculty and Deans, Deans by Chairpersons and Vice President for Academic Affairs, and Vice President for Deans**. Separate forms are to be completed by each faculty member, chairperson, and dean for his or her supervisor.

   d. A summary rating of each supervisor based upon information secured on Form FE-5 will be accomplished by the use of Form **FE-6, Summary Sheet for Evaluation of Chairperson by Faculty, Deans by Chairpersons, and Vice President for Academic Affairs by Deans**. This form is to be completed by a designated representative from the President’s office and routed to the appropriate evaluator.

5. Any person may request reconsideration of an evaluation by the appropriate department chair or equivalent administrator and, as the need exists, subsequently by the appropriate academic dean and, finally, by the Vice President for Academic Affairs. Allegations of sexual or racial discrimination or bias in evaluation will be addressed through established grievance procedures dealing with sexual or racial discrimination or bias.

B. Procedures for Faculty Evaluation and Appraisal

1. Three documents will be used to evaluate the faculty member: Form FE-1, Chairperson/Dean Rating of Faculty Teaching Effectiveness, Form FE-2, Student Appraisal of Faculty, and Form FE-3, Annual Report on Professional Growth, and Service. The documents listed above will be used by the evaluator to determine ratings of Form FE-4,
Summary of Evaluations, the permanent record of the annual evaluation.

2. Rating of Faculty Teaching Effectiveness Form FE-1

Each department chair or dean will prepare the Rating of Faculty Teaching Effectiveness form using student evaluations, the faculty self-inventory, and his or her own knowledge of the work of the faculty member. The faculty and head within each department will have the option of choosing to use classroom visitation by the supervisor, peer evaluation, or neither as part of the evaluation of faculty teaching effectiveness. If either of these evaluation methods is used, the criteria for evaluation shall be developed by the faculty and head involved. The following outline is to be used as a guide in the assessment of teaching effectiveness.

The following five categories are identified for rating purposes, with weights for each:

1. Preparation for Teaching (30%)
   (a) Maintains currency in field.
   (b) Develops instructional materials (syllabi, outlines, electronic aids, classroom policy statement, etc.).
   (c) Organizes and prepares subject matter on a regular basis.

2. Classroom/Lab Presentation (30%)
   (a) Seeks to establish rapport with students.
   (b) Communicates subject matter effectively.
   (c) Stimulates student thinking and exposes students to a wide variety of viewpoints.
   (d) Makes organized presentation of material.
   (e) Creates an environment conducive to learning.

3. Evaluation of Student Achievement (10%)
   (a) Applies and communicates in writing effective and equitable procedures in measuring student performance.
   (b) Evaluates student performance in a reasonable manner.
   (c) Makes available up-to-date information regarding individual student progress.
(4) Response to Individual Student Needs (20%)

(a) Is readily and reasonably available for student conferences and counseling; maintains appropriate office hours.
(b) Is reasonably sensitive to individual student needs.

(5) Professional Demeanor (10%)

(a) Is punctual and dependable.
(b) Maintains appropriate professional demeanor in teaching situations.
(c) Exercises reasonable care of University facilities, equipment, and supplies.

3. Student Appraisal of Faculty Form FE-2

Student evaluation of faculty will take place for every course taught and will be done approximately two weeks after mid-term during the long semesters and during the third week of summer sessions. Scheduling, coordinating, administering, collecting, tallying, and summarizing the evaluations shall be the responsibility of the college or division secretary with assistance from departmental secretaries.

Evaluation forms will be filed in the appropriate dean’s office; copies of the tally sheet will be forwarded to the appropriate evaluator and to the faculty member. The tally sheet will include all comments added by students to the evaluations.

4. Annual Report on Teaching/Job Performance, Scholarly/Artistic Activities, Professional Growth, and Service Form FE-3

Each faculty member will prepare an annual report prior to February 1 of each year. (The report interval shall be January 1 to December 31.) The following outline is offered as a guide for preparing the document. It also may be used by the evaluator in assessing the year’s activities of the staff member. Not all items on the outline will be pertinent to all faculty, and inapplicable points should be omitted.

a. Teaching/Job Performance

The Rating of Faculty Teaching Effectiveness outline (listed in 2.11, B2) provides a guide in preparing this portion of the report.
b. Scholarly and Artistic Endeavor

(1) Scholarly Activities

Scholarly activities shall be interpreted to include but are not limited to involvement in basic and applied research, writing and publication, and presentations to professional and learned societies. The distinction between scholarly activities and professional and university service is often difficult to discern. A faculty member should judge the primary focus of an endeavor from the perspective of his or her involvement and categorize it appropriately.

(a) Publications are defined as follows: articles (scholarly articles published in professional journals which were subjected to peer review and other scholarly articles not subject to peer review, e.g., abstracts), books (scholarly works and textbooks), and other publications (e.g., research reports, government reports).

(b) Research and or grant activities should be addressed by listing activities supported by competitive research grants from outside organizations, university research grants, non-competitive and non-funded research activities, and proposals prepared and submitted but rejected.

(c) Presentation of scholarly work at professional meetings and learned societies should be addressed by providing a listing of presentations at national or international meetings, presentations at regional meetings, and presentations at state and local meetings.

(d) Other scholarly endeavors should be listed, including works in progress.

(2) Artistic Endeavor

Different disciplines and individuals define art in different ways, engage in different types of artistic endeavors, and evaluate art differently; thus, the criteria for evaluation can be defined here in only the most general of terms. Each department will have to define its own specific criteria. Ultimately, individuals must be evaluated on the merit of their art and the level of its critical success.
Faculty should list artistic endeavors for the past year (performances, shows, projects, etc.) and indicate the date and location of particular events. A statement of commitment in terms of time, preparation, responsibilities, and effort devoted to each endeavor should be included. In describing a show or performance, the faculty member should indicate the level of critical success as judged by others in the field (e.g., awards, reviews, etc.). Where it is relevant, faculty should evaluate the success in terms of level of competition and recognition (local, regional, state, national, or international).

c. Report on Professional Growth and Professional Activities

(1) Professional Associations.

This category includes current memberships, meetings attended and source of funding for travel, committee appointments, elected offices, honors, and the like at all levels: international, national, regional, state, and local.

(2) Continuing Professional Education.

This category includes participation in workshops, seminars, courses, self-study, and the like, with the indication of title, place, dates, time involved, and credit hours, if applicable.

(3) Professional Service.

This category includes service to schools, governmental agencies, and private enterprise, community service, and the like.

d. Report on Non-Teaching Activities Supportive of the University

Non-teaching activities shall include the following:

(1) Committee service.

(2) Recruitment.

(3) Advisement (e.g., academic advisement, degree planning, registration, and orientation programs).

(4) Acquisition and development of facilities, equipment, and other resources (including outside funding obtained for these purposes).
(5) Program development (e.g., major curriculum development, new degree programs, and research programs, including outside funding obtained for these purposes).

(6) Public service.

(7) Other contributions.

5. Summary of Evaluation Form FE-4

Using student evaluations, the rating of faculty teaching effectiveness, and the annual report, the evaluator will complete Form FE-4, Summary of Evaluation. The following four, main areas of performance are identified on the summary: teaching, scholarly and artistic endeavor, professional growth and professional activities, and non-teaching activities.

a. Question number 10 on FE-2 will be used as a summary measure of the students’ evaluation of teaching effectiveness. The average score on question 10 will be computed, converted on a percentage, and entered on form FE-4 1.B. Assuming the average response for an instructor is 4.3, 86% (4.3 ÷ 5) would be entered on FE-4 1.B.

b. Weights (%) are suggested for rating each category. Chairpersons shall consider available information bearing upon the various criteria to determine weights. At the beginning of the evaluation period each faculty member and his or her respective chairperson must agree on the basic weights to be used in the year’s evaluations and put this into writing. Both the faculty member and the chairperson shall sign this agreement (FE-4) to indicate their approval or disapproval. Criteria may be adjusted if the responsibilities of the faculty member change significantly.
Commencement exercises for the Alpine campus of Sul Ross State University are held twice each academic year, in December and May, at the conclusion of each fall and spring semester. At Rio Grande College commencement is held each December and May at a single RGC location that typically varies from one semester to the next. The University Convocations Committee and the Dean of the Rio Grande College, working directly with the Office of the Vice President for Academic Affairs, have primary responsibility for the planning and implementation of each commencement exercise.

Participation in commencement exercises is expected of all full-time faculty members. Temporary faculty appointees and other special instructional personnel are encouraged to participate. Requests for absence from commencement ceremonies will be granted based on the "University Policy on Faculty Absences," Section 2.10, with the inclusion of absences for religious conflicts.

Participating faculty are expected to wear their appropriate academic regalia. The University Bookstore can, upon request, make available to members of the faculty appropriate regalia for either purchase or rent.
Employee benefits are provided for state employees and coordinated by the Human Resources Office. A brief summary of the benefits may be found in the *Administrative Policy Manual*, Section 5.02.
A. Termination of Faculty under Special Circumstances

If, in the judgment and discretion of the Board of Regents, reductions in legislative appropriations for faculty salaries; governmentally mandated reductions in faculty positions; significant loss of enrollment; consolidation of departments or other reorganization; dropping of courses, programs, or activities for educational or financial reasons; or financial exigency makes such action advisable, the employment of a faculty member before the expiration of the stated period of his or her employment may be terminated in accordance with the provision of this section (Rules and Regulations, Texas State University System, Chapter V, Section 4.5).

B. Academic Planning

The demand for classes in specific academic disciplines fluctuates over time as student career choices and the educational preferences of society change. As a result of these fluctuations, the number of the full-time-equivalent faculty allocated to a department or program may fluctuate also—expanding in periods of growth and contracting in periods of retrenchment.

1. The Vice President for Academic Affairs has the responsibility of adjusting departmental faculty size during such periods of growth or decline, so that in the long run all departments are treated equitably and the educational goals of the institution are achieved. Of course, tenured faculty may not be arbitrarily dismissed as a result of these routine periodic adjustments to departmental FTE faculty. Thus, the Vice President must ensure that each department maintains a healthy balance between tenured and non-tenured faculty. If too few faculty are tenured, there can be no departmental continuity; if too many are tenured, there might be insufficient flexibility.

2. The Vice President’s decisions to adjust FTE faculty allocations will be based on careful academic planning conducted with full faculty participation. The emphasis of this continuing planning process may vary from time to time as institutional circumstances change, but the academic plan should, as a minimum, include the following:

   a. historical data on average class size and the student-teacher ratio for each department, together with a departmental statement on the educational implications of present class size,

   b. a demographic analysis of departmental faculty, e.g., rank, age, sex, race and national origin, tenure status, and field, and
c. faculty and administrative judgments regarding the precise role each department plays in the realization of the broad educational goals of the institution.

C. Discontinuance of a Program or Dismissal of Faculty for Educational Reasons

1. A department or degree program in which tenured faculty are employed may not be arbitrarily abolished. On the other hand, a department or program may be discontinued or combined for educational reasons.

2. If the long-term educational goals of the institution would be enhanced by the abolition of a department or program which would require the dismissal of tenured faculty, the Vice President for Academic Affairs may recommend to the President that a department or program be discontinued. If the President agrees with the recommendation to discontinue, he should submit the question to the Academic Planning Committee (hereinafter called the Committee and defined below) for thorough study. Upon receipt of the written report to the Committee, the President will decide whether or not to recommend to the Board that the department or program be abolished.

D. Discontinuance of a Program or Dismissal of Faculty for Financial Exigency

1. If, as a result of a substantial loss of enrollment or of financial support which threatens to alter the essential character of the University, it appears to the President or Vice President for Academic Affairs necessary to reallocate faculty FTE positions in such a way that tenured members of the faculty would have to be dismissed, other faculty would have to be terminated before the expiration of their term contracts, and/or a department or program would have to be abolished for monetary reasons, then a financial exigency may be imminent. In that event, the Vice President for Academic Affairs will inform the President in writing of the nature and extent of the crisis.

2. If the President agrees that the financial crisis facing the University is of sufficient magnitude to justify the dismissal of tenured faculty, the termination of other faculty before the expiration of their contracts, or the abolition of a department or program, the President will submit the question to the Academic Planning Committee and so inform the Board of Regents, which alone has the power to declare a state of financial exigency.

3. In making its determination that a state of financial exigency exists, the Board of Regents shall consider whether expenditures exceed operating revenues but need not consider capital funds and assets and fixed endowments. Any faculty dismissals must be for bona fide financial
reasons; that is, they are reasonably calculated to alleviate the University’s financial exigency.

4. The Committee will investigate, as expeditiously as possible, the extent of the financial difficulty and propose a timetable for action. In its deliberations, the Committee will make a genuine effort to identify all ways and means to retrench less drastically than the dismissal of tenured faculty.

E. The Academic Planning Committee

The President will activate the Academic Planning Committee immediately upon receipt of any recommendation from the Vice President for Academic Affairs that tenured faculty may need to be dismissed or other faculty terminated before the expiration of their term contracts because of financial exigency or that a department or program should be phased out for educational or monetary reasons.

The President shall appoint six faculty members (four of whom must be tenured) from a list of ten nominees (eight of whom must be tenured) submitted by the Faculty Assembly. Further, the President shall appoint the school deans, the Dean of the Rio Grande College and three department chairs (at least two of whom must be tenured). This group of thirteen should include representatives of all of the schools and be a fair representation of faculty protected by the Civil Rights Act of 1964. In addition, the Vice President for Business Affairs, the Vice President for Academic Affairs, and the Chairperson of the Faculty Assembly (Alpine) and the Faculty Senate (RGC) shall be ex-officio members.

1. Determining Departments or Programs to be Cut Back

In its deliberations, the Committee will review the state educational mandates and the mission of the University in the light of the financial crisis in order to determine the departments or programs whose budgets and faculties should be reduced or eliminated.

The Committee will evaluate each department and program in terms of the educational mission of the University, the department’s enrollment statistics, and departmental analyses submitted by the department chairs and the deans of the schools. The mission is the most important consideration.

The Committee will then identify those departments where faculty reductions may be necessary, and it will submit its recommendations with documentation to the President.
2. Determining Which Faculty Members Are to Be Dismissed

If the Board of Regents has declared a state of financial exigency and the President, acting upon the recommendations of the Committee, has identified a department or program as one in which tenured faculty will need to be dismissed because of financial exigency or if a department or program is to be discontinued for educational reasons, the Vice President for Academic Affairs will notify that department in writing, specifying the amount by which the faculty salary budget must be cut and the deadline by which the cut must be accomplished.

Upon receipt of the Vice President’s memorandum, the department chair of each affected department will promptly convene the tenured and tenure-track faculty who, after consultation with all departmental faculty, will thoroughly explore the implications of the financial crisis or proposed dissolution for educational reasons and prepare a report adhering to the following guidelines:

a. Whenever possible, faculty reduction will be accomplished through attrition.

b. Within a designated program, the termination of the employment of a faculty member with tenure may not be recommended in favor of retaining a faculty member without tenure, unless (1) the removal of a non-tenured faculty member would eliminate an essential part of a program or render a program dysfunctional or (2) the removal of a non-tenured faculty member who is deemed to be of equal or greater merit than the tenured faculty member would jeopardize the advances achieved by the University under its affirmative action program.

c. Once the factors listed in items a and b above have been properly discussed and weighed, the probable order of dismissal shall be based on the principle of seniority, so the departmental faculty will be listed sequentially starting with the least senior. Thus, non-tenured faculty will be listed before tenured faculty in the following order: part-time, temporary, and probationary. The order of dismissal within a departmental tenured faculty will be determined by educational background, rank, and longevity. Persons without the terminal degree in their discipline will be dismissed before anyone with the terminal degree. Rank will be considered next. An instructor would be dismissed before an assistant professor, who in turn would be dismissed before an associate professor, who in turn would be dismissed before a professor. Within each rank, longevity will determine the order of dismissal following the principle of last in, first out; if the date of
acquiring current rank is the same, the date of acquisition of the previous rank will be used.

d. Possible alternatives.

The department should also explore all possible alternatives to the dismissal of tenured faculty.

The department report, identifying faculty for dismissal or proposing alternatives, will be forwarded, with documentation, to the Committee via the appropriate school dean, who will write comments that either support or disagree with the departmental recommendations. In the event that the department is unable or unwilling to provide the materials described above, the school of the appropriate dean will perform the departmental functions and forward the findings and recommendations to the Committee. The departmental chair and the school dean will immediately provide affected faculty with written notice of their recommendations.

When the Committee has received the departmental and dean’s recommendations from all affected departments, it will then consider all previous information, will recommend to the President the particular faculty member or members to be dismissed, and will notify all affected faculty in writing.

Upon receipt of the Committee’s recommendations the President shall make a timely decision regarding dismissals, forward a copy of that decision to the Board of Regents, and notify all affected faculty.

That decision is final, subject, of course, to the appeal procedures detailed below and approval by the Board of Regents.

F. Individual Faculty Rights in the Event of Termination

Declaration of financial exigency or elimination of programs for educational reasons does not suspend due process protections afforded by the Fourteenth Amendment to the Constitution of the United States against the arbitrary taking of property or liberty interests. However, the existence of the above-stated situation does permit the University and the Regents to modify their existing procedures in order to take timely and responsive action to meet the financial emergency or retrenchment for educational reasons in such ways as the University and the Regents determine best preserve the best interests and academic integrity of the institution.
1. Notice Provision

A faculty member whose employment will be recommended for termination should be given the following information and accorded the following rights:

a. a written statement of the basis for the decision to recommend the termination of the faculty member’s employment,

b. a description of the manner in which the recommendation of termination was determined,

c. a disclosure of the information and data upon which the recommendation was based,

d. the opportunity, consistent with this policy, to participate in or provide input into the decision-making process, and

e. the opportunity to appeal consistent with the requirements of due process.


Appeals shall follow the procedures described in this paragraph. A special hearing tribunal, appointed by the President, shall have exclusive jurisdiction to hear all appeals from faculty identified by the President for dismissal under the provisions of this policy. On appeal, the issues shall be limited to the following: a) the existence and extent of the financial exigency or the need for phasing out a program for educational reasons, b) whether the educational judgments placing the faculty member on the "dismissal list" are supported by substantial evidence, and c) whether this policy was followed and evenly applied in the individual case. The faculty member slated for dismissal must request the hearing within ten working days following receipt of the notice of dismissal from the President, must state the bases of the appeal clearly and factually, and shall bear the burden of proof.

3. Effective Date

If the President's notice of removal is sent on or before January 15, the University shall make a bona fide attempt to accomplish removal no sooner than the end of the academic year (June 1). If notification is given after January 15, the University shall make a bona fide attempt not to effect removal sooner than the middle of the next academic year (January 15).
4. Placement and Reinstatement

If a department or program is, in fact, to be phased out for financial or educational reasons or a faculty member is to be removed because of financial exigency, the Vice President for Academic Affairs will make every effort to place the affected tenured faculty member into a suitable alternative position within the University (at comparable rank and salary, if possible), provided that (a) the faculty member is qualified professionally to teach in such an area or is willing to undergo the appropriate professional retraining, at his or her own expense, that will qualify him or her to do so and (b) a position is available.

If no suitable position is available or if the faculty member refuses to assume a position deemed suitable by the Provost and Vice President for Academic and Student Affairs, the institution may dismiss him or her with proper notice in accordance with the provisions of this policy and of the Rules and Regulations, Texas State University System.

Faculty members with joint appointments shall be considered for removal only in their primary departments. In the event that a faculty member with a joint appointment is identified for removal in his or her primary department, the appointment in the secondary department shall also cease unless it is continued and funded by the secondary department.
2.15 EARLY RETIREMENT (Reviewed 10/2012)
(Previously FH 2.14)

A. Purpose

As a benefit of employment and an accommodation of the faculty, the purpose of this policy is to provide the basis for an early retirement program for qualified faculty members who wish to petition the University for permission to continue to serve on less than a full-time basis after retirement.

B. Background

1. The Teacher Retirement System of Texas (TRS) provides for retirement at various combinations of age and years of service and permits the retired individual to continue to work up to one-half time without the forfeiture of any pension benefits. TRS eligibility for full-formula benefits or for reduced-annuity benefits is determined by TRS guidelines.

2. Faculty members who decide to retire should find that the contemplated arrangement is a means of making the transition from full-time employment to complete retirement.

C. Procedures

1. Full-time tenured faculty members at Sul Ross State University who have reached the age of 55 years and who meet minimum retirement eligibility criteria established by the Teacher Retirement System of Texas for TRS or ORP retirees may petition the University for permission to participate in this program if they so desire. The University retains the option to decide on a case-by-case basis whether such an arrangement is to be made.

2. A faculty member who desires to participate in this program will notify the University in writing of the desire to participate not less than 90 days prior to the beginning to the academic year in which said election is requested to take effect. The University will indicate whether or not it will accept the faculty member's request to participate within 30 days of the receipt of the written request.

3. The period following an approved early retirement during which Sul Ross State University shall have any commitment to the individual under this policy is one year. Should the one year of part-time employment be completed under the terms of this policy, the University, upon request of the faculty member, may opt to continue to permit part-time employment on a year-to-year basis dependent entirely upon compelling need of the academic department and with the subsequent approval of the department chair, the dean of the college, the Provost, and the President. Payment for
courses taught under this arrangement will be at the rate per class paid
during the one year of employment under the terms of the Early
Retirement Policy.

4. The faculty member shall relinquish full-time status and tenure in
exchange for an early retirement agreement between Sul Ross State
University and the faculty member. The Early Retirement Agreement
form is located in the Appendix.

5. Office assignments will be subject to the availability of office space and
to the needs of the appropriate department, division, or college.

6. A faculty member participating in the early retirement program will be a
retiree for benefit purposes. A participant may continue to take part in the
insurance benefits of the University as a retiree, if he or she meets the
minimum age and service requirements established by the Employees
Retirement System (ERS) of Texas. The responsibility to maintain
insurance benefits rests entirely with the retiree. Contributions to TRS or
ORP will cease on the part of the retiree and the University. Social
Security contributions will continue as required by law.

D. Application

Under provisions of this policy, qualified faculty members may apply to the Vice
President for Academic Affairs for the Early Retirement Plan, using the
appropriate channels.

E. Terms

Participants will retain, as applicable, rank and one-half salary on a nine-month
basis. No summer employment or annual raises are assured or committed.
Class assignments up to one-half normal teaching load shall be defined by the
appropriate academic dean or after consultation with the Vice President for
Academic Affairs. Faculty will be committed to teach two courses or the
equivalent during the fall and spring semester. Any deviation from this
distribution of the course load must be based on the compelling need of the
department and recommended by the department head with subsequent approval
of the appropriate dean, the Provost, and the President.

F. Service Break

Faculty members wishing to participate in this early retirement program must
have a minimum break in service of one full calendar month after the last day
of their full-time employment with Sul Ross State University. This required
break in service is a TRS requirement, not a Sul Ross State University
requirement.
G. Termination of Modified Service Plan

A participant in this program may elect to modify his or her status to full retirement at any time by written notification to the department chair of this intent not less than 90 days prior to the beginning of the semester when this change in status is to become effective.

H. Impact of this Policy on TRS or ORP Rules

A participant's eligibility to draw retirement benefits from TRS or an ORP contract and his or her eligibility for membership in TRS or ORP will be governed by the laws and rules governing such eligibility and not by this policy. The faculty member assumes all responsibility for determining his or her status with regard to TRS or ORP benefits which may be impacted by this policy.

I. Dismissal Procedure

Termination by the University of the part-time employment of a faculty member participating in the Early Retirement Program before the expiration of the stated period of his or her "Early Retirement Agreement" will be only for good cause, as described in Chapter V, Section 4.51, of the Rules and Regulations, Texas State University System, or under the special circumstances for termination of the faculty employment as described in Chapter V, Section 4.6, of the Rules and Regulations, Texas State University System.

J. Reports

For each individual on early retirement under the provision of this policy, the appropriate academic dean shall prepare a report detailing both workload and compensation which will be reported at a subsequent meeting of the Board of Regents.
2.16 FACULTY DEVELOPMENT AND ENRICHMENT POLICY (Reviewed 12/2012)  
(Previously FH 2.15)

A. Purpose

The purpose of this statement is to identify policies and procedures for the use of Faculty Development and Enrichment Funds. Funds appropriated specifically for this purpose or funds allocated by the President will be used to upgrade and enhance the quality of faculty teaching and improve the content and quality of the University’s instructional programs.

B. Programs

The Faculty Development and Enrichment Policy will consist of the following programs:

1. Development and enrichment programs and projects that encourage and contribute to intellectual and instructional development and the quality of faculty teaching.

2. Faculty-study activities designed to encourage faculty members to broaden their education. It is the policy of this University to permit one course to be taken during each long semester, provided that the course does not interfere with the working or teaching assignment of the faculty member. Tuition and fees not waived by the State of Texas statutes will be paid from Faculty Development funds. Any faculty member wishing to have tuition and fees waived must seek approval from his or her department head and dean and from the Vice President for Academic Affairs prior to enrolling in a course for which he or she desires reimbursement.

C. Development and Enrichment Programs

1. Eligible Programs and Projects

Possible programs, projects, and activities might include the following: grants to attend institutes, symposiums, seminars, and workshops; instructor improvement in teaching methods; instructor improvement in subject content; course or curriculum development and improvement; computer applications and media development for utilization in instruction; and development of and delivery of on-campus faculty workshops or conferences designed to improve teaching and other specialized topics (computer applications, interdisciplinary subjects). Activities are not limited to the above list, and any creative project of high quality designed to develop, enrich, or enhance faculty performance is encouraged. Requests for support for general travel for which departmental funds are appropriate are discouraged.
The Teaching Council will recommend funding for proposals which are considered of high merit and which fall within the purpose of the development and enrichment policy.

2. Eligible Applicants

All full-time faculty members holding the rank of instructor or higher and professional librarians who have completed at least two consecutive academic years of service at the University at the time the program or project is to be initiated are eligible to submit proposals.

3. Application Process

Faculty Development and Enrichment Application forms are located in the Appendix.

Faculty members must submit three copies of the application and proposal to their respective academic department heads in accordance with the deadline established by the Faculty Development and Enrichment Committee and publicized by the Vice President for Academic Affairs.

Proposals must contain the following: Faculty Development and Enrichment Application Form; a current biographical sketch; a program, project, or activity description which states the purpose, describes the project, program, or activity, identifies the area for improvement (such as instructor improvement in teaching methods, computer or media utilization, faculty workshops, or other areas), and specifies how the project is expected to lead to a significant improvement in the program or activity being funded; and a budget detailing the funding requested. A Faculty Development Leave Rating Form is to be completed by the department head, dean, the Faculty Development and Enrichment Committee, and the Vice President for Academic Affairs and included with the application.

Upon receipt of applications by the department head, further routing will be as follows: to the dean, for comments, and then to the chair of the Faculty Development and Enrichment Committee, for ranking and recommendation for funding by the committee. Proposals by department heads are submitted directly to the appropriate dean. Each administrative unit may forward the proposal with or without comment.

4. Evaluation and Approval of Proposals

The Teaching Council will be convened by the chairperson to evaluate, rank, designate funding amounts, and recommend programs or projects for funding.
The Teaching Council will make its recommendation in writing to the Vice President for Academic Affairs. The Vice President will forward his or her own recommendation and that of the Teaching Council to the President, who will make the final decision. Notification of the decision will be made to the dean, department head, proposal applicant, and the general faculty by memorandum by the Vice President for Academic Affairs.

5. Availability of Funds

Funds available for Faculty Development and Enrichment are budgeted annually according to Texas statutes and the Rules and Regulations, Texas State University System. Non-educational and general funds not expended at the end of any fiscal year will be carried forward to the new fiscal year. Educational and general funds, which may be appropriated for Faculty Development, will be dispensed in accordance with the current Appropriations Act. Funds are granted at the sole discretion of the President upon the recommendations of the Teaching Council and of the Vice President for Academic Affairs.

6. Administration of Funds and Accounting Procedures

The policies and procedures for the administration of funds allocated for faculty development and enrichment programs and activities will be basically the same as for other University funds, including the submission of the necessary travel vouchers or other forms through the normal channels for reimbursement.

The policies and procedures to be followed are provided in the University Administrative Policy Manual.

7. Reports

An accountability report describing the results, achievements, or benefits of the program or project and a detailed expense report must be submitted to the department head, dean, and chair of the Teaching Council within one month of completion of the project.

A brief summary of the concepts and ideas generated by completed projects will be communicated to other faculty members through appropriate University news publications.
2.17 FACULTY DEVELOPMENT LEAVE PROGRAM (Reviewed 12/2012)  
(Previously FH 2.16)  

A. Policy  

1. Texas Higher Education Code, Sections 51.101 through 51.108 (*Vernon's Civil Statutes*) provides for faculty-development leaves of absence, and the Sul Ross State University policy and procedure conform to the legislative direction: the Board of Regents may grant a faculty-development leave of absence for study, research, writing, field observations, or other suitable purposes to a faculty member within the constraints of the legislation.  

2. Two types of leave of absence may be granted: (1) leave with pay and (2) leave without pay, both of which provide a guarantee of employment on return at the same status as before the person went on leave. The time on leave with pay counts as credit toward University service.  

3. Faculty Development Leave with Pay may be granted for one academic year at one-half of an academic-year faculty salary, or a leave with pay may be granted for one semester at one-half a semester’s faculty salary. An academic year is defined as the regular, nine-month period; summer sessions are not included.  

4. A faculty member on faculty development leave may accept a grant for study, research, or travel from any institution of higher education; from a charitable, religious, or educational corporation or foundation; from any business enterprise; or from any federal, state, or local governmental agency. An accounting of all grants will be made to the Board of Regents of the institution by the faculty member. A faculty member on faculty development leave may not accept employment from any other person, corporation, government, or institution of higher education unless the governing board determines that it would be in the public interest to do so and expressly approves the employment.  

5. No more than six percent of the faculty members may be on faculty development leave at any one time. The SRSU Vice President for Academic Affairs will inform the Faculty Affairs Council and the Rio Grande College Faculty Senate of the number of applicants for leave which will be considered for any particular period.  

B. Eligible Applicants  

1. All full-time faculty members holding the rank of Instructor or higher and who have completed (1) at least four, consecutive academic years of service at the University by the effective date of the leave and (2) at least six years of service since his or her last faculty development leave with pay are eligible.
2. The state code defines a faculty member as “a person who is employed by an institution of higher education on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services. However, the term does not include a person employed in a position which is in the institution’s classified personnel system.”

3. Applicants may request development leaves to “engage in study, research, writing, and similar projects for the purpose of adding to the knowledge available to himself, his students, his institution, and society generally.” The applicant's objective may be to develop materials for teaching, to contribute to the prestige of SRSU, to advance knowledge, to provide professional growth, or to improve his or her abilities as a teacher.

C. Faculty Development Leave with Pay

1. A faculty member on faculty development leave with pay will continue to be an active participant of the Teacher Retirement System of Texas or of the Optional Retirement Program. Contributions required to be paid to the TRS or to the ORP and any other amounts authorized will be deducted from the compensation of those faculty members on leave.

2. A member of the faculty on faculty development leave with pay is a faculty member for purposes of participating in the programs and of receiving the benefits made available by or through the institution or the state to faculty members. A member of the faculty on faculty development leave without pay may maintain membership in university insurance programs by submitting the premiums to the Office of Personnel.

3. A faculty member seeking leave with pay must submit an application to his or her academic department head in accordance with the deadline established by the Faculty Affairs Council or the Rio Grande College Faculty Senate and publicized by the Vice President for Academic Affairs on the academic calendar.

4. Faculty members on development leave with pay must sign a legal agreement to serve one full academic year after completion of the leave. If the faculty member should refuse to fulfill the year of service after the leave, the faculty member will be required to reimburse the University in the amount he or she received as salary or fringe benefits from the state while on leave.

5. Each recipient of a faculty-development leave with pay must submit a written report of his or her activity while on leave to the office of the Vice President for Academic Affairs.
6. Under this program, development leaves with pay are not available to support completion of an advanced degree.

D. Faculty Development Leave without Pay

1. Faculty development leave without pay may be granted for either one academic year or one semester. (An academic year is defined as the regular, nine-month period; summer sessions are not included.) When the purpose of the leave is among those listed under Faculty Development Leave with Pay (2.17C, above), the faculty member is subject to the same restrictions and is eligible to participate in programs and receive benefits made available by or through the institution or the state to faculty members in the same manner as a faculty member on development leave with pay. However, when the purpose of the development leave without pay is to complete an advanced degree or for another personal or business-related reason, the faculty member’s time of absence from the University will not be counted toward service and longevity required to become eligible for either tenure or promotion to the next rank.

2. Faculty members requesting development leave without pay will follow the same application process as faculty members requesting development leave with pay.

E. Application Process

1. Faculty Development Leave Application forms are located in the Appendix.

2. Applications for faculty-development leave must include (1) a Faculty Development Application Form, (2) a detailed, current curriculum vita which includes education, related professional experience, courses taught at Sul Ross State University, contributions to SRSU (teaching and other activities, offices, awards, committee assignments), publications and creative activities, participation in international, national, and regional scholarly and professional organizations, and honors, certificates, professional licenses, and the like, and (3) a proposal not to exceed two pages describing the activity and specifying how the leave is expected to lead to the faculty member's development and how the leave will benefit Sul Ross State University and its students.

3. Upon receipt of applications by the department head or the Dean of the Library and Information Technologies, further routing will be as follows: dean, chair of Faculty Affairs Council for ranking and recommendation for funding by the committee or chair of the Rio Grande College Faculty Senate, and Vice President for Academic Affairs. Proposals from
department heads are submitted directly to the appropriate dean. Each administrative unit may forward the proposal with or without comment.

4. Comments from chairpersons and deans should address program and curriculum matters only.

F. Evaluation and Approval of Applications

1. The Faculty Affairs Council shall meet to evaluate, rank, and recommend faculty leaves.

2. The Faculty Affairs Council will make its recommendations in writing to the Vice President for Academic Affairs, who will forward the recommendations to the President, who will make recommendations to the Board of Regents.
RESEARCH ENHANCEMENT PROPOSAL GUIDELINES (Revised 7/2013)  
(Previously FH 2.17)

A. Research Enhancement Program

The purpose of the research enhancement program is to encourage and provide support for research conducted by faculty members. The Research Council (Research Committee in the Rio Grande College) is the designated faculty committee at Sul Ross State University for the implementation of these mandates.

B. Intellectual Property

Any intellectual property which may result from research supported by the Research Enhancement Program is subject to the copyright policy stated in Chapter III, Section 11 and the patent policy stated in Chapter III, Section 12 of Rules and Regulations, Texas State University System.

C. Eligible Faculty

The Research Enhancement Program requires that research monies be granted only to librarians or to tenured or tenure-track faculty. Any full-time faculty member in a tenured or tenure-track position (instructor, assistant professor, associate professor, or professor) may be awarded a grant. If a non-tenure-track faculty member is listed as co-applicant, the tenured or tenure-track faculty member must be listed as the Principal Investigator, and the co-applicant must be shown in the proposal to be under the direction of the Principal Investigator.

Proposals to support faculty research will receive priority. Those which appear to support primarily graduate-student research will not be considered.

D. Guidelines

When submitting a proposal to the Research Council or Research Committee in the Rio Grande College, the applicants must adhere to the following guidelines:

1. Style and Format

The proposal must be typed on 8½ x 11" white-bond paper. The typing should be double spaced with normal margins. The proposal should be written in the accepted style of the profession. Seven (7) copies of the proposal stapled in the upper-left-hand corner are required.

A proposal must consist of the following elements, arranged in the following order: cover sheet, budget, abstract, narrative, appendices (optional), and evaluation form (left blank).
2. Cover Sheet

The cover sheet must follow the format of the sample cover sheet located in the Appendix. One copy must bear the signatures of the principal investigator, departmental chair, and dean. The departmental chair and dean may comment on the proposal.

3. Budget Page

The budget page should follow the format of the sample budget sheet located in the Appendix. Estimates should not be rounded off. Each piece of capital equipment with a value of over $500.00 must be itemized on the budget page and justified in the narrative section of the proposal.

The budget may include any items for which funds are normally expended by state agencies, including a faculty stipend. The items, as indicated by the sample budget, must be normal categories used by the Sul Ross State University accounting system.

Special Notes:

Travel and per diem will be paid at State of Texas rates for grants from institutional funds. Any travel budget must be clearly justified in the narrative of the proposal and detailed in the budget (e.g. mileage).

A faculty recipient cannot receive a salary stipend from the grant during a time that he or she is employed at 100% by the University.

Faculty should note that payroll deductions are taken from salaries funded by the Research Enhancement funds. FICA costs need not be calculated for student workers or faculty and need NOT be included in the proposed budget.

Salary costs for student workers should be calculated on the current minimum-wage, hourly basis used by the University. Graduate assistants should be paid on a monthly basis where feasible. Undergraduates should be paid on an hourly-wage basis.

The budget must clearly show to which positions the wages are going.

Monies must be spent or encumbered by the end of the fiscal year (August 31).

All grants will be reviewed by the Business Office to assure good accounting practice and overhead figures where applicable.
4. **Abstract**

The abstract is a concise summary of the proposal about one-half page in length on a separate page. The heading contains the title of the proposal and the name and department of the major investigator.

5. **Narrative**

The proposal narrative is limited to no more than five (5) pages. The proposal should address the following items as a minimum: (1) objectives, (2) value of the research, (3) review of the pertinent literature, (4) current proposal description, (5) outline of the plan of research (6) capital equipment needs and available equipment, and (7) personnel needs.

6. **Curriculum Vita of Principal Investigator**

The applicant must submit one brief *vita* to the Research Council or Research Committee. The *vita* must include education, professional experience, membership in professional organizations, and publications and papers.

7. **End-of-Project Accountability**

In addition to reports which are required by the State of Texas or any other funding agency, the grantee must submit to the committee one of the following: (1) a copy of a manuscript based upon the research findings to be submitted for publication or (2) a detailed report of the project. Failure to comply with this accounting will result in the rejection of subsequent proposals until the requested document is submitted to the Research Council/Research Committee.

E. **Review and Evaluation of Proposals**

The proposal will be reviewed by the Research Council/Research Committee. The Research Council/Research Committee will use the following priority system in reviewing proposals for funding:

- **First Priority - Research (basic or applied):** any endeavor involving the collection of information in order to advance understanding or make judgments;

- **Second Priority - Presentation costs:** costs associated with preparing information or presenting information previously accumulated by research efforts, page costs, manuscript preparation, meeting costs, and other expenses of like kind; and

- **Third Priority - Curriculum development:** the acquisition or preparation of materials for instructional uses.
The Research Council/Research Committee shall use the following criteria in their evaluation and review of the proposals: the feasibility of the project, the capacity of the investigator to conduct the project based upon information provided in the narrative of the proposal, the adequacy of the facilities available to the investigator, the priority assigned to the project, and the proposal’s adherence to provisions regulating the research, such as those for live subjects.

Proposals not in the correct format will be returned to the investigator. A scale of one to ten will be used to rank the criteria. Proposals receiving the highest scoring will be recommended for funding, availability of funds permitting.

A summary of the evaluations of the proposal will be returned to the investigator. The summary, when possible, will be written by the council member from the same school or department as the author of the proposal.

F. General Requirements

Proposals involving animals as subjects must be submitted to the Research Council with signed approval of the Institutional Animal Care and Use Committee (IACUC).

Proposals involving human subjects must be submitted to the Research Council with signed approval of the Institutional Review Committee (IRC).

Any capital equipment purchased by the Research Enhancement monies is the property of Sul Ross State University.

Projects which do not qualify as first-priority Research Enhancement projects may qualify for Faculty Development and enrichment monies.

G. Research Enhancement Timetable

The Research Council/Research Committee will operate within the following calendar:

November 1 Issue call for proposals to be awarded the following September.

March 8 Deadline for receiving proposals for upcoming academic year and for final reports for grants awarded in previous fiscal year.

April 5 Research Council recommendations for funding to be made to the Provost and Vice President for Academic and Student Affairs.
<table>
<thead>
<tr>
<th>April 30</th>
<th>Announcement of research grants awarded for September.</th>
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<tbody>
<tr>
<td>September</td>
<td>Monies made available to researchers.</td>
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</table>
Sul Ross State University utilizes part-time faculty in order to provide the institution with the ability to effectively cope with changes in instructional requirements brought about by enrollment shifts or other special circumstances. Part-time faculty normally fill positions which are allocated to an instructional program on a term basis, i.e., for one or more semesters or during summer school only, on either a part-time or full-time basis.

A. Responsibilities

1. Part-time faculty are hired to satisfy normal teaching responsibilities for one or more courses for a specified period. As a general rule, part-time faculty are not assigned nonteaching responsibilities such as committee assignments, counseling, or administrative tasks.

2. In order to enhance the educational benefits realized from the use of part-time faculty, the University encourages academic administrators at all levels to foster the concept of a strong, collegial bond between part-time and full-time faculty. Part-time faculty are also encouraged to participate with the full-time faculty in such departmental matters as curriculum development, textbook selection, and other appropriate organizational interests.

3. Part-time faculty are responsible for complying with policies and procedures outlined in the Administrative Policy Manual. All part-time faculty are responsible for maintaining and certifying class rosters and grade books and completing final grades by official deadlines.

B. Remuneration, Sick Leave, and Fringe Benefits

1. Remuneration for part-time faculty is based on rates established by the University according to the number of courses or semester credit hours taught.

2. Established remuneration rates for part-time faculty are reviewed by the Academic Council annually.

3. In accordance with state guidelines, sick leave with pay and insurance benefits are available to part-time faculty members who are employed one-half time or more for a period of at least four and one-half months. Part-time faculty members who are entitled to sick leave earn such leave in proportion to the amount of time employed.

4. In accordance with state guidelines, eligibility for sick-leave pay and insurance benefits shall not extend to part-time faculty members who are employed on an irregular, seasonal, or temporary basis for less than one-
half time or for a period of less than four and one-half months. Students employed as Teaching Assistants or Research Assistants are not eligible for sick leave with pay.

C. Hiring

1. Part-time faculty members provide an essential and valuable instructional service to the University. The fact, however, that part-time faculty members are not expected to have an overall, instructional involvement to the same extent as their full-time faculty counterparts mitigates against employing them in large numbers. As a matter of general guidance, the number of part-time faculty members should be kept to a minimum.

2. Uncertainty as to future availability of funds, shifting student enrollment levels, and other hiring variables make it impracticable for the University to make commitments to part-time faculty regarding the future of any term position beyond the period specified at the time of employment.

3. A faculty member who has retired from Sul Ross State University and is not in the Early Retirement Program may be compensated on a proration of his or her nine-month salary at the time he or she retires if there is a clear and compelling need to recruit an instructor to teach a course that no other faculty member is qualified or able to teach. Examples of clear and compelling need would include specific licensures or academic qualifications required of course instructors by external certification and licensure agencies.

D. Qualifications

1. Part-time faculty must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same disciplines.

2. Part-time faculty teaching at the baccalaureate-degree level must have completed a minimum of 18 graduate semester hours in their teaching field and hold the master's degree.

3. Part-time faculty teaching graduate courses must hold the highest earned degrees in their disciplines, although in some rare cases experience and/or scholarly or creative activity may substitute for the doctorate.

4. Part-time faculty who teach in remedial programs must have a bachelor's degree in a field related to their teaching assignment and either classroom experience in a field related to the teaching assignment or graduate training in remedial education.
5. Any exceptions to the educational qualifications of the part-time faculty must be approved, prior to their employment, by the Vice President for Academic Affairs.

E. Orientation, Training, Supervision, and Evaluation

1. Part-time faculty will be included in the normal orientation and training, supervision, and evaluation process provided to regular faculty members.

2. Information and guidelines unique to part-time faculty will be provided by the appropriate college dean or director following the regular orientation sessions.

F. Benefits and Support Available to Part-Time Faculty

Part-time faculty members shall be accorded the following benefits during their employment with the University:

   a. An appropriate work area.
   b. Essential secretarial assistance.
   c. Access to copying and visual aid equipment.
   d. Faculty identification card.
   e. Library privileges.
   f. Access to sponsored university activities, through the purchase of a faculty/staff activity card.
   g. Use of University mail service and facilities.
   h. If teaching half-time or more, membership in the Faculty Assembly.
   i. Internet account and e-mail address.
   j. Other privileges for part-time faculty which may be approved by the President of the University.

G. English Language Proficiency

*Texas Education Code Policy*

As an institution of higher education in the State of Texas, Sul Ross State University is required to certify upon hiring that all faculty members, both part-time and full-time, are proficient in the English language, in compliance with *HB 638 Texas Education Code*, Section 51.917.

Section 51.917 FACULTY MEMBERS; USE OF ENGLISH of the *Texas Education Code* reads, in part, as follows:

(1) "'Faculty member' means a person who teaches a course offered for academic credit by an institution of higher education, including teaching
assistants, instructors, lab assistants, research assistants, lecturers, assistant professors, associate professors, and full professors.

(2) "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to:

(a) assist faculty members whose primary language is not English to become proficient in the use of English; and

(b) ensure that courses offered for credit at the institution are taught in the English language and that all faculty members are proficient in the use of the English language.

In addition, Section 51.917 states that

(c) "A faculty member may use a foreign language to conduct foreign language courses designed to be taught in a foreign language.

(d) This section does not prohibit a faculty member from providing individual assistance during course instruction to a non-English-speaking student in the native language of the student."

Procedure for Proficiency Certification

It is the responsibility of academic deans and department chairs to assess and certify the English proficiency of all faculty, according to the following procedure:

(1) The chair of the department from which the employment recommendation originates shall provide to the appropriate college dean a written statement that the person being recommended for employment has been assessed for English-language proficiency. The following template may be used:

"I have assessed the proficiency of __________________ in using English to instruct students in courses or laboratories that he [or she] conducts for this department and have found that he [or she] can clearly express himself [or herself] in the English language and is qualified to fulfill his [or her] teaching assignment."

This assessment may be made by observing an applicant's English proficiency in personal conversation, in departmental interviews, or in any oral presentations required for the application or by any other method, such as testing, that the departmental chair or the college dean deems necessary, in accordance with Section 51.917.

(2) Each written recommendation for the employment of both full-time and part-time faculty will bear a certification from the appropriate college dean that the English-language proficiency of the person being recommended
has been evaluated and that the person is qualified to fill the vacant position.

Program for Lack of Proficiency

As specified above, Section 51.917 of the *Texas Education Code* requires that "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to: (1) assist faculty members whose primary language is not English to become proficient in the use of English; and (2) ensure . . . that all faculty members are 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 board."

Should it be determined by the appropriate college dean and departmental chair that a prospective faculty member not be in compliance with the requirement for English-language proficiency, the college dean or departmental chair may require that the prospective faculty member prove his or her language proficiency by one of the testing methods specified in Section 51.917 before the proficiency certification described above is completed.

In accordance with Section 51.917, the prospective faculty member shall bear the cost of testing.
FACULTY GRIEVANCE POLICY FOR SUL ROSS STATE UNIVERSITY
(Reviewed 12/2013) (Previously FH 2.19)

This policy is under revision according to new guidelines from Texas State University System in effect from the May 22, 2014 Board of Regents meeting. As with all policies and procedures in component institutions, this policy may be superseded by the authority of the Rules and Regulations as established by the Texas State University System Board of Regents.

The University administration and the Faculty Assembly jointly embrace a philosophy that upholds both the rights and the responsibilities of the faculty. This document details the procedure for resolving a grievance of, or about, a faculty member. This document does not attempt to anticipate every contingency that might arise concerning a grievance concerning a faculty member, nor does it address the matter of legal action available to anyone.

The formal procedure for a grievance by a faculty member is as follows:

A. Departmental Level

Most grievances, such as those concerning conditions of teaching, such as teaching assignments, class times, and the like, should be settled between a faculty member and the department chair on an informal basis. It is expected that the majority of grievances will be resolved at this level. Once the faculty member has registered his or her grievance with the chair through written statement or formal meeting with the chair, the chair must respond within a two-week period.

B. Dean Level

If the aggrieved person is not satisfied with the disposition of his or her complaint by the chair, the complaint should be taken to the dean of the appropriate college.

This requires that the complaint be presented formally in writing with accompanying supportive data or other appropriate documentation. The dean will reply in writing, if the faculty member remains aggrieved, listing reason or reasons for his or her decision. The dean must respond within a two-week period from the presentation of the grievance by the faculty member.

C. Grievance-Committee Level

If either party (faculty member or chair) is not satisfied with the disposition of the complaint by the dean of his or her college, the complaint can be presented as a case to the Faculty Affairs Council, which will serve as a Grievance Committee. All written materials from the previous steps will be forwarded to the Grievance Committee.

1. If a member of the committee is involved in any way, a replacement will
be appointed by the Executive Council of the Faculty Assembly.

2. The faculty member may present the case personally or have a representative act on his or her behalf.

3. After the hearing of the case a vote will be taken among the members of the Grievance Committee and a report written by the committee within a two-week period and sent to all persons involved.

Should one of the persons involved in the grievance process (faculty member, chair, or dean) not be satisfied with the decision of the Grievance Committee, that complainant may appeal to the Vice President for Academic Affairs.

D. Vice-Presidential Level

The aggrieved person may appeal a decision of the Grievance Committee to the Vice President for Academic Affairs, within five working days. Again, all previous written documentation must accompany the appeal.

Alternatively, the complainant may bypass the Grievance Committee and appeal directly to the Vice President. In this case, the complainant must sign a waiver indicating that he or she wishes to bypass the Grievance Committee. With the signing of this waiver, the complainant gives up his or her right to have the grievance heard by the Grievance Committee.

The Vice President will respond to the complaint in writing to all involved parties within a two-week period from the presentation of the complaint.

E. Presidential Level

A final, on-campus appeal can be made to the President of the University, in writing and accompanied by all written materials and decisions rendered concerning the case, within five working days.

The President will respond in writing to the complainant and all involved parties within a two-week period from the presentation of the complaint.
The evaluation of all tenured faculty shall be part of the University’s annual Academic Evaluation System. For tenured faculty an unsatisfactory annual evaluation demonstrates that the faculty member under review has not performed the responsibilities expected of a faculty member at Sul Ross State University conscientiously and with professional competence.

When a tenured faculty member has fallen below performance expectations, then an intensive, professional, peer review shall be made intended to restore that faculty member to an acceptable level of professional productivity. This peer review shall recognize that Sul Ross State University has invested considerable time and effort to recruit and retain capable, tenured faculty members. Therefore, the primary objective of peer review in the performance evaluation of tenured faculty shall be to conserve this investment and guarantee that all tenured faculty remain active, productive scholars and teachers.

A. Procedure for the Performance Evaluation of Tenured Faculty


All tenured faculty shall be evaluated annually as part of the Academic Evaluation System. When this annual evaluation indicates that the tenured faculty member’s performance is satisfactory, then no further action is necessary.

2. Unsatisfactory Annual Evaluation, Year One.

When a tenured faculty member receives an annual evaluation of “no merit” from both the department chairperson and the appropriate college dean, this will be understood as a warning that the tenured faculty member may not be performing the responsibilities of a faculty member conscientiously or competently. The department chairperson and the dean may exempt a faculty member from review when substantive mitigating circumstances exist.

a. Department Meeting.

The department chairperson shall meet with the faculty member to discuss the recent annual evaluation and attempt to identify the problem areas revealed by the evaluation. All tenured faculty members from the department may attend this meeting, to provide assistance and advice as the department’s Peer Review Committee.
b. Peer Review Committee.

The Peer Review Committee shall include all tenured members in the department. If the department does not have enough tenured faculty members to form a Peer Review Committee of at least three members, then the department chairperson and the college dean shall form a Peer Review Committee of tenured faculty members from other, related departments within the college. At the initial meeting, the Peer Review Committee shall elect a chairperson and secretary to serve for one year from the date of election. Minutes shall be recorded and deposited in the department’s files, along with all other appropriate materials.

c. Department Chairperson.

If the faculty member is the department chairperson and receives a “no merit” evaluation from the college dean, then the dean shall refer that evaluation and the appropriate materials to the college Tenure and Promotion Committee for further evaluation. The Tenure and Promotion Committee shall forward its evaluation to the Vice President for Academic Affairs. If the Tenure and Promotion Committee concurs with the dean’s original evaluation, then the Vice President for Academic Affairs shall instruct the dean to convene the department Peer Review Committee to initiate the review process for the chairperson.

3. Unsatisfactory Annual Evaluation, Year Two.

Notification.

When a tenured faculty member has a second, consecutive “no merit” evaluation from both the department chairperson and the college dean, then the process of professional peer review shall be intensified. The department chairperson shall give written notice of the unsatisfactory evaluation to the faculty member and to the chairperson of the Peer Review Committee. The notice shall provide specific details of the faculty member’s professional deficiencies and a charge to complete the professional peer review in a timely manner.

4. Professional Peer Review

a. Results.

The professional peer review will reach one of three possible conclusions: (1) No deficiencies are identified. The Peer Review Committee shall inform the faculty member, department chairperson, and college dean in writing. This decision by the
Peer Review Committee supersedes the original annual evaluation. (2) Some minor deficiencies are identified. The Peer Review Committee shall indicate to the faculty member, the department chair, and the dean, in writing, the deficiencies found and the appropriate action required. (3) Substantial and chronic deficiencies are identified. The Peer Review Committee shall give written notice of deficiencies to the faculty member, the department chairperson, and the dean. In this instance, the faculty member, the Peer Review Committee, and the department chairperson shall work together to construct a professional development plan acceptable to the dean.

b. Professional Development Plan.

The professional development plan is an agreement setting objectives to remedy specific deficiencies indicated in the faculty member’s evaluation. Based on the collaboration among the faculty member, the Peer Review Committee, the department chairperson, and the college dean, the plan should reflect the professional goals of the faculty member, the concerns of the review committee, and the faculty member’s contribution to the department and the University. The faculty member shall sign the professional development plan and make a good-faith effort to work towards its successful completion.

Specifically, the professional development plan shall (1) identify deficiencies, (2) establish remedies for these deficiencies, (3) set a time line to achieve these objectives, and (4) stipulate the institutional resources which can be used to assist the plan.

c. Progress and Assessment.

The faculty member, chairperson of the Peer Review Committee, and the department chairperson shall meet at least twice each semester after the professional development plan has been implemented to assess progress. A progress summary shall be sent to the other members of the Peer Review Committee and the college dean.

d. Plan Completion.

When the results of the next annual performance evaluation are available, the department chairperson shall compare the objectives of the professional development plan and the results of the recent evaluation. If the plan’s objectives have been met, then the chairperson shall notify the faculty member, the Peer Review Committee, and the college dean.
5. Unsatisfactory Annual Evaluation, Year Three

“No Merit” Evaluation.

Should the faculty member receive a third, consecutive “no merit” annual performance rating, the professional development plan shall continue, with the modifications suggested by the Peer Review Committee. The adjusted professional development plan shall continue to be monitored until the next annual evaluation.

6. Unsatisfactory Annual Evaluation, Year Four.


If there is a fourth, consecutive “no merit” evaluation, the department chairperson, the college dean, and the Peer Review Committee shall meet to assess the situation. If the Peer Review Committee, the department chairperson, and the dean agree that the faculty member has failed to meet the objectives of the professional development plan, then dismissal may result. Failure to meet the goals of the professional development plan is evident when the Peer Review Committee, the department chairperson, and the dean agree that the existing deficiencies in the completion of the plan demonstrate that the faculty member under review has not performed conscientiously and with professional competence the responsibilities expected of a faculty member at Sul Ross State University.

b. Termination Proceedings.

If the Peer Review Committee, the department chairperson, and the college dean agree that the faculty member has failed to meet the objectives of the professional development plan, the Peer Review Committee shall recommend that a mutually agreeable separation is desirable. If such an agreement cannot be reached, the Peer Review Committee shall recommend that the faculty member be terminated by the University under appropriate Board of Regents policies governing tenure, academic freedom, and academic responsibility.

c. Burden of Proof.

The burden of proof is on the University to show that the tenured faculty member has not performed conscientiously and with professional competence.
d. Counsel.

The faculty member may have legal counsel or other appropriate counsel present at any stage during this professional review process.

e. Nonbinding Alternative Dispute Resolution.

A faculty member subject to termination on the basis of this evaluation process must be given the opportunity for referral of the matter to a nonbinding, alternative-dispute-resolution process as described in Chapter 154, Civil Practice and Remedies Code. If the faculty member, the Peer Review Committee, the department chairperson, and the college dean agree, another type of alternative-dispute-resolution method may be selected.

f. Specific Reasons.

The Board of Regents of the Texas State University System must give specific reasons in writing for any decision to terminate a faculty member on the basis of this Policy for the Performance Evaluation of Tenured Faculty.

g. Effective Date.

This Policy for the Performance Evaluation of Tenured Faculty shall take effect August 25, 1998.
2.22 SEXUAL HARASSMENT POLICY (APM 5.09) (Reviewed 5/2012)

A. Policy

It is the policy of Sul Ross State University to offer equal employment opportunity to all employees and applicants. Each supervisor has a responsibility to maintain the work place free of sexual harassment. Sexual harassment is a form of sex discrimination and will be treated as such by the University.

B. Definition

Unwelcome verbal or physical behavior or conduct of a sexual nature constitutes sexual harassment when:

1. submission to or rejection of the sexual advances or requests forms the basis for an employment decision that affects an individual or becomes a condition of an individual's employment, or
2. has the purpose or effect of substantially interfering with an individual's work performance, such as by creating an intimidating, hostile or offensive work environment.

C. Complaint Procedure

Anyone who experiences what he or she perceives to be sexual harassment should communicate to the offender that the behavior is unwelcome and must cease immediately. If this action fails or is deemed inappropriate, the offensive behavior should be reported to Human Resources. All such complaints will be reviewed and an attempt will be made to find an informal resolution. If an informal resolution cannot be achieved, the complainant may file a formal grievance, as outlined in Section 5.05 of the Administrative Policy Manual, against the offender. If the complaint is against the employee’s immediate supervisor, the grievance procedure may begin at the next level of supervision to bypass the harassing supervisor.

D. Corrective Action

Written complaints of sexual harassment reported to Human Resources will be investigated. Confidentiality of complaints will be maintained to the extent possible but cannot be guaranteed. Rights of the complainant and the accused will be respected. Immediate and corrective action will be taken if it is determined that prohibited conduct has occurred. Corrective action may include disciplinary action up to and including termination of employment. False reporting will be subject to disciplinary action. Continued monitoring of the circumstances surrounding the complaint will be undertaken to ensure the situation has been remedied.

E. Policy Dissemination

This policy will be distributed to all current employees and new employees.
A. Sexual harassment, as with harassment on the basis of race, color, national origin, religion, sex, age, or disability, is a violation of Title VII of the Civil Rights Act of 1964. All students, faculty, and staff of Sul Ross State University are expected to refrain from any act which would constitute sexual harassment. Sexual harassment is a form of sexual discrimination and will be treated as such by the University.

B. According to the Texas State University System Rules and Regulations, "'Sexual harassment' is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic career; 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive employment or academic environment."

In addition, in the case of students in particular, unwelcome verbal or physical behavior or conduct of a sexual nature constitutes sexual harassment when

1. Submission or rejection of the sexual advances or requests, either implicit or explicit, forms the basis for an individual's course or work evaluation, or

2. The unwelcome behavior or conduct has the purpose or effect of substantially interfering with an individual's course or work performance, such as by creating an intimidating, hostile, or offensive academic, work, and/or living environment.

C. If anyone experiences what he or she perceives to be sexual harassment, he or she should, if possible, communicate to the offender that the behavior is unwelcome and must cease immediately. If this action fails or is deemed inappropriate, the offensive behavior should be reported to the Dean of Student Life. All such complaints will be reviewed, and an attempt will be made to find an informal resolution. If an informal resolution cannot be achieved, the complainant may file a formal grievance as included in Section 4.07 of the Administrative Policy Manual, which is available in the Office of Dean of Student Life, the library, and department offices. The procedure for filing this formal grievance may also be found in Section 2.26 of the Faculty Handbook.
2.24 POLICY ON PROHIBITION OF RACIAL HARASSMENT (APM 4.09)  
(Reviewed 5/2012)

A. "Racial Harassment" is defined in the *Texas State University System Rules and Regulations* as "extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students, faculty, staff or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress" (Chapter 7, Section 4.31). It is a violation of the *Rules and Regulations, Texas State University System* for any student, faculty, or staff employee to engage in racial harassment of any person on the Sul Ross campus or in connection with a University-sponsored activity.

B. In accordance with the *Rules and Regulations, Texas State University System*, it is a violation for any student, faculty, or staff person to "use authority granted by state law, by System rule, or by Component [Sul Ross State University] policy to deprive any person of his or her civil rights" on the Sul Ross campus or in connection with a University-sponsored activity (Chapter 7, Section 4.32).

C. If a violation of a University regulation or policy is committed on campus or in connection with a University-sponsored activity "because of the race, color, or national origin of any person directly harmed by such violation, the violator's discriminatory purpose shall be treated as an aggravating factor for the purpose of determining the appropriate penalty" (*Texas State University System Rules and Regulations*, Chapter 7, Section 4.33).

D. Student, faculty, and staff employee offenders are subject to disciplinary action as appropriate under the circumstances for violation of this policy.

"Procedures for Redressing Racial Harassment Complaints of Students, Faculty, Staff or Visitors shall be in accordance with published procedures established by the Component [Sul Ross State University]. All complaints shall be considered informal until they are filed in writing" (*Texas State University System Rules and Regulations*, Chapter 7, Section 4.34).

"Once a disciplinary penalty is imposed, the accused, whether a student or a faculty member or a staff employee, shall have his/her full right to invoke applicable appeal procedures according to existing Component [Sul Ross State University] policies" (*Texas State University System Rules and Regulations*, Chapter 7, Section 4.34).
Sul Ross State University, a member of the Texas State University System, supports equal educational opportunities for all persons. Reasonable accommodations will be made to allow individuals with disabilities access to equal educational opportunities.

A. An ADA Compliance Officer will be annually appointed by the President to direct the University's effort to comply with the Americans with Disabilities Act. Responsibilities include ensuring that SRSU is in compliance with federal laws by coordinating an appropriate campus response regarding the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation Act (1973) and serving as the hearing officer for grievances and complaints related to disability issues.

B. The ADA defines an individual with a disability as a person: “(a) with a physical or mental impairment that substantially limits one or more of the major life activities; (b) having a record of such an impairment; or c) being regarded as having such an impairment.”

C. A physical impairment is defined as “any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemi and lymphatic, skin, and endocrine.”

D. A mental impairment is defined as “any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.”

E. Substantially limits means an individual must be unable to perform, or be significantly limited in the ability to perform, an activity compared to an average person in the general population. Three factors will determine whether a limitation is substantial: its nature and severity (extent), how long it is expected to last (duration), and its expected permanent or long term (impact).

F. Some examples of major life activity are walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for one's self, working, sitting, standing, lifting, and reading. A record of an impairment protects people who have a history of a disability from discrimination, whether or not they currently are substantially limited in a major life activity.

G. Reasonable accommodations will be made for students with documented disabilities. Reasonable accommodations may include acquiring or modifying equipment, adjusting or modifying equipment, providing extended time for examinations/assignments, providing one-on-one examinations, and providing
qualified readers or interpreters. Reasonable accommodations do not include personal care assistants or personal equipment such as hearing aids or eye glasses.

H. Individuals with documented disabilities may request accommodations needed to provide equal access to educational opportunities at Sul Ross State University. Procedures are established to provide needed and appropriate accommodations.

I. An individual with disabilities should contact the Accessibility Services Coordinator for disability services. The Coordinator will discuss possible accommodations with the individual. Accommodations should be requested well in advance of the need or as soon as the need is apparent to allow timely accommodation. Individuals have the option of not utilizing the accommodations that are provided by the University.

J. Documentation of the disability will be required to be filed with the Accessibility Services Coordinator as a part of the request for accommodations. Documentation should be recent assessments conducted by appropriate qualified professionals which: (a) identifies and describes the disability; (b) suggests accommodations appropriate to the individual’s needs, and (c) describes any history of effective accommodations.

K. Records concerning disabilities and accommodations will be maintained by the appropriate Accessibility Services Coordinator. These records are considered confidential, and access will be limited. All individuals associated with the accommodation process will maintain confidentiality to the extent possible.

L. An Accommodation Form designed to facilitate accommodation requests will be provided to the interested party. The Accommodation Request section of the form should be initiated by the individual making the request. As soon as possible, the Accessibility Services Coordinator will complete letters to Instructors and initiate any other necessary actions.

M. Reasonable accommodation will consider the request of the individual and seek a simple, effective accommodation at the minimum cost. Within budget constraints, funding for the accommodation will be handled by the department of the individual requesting the accommodation. When necessary, funding will be sought through other University, outside agency, state, or federal funds. When various methods of accommodation may be appropriate, the University will make the selection of accommodation.

N. The determination of an undue hardship will be made by the Executive Cabinet of Sul Ross State University made up of the Vice Presidents and the President of the University. If an accommodation would result in undue hardship, the individual may provide his or her own accommodation or share the expense of the accommodation.

O. A student who has a complaint or grievance regarding disability accommodation, accessibility, or discrimination may file a complaint with the ADA Compliance Office according to the Student Grievance Procedure (Administrative Policy
Manual 4.07; Faculty Handbook 2.26) and is encouraged to follow 1 of 2 applicable grievance procedures.

1. A student who has a complaint or grievance regarding disability accommodations or disability discrimination is encouraged to adhere to the following steps to resolve the issue:

   a. Meet with the individual or group suspected of discrimination or of not providing the reasonable accommodation and seek an agreeable resolution.
   b. Meet with the Accessibility Services Coordinator who will attempt to facilitate an agreeable solution if step a. has not been successful.
   c. Meet with the Dean of Student Life if the above steps have not resolved the issue.
   d. Present the issue to the ADA Committee to find an acceptable solution if the issue remains unresolved.

If the above steps have been taken and a productive resolution has not been provided, the student may file a complaint with the ADA Compliance Officer according to the Student Grievance procedure (Administrative Policy Manual 4.07; Faculty Handbook 2.26).

2. A student who has a complaint or grievance regarding the physical accessibility of a building or a campus condition is encouraged to adhere to the following steps to resolve the issue:

   a. Meet with the appropriate Building Coordinator (if relevant) and seek an agreeable resolution.
   b. Meet with the Director of the Physical Plant if the above action is not successful or if the concern relates to a campus accessibility condition. The Director of the Physical Plant will contact the appropriate Physical Plant Superintendent, who will attempt to resolve the concern.
   c. Meet with the Vice President of Administrative Services if the above steps have not resolved the issue.
   d. Present the issue to the ADA Committee to find an acceptable solution if the issue remains unresolved.

If the above steps have been taken and a productive resolution has not been provided, the student may file a complaint with the ADA Compliance Officer according to the Student Grievance procedure (Administrative Policy Manual 4.07; Faculty Handbook 2.26).

P. Contact Information

Grace Duffy
Accessibility Services Coordinator
PO Box C-122
Ferguson Hall Room 112
Alpine, Texas 79832
432-837-8203
432-837-8363 FAX
gduffy@sulross.edu
www.sulross.edu/pages/4517.asp
2.26 STUDENT GRIEVANCE PROCEDURE (APM 4.07) (Reviewed 5/2012)

No student of Sul Ross State University shall, on the grounds of race, color, national origin, religion, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any University program or activity. The following procedures are to be used in resolving claims of discrimination.

A. Filing a Grievance

1. If a student feels that he or she has been discriminated against on the basis of any of the conditions listed above, he or she may file a complaint with the appropriate University officer as listed below:

   Race, color, national or ethnic origin - Dean of Student Life

   Sex, including sexual harassment - The Dean of Student Life

   Disability - ADA Compliance Officer

   Other - The Dean of Student Life

2. The initial complaint should be discussed with the appropriate University officer within five class days of the occurrence of the action or condition giving rise to the complaint. Details should include the nature of the alleged discrimination, names of persons accused of discrimination, and relief sought. The officer shall explain the purpose of procedures and gain insight into the nature of the complaint. If possible, the complaint should be resolved in an informal manner at this level involving only the parties affected by the complaint. Within three class days of the original contact, the officer shall inform the student filing the complaint of the action to be taken.

3. In the event that the complaint cannot be resolved informally, the complainant shall, within three class days, file a formal complaint with the University officer. The complaint shall consist of a more detailed written document and include the following:

   a. full details of the alleged discrimination;

   b. names of the person accused of discrimination;

   c. times, dates, and places of the discrimination;
d. names of any witnesses; and,

e. relief or action sought by the grievant.

4. Within three class days, the University officer will then contact the individuals alleged to have been involved in the discrimination, briefly outline the nature and circumstances of the complaint, and request, within three class days, a formal written statement in response to the allegations.

5. The grievance process has two major purposes:

a. to determine whether the policy, practice, or procedure alleged to be discriminatory is in fact a violation of federal, state, local or University policy related to discrimination and

b. to recommend, where appropriate, redress for the grievant.

6. The University officer will, within five class days of the receipt of the written responses from the individuals alleged to have been involved in the discrimination, conduct a hearing involving the grievant, any witnesses, and the respondents to determine the appropriate course of action. This hearing shall be closed to the public, and the grievant may have an advisor present during the hearing.

To the extent that the University representative uses legal counsel for other than advisory purposes during the hearing procedure, the grievant shall be afforded the same opportunity. The University shall give the grievant notification of the intent to use legal counsel for other than advisory purposes at the time the grievant is notified of the hearing.

7. Within five class days after the hearing, the University officer shall notify the grievant, the respondents, and the Vice President for Academic and Student Affairs of his or her decision and the course of action to be taken. This notification shall be in writing.

B. Appeals

1. Either the grievant or the respondents may appeal the decision of the officer to the Vice President for Academic and Student Affairs within five class days of the receipt of the written notification. The Vice President for Academic and Student Affairs, after reviewing the circumstances, shall render a decision, in writing, within five class days of the receipt of the appeal.
2. After the above appeal processes have been exhausted, appeal may be made to the President of the University, whose decision on a grievance shall be final and binding on all parties.

3. Nothing in this procedure shall be construed to limit, terminate, or waive any right of a student to seek relief in a court of proper jurisdiction for any student grievance for which a remedy is provided under the laws of the State of Texas or the United States of America.

4. Time extensions at any step in this procedure may be allowed if mutually agreeable to both the grievant and the appropriate University officer.
2.27 CLASSROOM DISCIPLINE
(Added to FH 6/2013 from TSUS Rules and Regulations)

The policies, rules, and regulations governing student conduct and discipline are laid out in the Texas State University System Rules and Regulations, Chapter six, Section five. As a component member of the Texas State University System, Sul Ross State University adheres to the principle that "Each student is expected to act in a manner consistent with the Component's function as an educational institution" (TSUS Rules and Regulations, Chapter VI, Section 5.2) at all times, both in and out of the classroom.

Under these Rules and Regulations, a student is subject to discipline if he or she engages in student misconduct. Behaviors classified as misconduct include but are not restricted to the following:

1. "Failure to comply with the direction of a Component official acting in the performance of his or her duties; or, failure to heed an official summons to the office of a Component official within the designated time" [Rules and Regulations, Chapter VI, Section 5.2(3)].

2. "Harassment where the individual threatens or bullies, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient" [Rules and Regulations, Chapter VI, Section 5.2(19)].

3. Disorderly conduct and disruptive activities on University property that "inhibit or interfere with the educational responsibility of the Component community or the Component's social-educational activities." These behaviors "shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities" [Rules and Regulations, Chapter VI, Section 5.2(21)].

4. Academic dishonesty. "The Component expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. The Component may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating, plagiarism, collusion, falsification of research data, or the abuse of resource materials on an examination or other academic work" (Rules and Regulations, Chapter VI, Section 5.3). Further definition of these activities and discipline procedures may be found in TSUS Rules and Regulations, Chapter VI, Sections 5.3-5.15.
2.28 STUDENT TRAVEL AND OFF-CAMPUS ACTIVITIES GUIDELINES
(APM 4.11) (Revised 5/2012)

Sul Ross State University sponsors numerous off-campus activities involving students. To effectively manage these activities, the university has developed the following guidelines. Although no set of guidelines can guarantee the health and safety needs of each individual involved in an off-campus activity these guidelines address issues that merit attention and thoughtful judgment. It is of utmost importance that prudent and responsible decisions be made whenever students are traveling on official university sponsored activities. These policies pertain to any official travel undertaken by one or more students to reach an event or activity that is located more than 25 miles from their campus. These policies are also to be in effect whenever a university vehicle is used or university funds are used to lease a vehicle. For purpose of this document, the staff advisor, coordinator, director or other persons overseeing the off-campus activity shall be identified as the Responsible University Official (RUO). The RUO is responsible for insuring compliance with this policy.

1. **RESPONSIBLE UNIVERSITY OFFICIAL.** At least one faculty or university employee acting in an official capacity must accompany students on any off-campus activity. Staff are responsible for knowing the university policies and regulations and the policies as outlined in this document. The consequences of noncompliance must be made clear to participants, and the RUO must take appropriate action when aware that participants are in violation. The appropriate vice-president can make exceptions to a university employee traveling. In addition, an exception to this policy may be made for graduate teaching or research assistants, provided they are at least 21 years of age and have the permission of the Department Chair to drive a university vehicle unaccompanied by a full-time faculty or staff member. Students who are not employed by the university are not insured under the liability policy and are not authorized to drive university owned or leased vehicles.

2. **DRIVER REQUIREMENTS.** All drivers of university vehicles or university-leased vehicles must be at least 21 years of age and a university employee. Drivers must possess a valid Texas Class C operator’s license, approved driver’s record for the past three years, (determined by Motor Vehicle Record check). The driver must have successfully completed a university travel safety-training course for the university vehicle being used.

3. **ASSUMPTION OF RISK AND RELEASE AGREEMENT/TEAM GROUP TRAVEL AUTHORIZATION FORM/PARTICIPANT/RESPONSIBILITY FORM.** Each participant or the participant’s parent/guardian in the case of a minor must complete and sign the Assumption of Risk and Release Agreement and Indemnity Agreement. A copy of these records must also be provided to the student affairs administrator (Alpine - Dean of Student Life Office; Rio Grande College – Director of Admissions, Records, and Student Services).

4. **UNIVERSITY POLICIES.** All university policies including use or possession of tobacco, weapons, alcohol or illegal drugs must be enforced while traveling on a University-sponsored trip.
5. **UNIVERSITY-OWNED VEHICLES/RENTAL VEHICLES/CHARTERED BUSES.** All drivers must be approved and trained for mode of transportation being used on this trip.

6. **USE OF PERSONAL VEHICLE.** Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting university business should be aware of the possibility of personal liability related to such use. No individual shall be required to use his/her vehicle to drive to official university sponsored activities. Use of personal vehicles by students to drive to official university sponsored activities is discouraged.

7. **NUMBER OF PASSENGERS.** No more than ten (10) people including driver, plus gear should be loaded on any one maxi-van. The weight of the passengers and their gear should be distributed evenly throughout the van. In any vehicle, the number of passengers shall not exceed the number of seatbelts.

8. **SEAT BELTS.** All occupants must wear seat belts when the vehicle is in motion.

9. **CELL PHONES.** All vehicles are recommended to have access to a cellular phone, and the number must be indicated on the Team/Group Travel Authorization. The driver may not use the cellular phone while the vehicle is in motion.

10. **FIRST AID.** A first aid kit and road hazard kit must be in all vehicles.

11. **CHECKING OUT VEHICLE.** A copy of the Team/Group Travel Authorization and Travel Checklist must be shown by the person checking out the vehicle when picking up the vehicle.

12. **TRAVEL TO MEXICO.** The following preparations should be made if traveling to Mexico. At the port of entry, you should have the following for the vehicle: A notarized copy of the title of the vehicle(s) which may be obtained form the Physical Plant; letter on SRSU letterhead stating your business while in Mexico and the names of all those in your party; Mexico Liability Insurance is required (this insurance can be obtained locally from Livingston Insurance Agency in Marfa, La Junta Insurance in Presidio, or at the border. The approximate cost is $6.00 per day. It is the requesting department’s responsibility to secure the appropriate insurance before the vehicle leaves the United States). Passengers will need identification, which may include passports, birth certificates, etc.

13. **EMERGENCY PROCEDURES.** The RUO must implement the following procedures in the event of an emergency.

**For University-owned vehicles:**

**Accident:**

- Stop immediately, take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (911) so that an official report can document the accident.
- Notify local authorities @911.
- Notify SRSU Police @ 432-837-8100 who will notify physical plant.
- Leave a phone number where the dispatcher can contact you.
- Render aid to the injured until help arrives.
- The following information will need to be obtained from the driver of the other vehicle in the event of an accident involving additional vehicles:
  1) Year of vehicle.
  2) Make and model of vehicle.
  3) Color of vehicle.
  4) License plate number.
  5) Drivers license number of the other driver.
  6) Insurance Provider
- DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer’s ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.
- Record the names, address, and phone numbers of all witnesses.
- Provide all required information to the law enforcement officer.
- If a vehicle is inoperable, the driver should contact the Physical Plant at (432) 837-8085, or the Business Services Department RGC at (830) 758-5005 for towing instructions. When towing a vehicle, remove the logbook, keys, fuel cards and all property, which might be lost or stolen.
- When returning to campus, the driver must immediately contact the Physical Plant to follow up on the completion of the accident report forms.

**Mechanical Breakdown:**

- Notify the dispatcher in the UDPS @ (432) 837-8100, or the RGC Business Services Department @ (830) 758-5005 who will notify transportation services and the safety officer.
- Leave a phone number for someone to call you back.
- Wait for transportation services to call the vehicle and dispatch assistance to the breakdown location.
TRAVEL CHECKLIST

☐ Assumption of Risk and Release Agreement
☐ Medical Information and Release Form
☐ Team/Group Travel Authorization Form
☐ Copies of Travel Authorization to Student Affairs Administrator
☐ Insurance/Phone # of
  Provider____________________________________________________
☐ Drivers approved
☐ Access to Medical/Emergency Personnel
☐ Credit Cards or Cash Advance

5/2012
TEAM/GROUP TRAVEL AUTHORIZATION

GROUP NAME: ________________________________  SPONSOR: ________________________________  DATES OF TRAVEL: ________________________________

FROM: ________________________________  TO: ________________________________

DATE AND TIME OF DEPARTURE       DATE AND TIME OF ARRIVAL

PURPOSE OF TRAVEL: ________________________________

MODE OF TRANSPORTATION: ________________________________

DRIVERS: ________________________________

HOTEL OR OTHER ACCOMMODATIONS
NAME/LOCATION: ________________________________  TELEPHONE # ________________________________

TEAM/GROUP MEMBERS [INCLUDING SPONSOR(S)]:

NAME ___________________________________________  SOCIAL SECURITY NUMBER ___________________________________________

I have read, understand, and certify that all policies regarding student travel including the items on the reverse side have been fulfilled.

______________________________  ________________________________
Signature of Authorized Sponsor  Physical Plant

A COPY OF THIS FORM MUST BE SHOWN BY THE PERSON CHECKING OUT THE VEHICLE TO THE PHYSICAL PLANT STAFF MEMBER AT THE TIME OF CHECKOUT

5/2012
ASSUMPTION OF RISK AND RELEASE AGREEMENT

PARTICIPANT: (Name and Address)

Name (last name first - please print or type)  Social Security #

Address

City, State, Zip Code

IDENTIFYING DESCRIPTION OF ACTIVITY AND/OR TRAVEL:

____________________________________________________________

MODE OF TRANSPORTATION:____________________________________________________________

PRINCIPAL LOCATION (S):

DATE (S): ________________________________________ TIME:

I voluntarily applied to participate in the above Activity and/or Travel. I am fully competent to sign this Assumption of Risk and Release Agreement, which I sign voluntarily and based upon no compulsion or representation not contained in this agreement.

I acknowledge that the nature of the Activity and/or Travel could possibly expose me to hazards or risks that could result in illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. I understand and agree that if I do not comply with all the rules, university policies and regulations, and instructions relating to this Activity and/or Travel, SRSU has the right to terminate my participation in this activity without refund.

In consideration of being permitted to participate in the Activity and/or Travel, I hereby assume and accept all risk to my health, injury, or death that may result from such participation, including transportation and all other adjunct activities, and I hereby release SRSU its governing board, officers, employees and representatives from any and all liability to my personal representatives, estate, heirs, next of kin, and assign for any and all claims and causes of action for loss of or damage to property and for any and all illness or injury, including death, that may result from or occur during my participation in the Activity and/or Travel, whether or not caused by the of negligence of SRSU, its governing board, officers, employees, or representatives. I further agree to indemnify and hold harmless SRSU and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent, grossly negligent, or intentional act or omission while participating in the described Activity and/or Travel.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR PARTICIPANT'S INJURY OR DEATH OR DAMAGE TO PARTICIPANT'S PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE ABOVE DESCRIBED ACTIVITY AND/OR TRAVEL AND THAT IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY PARTICIPANT'S NEGLIGENT OR INTENTIONAL ACT OR OMISSION. THIS AGREEMENT SHALL BE CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WHICH SHALL BE THE FORUM FOR ANY
LAWSUITS FILED UNDER OR INCIDENT TO THIS AGREEMENT OR ACTIVITY.

I HAVE RECEIVED A COPY OF THE RESPONSIBILITIES OF PARTICIPANTS, UNDERSTAND THESE RESPONSIBILITIES, AND AGREE TO ABIDE BY PROGRAM AND UNIVERSITY REGULATIONS.

____________________________________________  _________________________________________
Signature (Parent/Guardian if under 18)                  Signature of Witness

____________________________________________  _________________________________________
Printed Name (Parent/Guardian if under 18)                  Printed name of Witness

Date Signed:__________________________________

5/2012
RESPONSIBILITIES OF PARTICIPANTS

Participant should:

1. Read and carefully consider all materials and/or information provided by the advisor that relates to safety, health, legal, and environmental in the area where you will be going.
2. Make available to the university official personal data that is necessary in planning for a safe and healthy trip.
3. Assume responsibility for all the elements necessary for personal preparation for the program and participate fully in orientation.
4. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
5. Understand and comply with the terms of participation, university policies and regulations, and emergency procedures of the program and obey the law. Remember, the use or possession of tobacco, weapons, alcohol, or illegal drugs are forbidden while traveling on a University-sponsored trip.
6. Beware of local conditions and customs that may present health or safety risks when making daily choices and decision. Promptly express health or safety concerns to the staff advisor.
7. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
8. Accept responsibility for your own decisions and actions.
9. Follow the program policies for keeping program staff informed of participant whereabouts and well being.

5/2012
A. Departmental representatives for all textbook matters for each academic
department will be the department chair or the chair's designated faculty alternate
in his or her absence. The chair will act as liaison for all major matters affecting
the department and the Bookstore. The Bookstore Manager, or Assistant Manager
in his or her absence, will be the official representative of the Bookstore. Faculty
members having specific questions concerning their texts (i.e., ordering additional
copies) should contact the Bookstore representative.

B. A textbook shall be defined as any book which has been adopted and is required
for use by students in a given course and in any given semester. Supplemental
books which may be suggested but are not required will be carried, if possible,
providing specific arrangements have been worked out by the faculty member and
the Bookstore representative. Faculty members must have approval from the
department chair.

C. Undergraduate textbooks will be adopted for a minimum period of three
semesters. Should the occasion arise in which it would be deemed necessary to
change a text during the three-semester period, the department chair, faculty
member, and Bookstore Manager will determine how the change will be made.

Courses offered on an occasional basis or affected by frequently changing laws
will be exempt from the three-semester policy.

Special topic courses that have changing texts each time the course is offered
should be discussed with the Bookstore representative before the requisition
sheets are returned to the Bookstore.

D. When a new text is adopted, a "Text Revision and Adoption" form must be
completed and turned in to the Bookstore at least six weeks before the requisition
sheets for the semester in which the book will be used. The revision and adoption
form is not reproduced in this manual due to its size. Faculty should contact the
Bookstore Manager for directions.

E. "Requisition" forms for texts will be sent to the department chairs. The Bookstore
Manager will send the requisition forms at least one month prior to the return
deadline. The deadline will be clearly indicated in the cover letter. A copy of the
cover letter will be sent to the college dean or to the director, as appropriate.

Each department chair will complete all items on the form that relate to textbooks
desired and will return a typed or neatly-printed ink copy to the Bookstore. The
Bookstore will assist the faculty in obtaining technical information to complete
the forms. "Requisition" forms which are returned to the Bookstore after the
deadline has expired cannot be given priority treatment unless arrangements have
been made with the department chair and the Bookstore representative. College
deans/directors are asked to check periodically with the department chairs on the
progress of the "Requisition" forms.

F. When preparing textbook requisitions, the department chairs should work with
their faculty in using curriculum reports and other enrollment data to provide
realistic estimates of the number of potential students to be enrolled in each
course. The Bookstore representative will order according to the figures given. A
heavier enrollment than anticipated may result in text shortages, which should be
reported to the Bookstore as soon as possible. Classes which are canceled will be
reported to the Bookstore representative by the department chairs on the 12th
class day.

G. Faculty members should instruct students to purchase their texts at the beginning
of the semester. Any unsold texts which will not be used again will be returned to
the publisher three weeks after late registration closes.

H. Publishers do not provide the Bookstore with desk copies to distribute free of
charge, nor do most publishers allow bookstores to order desk copies. Faculty
members should acquire desk copies directly from the publisher or purchase
copies from the Bookstore. "Desk Copy Request" forms are available from the
Bookstore and will be distributed upon request. In unusual circumstances, copies
may be borrowed from the Bookstore for a period of six weeks. The cost of
copies loaned and not returned within six weeks will be billed to the faculty
member.
2.30 EXTERNALLY SPONSORED GRANTS AND CONTRACTS (APM 2.21)—Under Revision
2.31 HUMAN AND ANIMAL SUBJECTS REVIEW  
(Added to FH 7/2013 regarding existing SRSU policy)

Sul Ross State University has a commitment to ensuring that all research using animal or human subjects be conducted in compliance with the Animal Welfare Act and the Code of Federal Regulations, Part 46, Department of Health and Human Services (DHHS). All research involving human or animal subjects must receive institutional approval prior to the beginning of the research.

Research Involving Animals

If student or faculty research involves the use of animals, either in the lab or in the field, the researcher may be required to obtain approval for the research protocol from the Institutional Animal Care and Use Committee (IACUC) prior to the start of the study. A student researcher should consult his or her advisor about the proper procedure. Both faculty and student researchers who use animal subjects should seek IACUC approval before beginning the research. Information concerning the protocol for the use of animal subjects may be found on the University website under Graduate Research Resources.

Research Involving Human Subjects

If student or faculty research involves human subjects, the researcher must obtain approval for the research protocol from the Institutional Review Committee prior to the start of the study. A student researcher should consult his or her advisor about the proper procedure. Both faculty and student researchers who plan to use human subjects in research should fill out the Application for Review of Research Using Human Subjects and send it to the chairperson of the Institutional Review Committee. The application and the Federal Regulations Concerning Human Subjects may be found on the University website under Graduate Research Resources.

The Application for Review of Research using Human Subjects is also available in the Appendix of the Faculty Handbook.
Sul Ross State University recognizes the value of professional meetings for faculty and staff, the necessity for faculty to travel to deliver instruction, and the educational benefits provided for students through a variety of travel including but not limited to field trips, performing tours, and intercollegiate athletic trips. Travel for these purposes is encouraged within the framework of available funds. Most departments have travel budgets to accommodate professional and educational travel.

All travel by faculty and staff, as well as all travel by University-sponsored groups on official business, must be approved in advance by their supervisors and Vice President. All out-of-state or out-of-country travel must also be approved in advance by the President.

In planning and approving travel requests, consideration must be given not only to the resources of the University but also to adequate arrangements for handling those duties which will need to be performed during the absence of the faculty or staff member, i.e., conduct of classes, etc.

All SRSU travelers on official State business are required to use the travel contracts established by the General Services Commission unless an approved exception applies.

A list of state contracts and approved exceptions can be found at http://www.window.state.tx.us/procurement/prog/stmp/.

**Lodging**

SRSU travelers may be reimbursed for lodging expenses incurred on a day that the traveler conducts University business outside of his or her headquarters. Travelers are expected to choose reasonably priced lodging with a single occupancy rate. Reservations should be made through one of the State Travel Management hotel contracts, unless the traveler meets one of the state contract exceptions. A list of participating hotels that offer state rates can be found at http://portal.cpa.state.tx.us/hotel/hotel_directory/map.cfm?fy=2012

Travelers may opt to have the hotel direct bill the University by using the purchase order process.

**Criteria for Reimbursement of Lodging Expenses**

- Must be a commercial lodging establishment
- Must be outside of designated headquarters and for an overnight stay
- Must be only for the traveler’s own actual lodging expense (i.e. each traveler must pay his/her own expense unless blanket reservation for multiple travelers are paid for using a purchase order, travel agent etc.)
- Must be a legible, original receipt with the logo and name of the commercial lodging establishment, the name of the traveler, the single room rate, and daily and itemized charges. Receipts must still be obtained as evidence of actual expenses even if the traveler is not paying out-of-pocket (i.e. a purchase order,
travel agent, etc. was used). The traveler must certify all receipts as being original and issued by the indicated hotel.

- Maximum rates will be based on the location of the lodging establishment, not the duty point

**Maximum Reimbursement Rates**

Travelers will be reimbursed for actual hotel expenses not to exceed U. S. General Services Administration (GSA) allowable rates for in-state and out-of-state travel. Specific GSA maximum lodging rates are assigned to designated primary destinations within each state. Rates may vary among GSA primary destinations and even within the same primary destination based on seasonal adjustments. For cities and counties not listed as primary destinations, the standard state rate maximum lodging reimbursement rate will be the maximum rate. U.S. GSA rates are updated annually on October 1st. A link to the GSA website can be found on the SRSU Controller’s Web site at [http://www.sulross.edu/pages/3332.asp](http://www.sulross.edu/pages/3332.asp).

For foreign travel, including Mexico and Canada, travelers will be reimbursed for actual lodging expenses not to exceed the U.S. Department of State (DOS) allowable rates. The DOS website can be found at [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp).

For areas not listed, employees should refer to the country’s “Other” per diem rate. U.S. DOS rates are updated frequently.

Account managers may apply more conservative allowable lodging rates according to available budgets or internal department rules. Account managers must notify the traveler of the department’s more conservative reimbursement rates prior to departure on state business.

**Excess Lodging**

Travelers may be reimbursed for lodging in excess of the maximum GSA reimbursement allowable rate with pre-approval from the appropriate Vice President and President. Forms to request higher lodging rates may be found on the SRSU Controller’s website.

**Direct Billing**

Lodging expenses may be directly billed from the hotel to the University through the use of a purchase order. Lodging maximum rates are still in effect.

**Hotel Occupancy Taxes**

State employees are exempt from the State of Texas Hotel Occupancy Taxes when traveling on official state business and must present the applicable tax exemption form to the lodging establishment at check-in. Texas State Hotel Occupancy Taxes inadvertently paid by the state employee are not reimbursable. All other required taxes (county, city, municipal, out-of-state) or fees are reimbursable.
Exceptions

- Lodging expenses incurred the night before official business begins and the night after official business ends may be reimbursed if the expenses are necessary to qualify for discount airfare or if travel to or from duty point reasonably requires more than one day.
- Cancellation charges or “no show” fees may be reimbursable if the charges are incurred for an official business reason, natural disaster, illness or personal emergency. A justification statement approved in writing by the account manager is required with the travel reimbursement form.
- Shared lodging between travelers is reimbursable to one of the travelers if it does not exceed the maximum reimbursement rate. If the room rate exceeds the maximum reimbursement rate, either excess lodging approval is required for one traveler to be reimbursed, or the cost must be split between the two or more travelers, and individual requests for reimbursements must be submitted. Individual certified and signed receipts showing the travelers’ pro-rate of the split costs will be required for each reimbursement.
- Faculty or staff sponsors traveling with a student group should refer to Student Group Travel Procedures for policies regarding group travel reimbursement.

Meals and Incidental Expenses

Meals

Travelers will be reimbursed for actual meal expenses incurred not to exceed the U.S. GSA allowable rates for primary destinations listed. For in-state travel, locations not listed have a rate not to exceed the State of Texas maximum. For out-of-state travel, the maximum rate for locations not listed is the standard U.S. GSA M&IE per diem.

For foreign travel, travelers will be reimbursed for actual expenses not to exceed the U.S. DOS allowable rates.

Criteria for Reimbursement

- Must have an overnight stay outside of designated headquarters
- Requires no receipts, but travelers must request reimbursement for no more than their actual expenses

Reducing meal reimbursement rate to increase lodging rate

A state employee may claim less than the maximum meal-reimbursement allowable rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point. This is allowable for in-state and out-of-state travel.

Gratuities

Tips or gratuities paid in conjunction with meal expenses are generally not reimbursable. A “mandatory” service charge may only be reimbursed if the service charge is imposed by an
establishment and cannot be refused by the customer.

**Alcoholic beverages**

A state agency may not reimburse a state employee for the purchase of an alcoholic beverage unless the employee is a peace officer who purchased the beverage as evidence for an administrative or criminal case.

**Personal Incidental Expenses**

Business incidental expenses, such as parking and tolls, are reimbursable provided original certified receipts are included with the reimbursement voucher.

**Exceptions**

A faculty or staff sponsor traveling with a student group should refer to Student Group Travel Procedures for policies regarding group travel reimbursement.

**Mileage for Use of Personal Vehicle**

The current mileage rate reimbursed by the University is found on the SRSU Controller’s website, and travelers should be aware this rate may not be the same as the State of Texas maximum rate. The maximum rate applies to any mileage reimbursement request regardless of funding source.

Mileage must be calculated using the University Mapping Service or with an odometer reading. The reimbursement rate is directly tied to the dates of travel.

Faculty traveling to teach a class in another city must record the time of departure and the time arrived back to duty point on the reimbursement voucher.

**Basic Information**

- The mileage rate is intended to account for all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. These and other automobile expenses will not be reimbursed when a personally owned vehicle is used.
- Parking and toll expenses will be reimbursed when properly documented on the travel reimbursement. Receipts are the accepted primary form of documentation.
- When two or more persons on University business share a personally owned vehicle, only the traveler providing the vehicle may claim a reimbursement for mileage.
- Persons traveling to the same destination on approximately the same dates to conduct similar business should make arrangements to travel together in one vehicle. Even if arrangements to travel together in one vehicle cannot be made, normally only one person for each four travelers traveling to the same destination on the same dates can accrue
automobile expenses unless prior approval is received from the Vice President for Finance and Operations.

- Expenses for travel between the traveler’s residence and headquarters (commuting expense) are not reimbursable.

Transportation Allowance: Out-of-State Travel

- If a person is traveling in his/her personal vehicle, mileage should be first calculated using the University Mapping Service. The above mileage figure must be compared to the amount of the next lowest available airline rate below first class transportation, plus the actual meals and other expenses necessary to complete such a flight, if the travel is to points served by commercial airlines. The State will allow the employee to claim whichever of the two figures is lower. In figuring allowance due, travelers using their personal vehicles out-of-state in compliance with this regulation should use the following guidelines:

  1. Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business
  2. Expenses of transportation to the airfield from points where commercial air transportation is not available shall be in addition to the cost of the next lowest airline fare below first class, i.e., from Alpine to Midland/Odessa air terminal.
  3. Because of the distance to the nearest airfield from Alpine, employees of Sul Ross State University-Alpine normally find regular mileage charges the lower of the two rates, except in extremely long trips. If an employee finds that the “airfare plus per diem and mileage to airport” is lower, he or she should contact the Controller’s Office for instructions for including special notations on the travel form.

Rental Cars

The rental car company(s) under a contract with the State must be used unless one of the following exceptions applies:

- **Part of Group** - travel is undertaken as part of a group for which reservations must be made through a specified source to obtain a specified rate of service.
- **Contractor not time efficient** - contract travel vendor cannot provide services in time period required to accomplish the purpose of the travel.
- **Contractor not available** - a contract travel vendor’s services are not available in a location that will reasonably allow the business requirements of the state traveler to be fulfilled.
- **Contractor sold out** - a contract vendor is unable to provide the required services because it is sold out or does not offer services in the city being visited. (This exception also applies if the contractor does not have the type of service that the state traveler requires, such as a specific type of vehicle.)
- **Non-contract rental car lower total cost** - alternative rental car arrangements can be made at a lower total cost than the contract rental car companies. For rental cars, total costs
include the base rate, loss/damage waiver protection, mileage charge, surcharges and cost for comparable liability insurance protection.

- **Disabled traveler/Transporting person in Custody/Medical** - travel is undertaken by persons with disabilities; by persons transporting prisoners or other persons in the custody of the State; or in a medical emergency. (This exception would cover, among other things, the need to use a non-contract rental car vendor to acquire needed hand controls.)

- **Security/ Safety risk** - use of contract travel vendors is perceived by the state traveler to present a security, safety, or health risk to the state traveler. This would cover, for example:
  - The traveler’s use of a non-contract rental car if he or she perceives the contract vendor to be in an unsafe neighborhood or have an undesirable clientele.
  - The use of a non-contract vendor if a nonsmoking rental vehicle is required and not available or not available from the contract vendor.

Total costs include the base rate, loss/damage waiver protection, mileage charge, applicable taxes, surcharges, and cost for comparable liability insurance protection.

The current State rental car contracts are with Avis and Enterprise. The Avis card number is F999-756. The Enterprise number is TX-756. Sul Ross State University cards may be obtained from the Controller’s Office. When making rental car reservations, the State of Texas contracted rate must be asked for and the appropriate number must be used. Please note that the State Contracted Rates include provisions for loss/damage waiver protection. There should be no extra charge for this protection if one of the contracted agencies is used.

**Airfare**

The University prefers the following two methods be used for the purchase of airline tickets for official business:

- The Central Billed Airfare (CBA) account through the State travel agent.
- The use of a SRSU State-issued travel card.

Airline tickets purchased by other methods will not be reimbursed unless approved in advance by the Controller.

The Central Billed Airfare (CBA) account is available to purchase airfare for SRSU employees traveling on official state business. When the State has an airline contract fare between two city pairs, the airline that has the contract must be given preference when making reservations to travel between those cities. A list of contract State of Texas airlines and applicable city pairs can be found at [http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/](http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/), the State Travel Management Program website. Additionally, travel agents can locate the contract fare and airline by the fare basis code of “YCATX” or “QCATX.” The contracted airline’s State of Texas contract fare must be used unless the airline has a lower fare available to the general public that will fit the traveler’s requirements. Please be aware that non-state contract fares may have penalties or fees not applicable to state contracts. When using a travel agency, airline tickets must be purchased using the state agency central billing account (CBA). The travel
agency will require a copy of the approved (at least at the department level) “Application for Travel on Official State Business” before the ticket is purchased and released to the individual. A faxed copy of the approved application will be acceptable. Otherwise, the employee will be required to pay out of pocket and then seek reimbursement.

Matched Fares - Matched “State of Texas” fares on other airlines may not be used at the discretion of the traveler. If there is no contract between the city pairs to be traveled, the lowest airfare that fits the traveler’s business requirement must be used.

Cancellations

If an employee purchases a non-refundable airline ticket outside the contract travel agency and thus uses a personal credit card, the employee will NOT be reimbursed for cancellations. If the employee goes through the state travel agency, reimbursement will depend on the type of ticket purchased (refundable and/or non-refundable). If the employee purchases a refundable ticket through the travel agency with a state travel credit card, the travel agency will give the University a credit and the employee has one year to use the credit towards another airline ticket. Applicable travel agency handling fee is non-refundable.

University Vehicles

The University maintains a small fleet of vehicles for use by employees in conducting official State business. The General Appropriations Bill specifically states that “no employee of any State Agency shall use any State-owned automobile except on official business of the State, and such employees are expressly prohibited from using such automobile in connection with any political campaign or any personal or recreational activity.” Any person who drives a University vehicle weighing one ton or less (station wagon or minibus) carrying two or more passengers must have a Class “C” license. Any employee desiring to drive a University vehicle must first be cleared and approved by the Physical Plant.

Unauthorized Passengers

All trips involving University vehicles are for official state business only. Spouses, children, or friends may generally not travel in University vehicles unless otherwise approved by the University President on a case-by-case basis.

Liability Insurance

The University carries automobile liability insurance on University vehicle drivers and passengers. Student employees may only drive University vehicles if accompanied by a full-time faculty or staff member. An exception to this rule may be made for graduate teaching or research assistants, provided they are at least 21 years of age and have the permission of the Department Chair to drive a University vehicle unaccompanied by a full-time faculty or staff member. Students who are not employed by the University are not insured under the policy and are not authorized to drive University-owned vehicles.
Employees driving University-owned vehicles should be familiar with information concerning employee liability under the Texas Civil Practice and Remedies Code.

**Vehicle Request**

Approval for an employee to use a University vehicle on official business is handled through the “Request for Use of University Vehicle” form. This form is available on the Physical Plant website at [http://www.sulross.edu/docs/physplant/vehicle request2.pdf](http://www.sulross.edu/docs/physplant/vehicle request2.pdf). It should be noted that University vehicles are usually booked for student trips at the beginning of each semester and are not always available for other uses. It is suggested that an employee requesting the use of a vehicle for out-of-town travel check with the Physical Plant Office prior to submitting the Application for Travel form in order to know if a University vehicle will be available or if a private vehicle will be required. For detailed information on vehicle request procedure employees should see Exhibit 1, below.

**Travel Agency**

As an institution of higher education, SRSU is exempt from mandatory participation in the State contracted travel agency program. However, for those employees desiring to use one of the contracted agencies, names and locations of the contracted travel agencies can be found on the State Travel Management Program website at [http://www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/). Travel agencies are located in Odessa and El Paso, Texas. Employees making reservations through the travel agency must notify the agency of their desired departure location.

**Travel Approval Process**

Approval for any employee to travel on official State business is handled through the form “Application for Travel on Official State Business”, which can be found on the SRSU Controller’s website, [http://www.sulross.edu/docs/controller/travel-forms.xls](http://www.sulross.edu/docs/controller/travel-forms.xls). The form requires an estimate of anticipated expenses for the requested trip as well as an indication that a request for reimbursement of those expenses will be filed. These forms are available on the Controller’s website under “Travel”.

The Travel Approval Process can also be done online, by completing the Banner Requisition Entry form – FPAREQWN for departments approved by the Controller’s Office.

**Application for Travel on Official State Business Form**

Preparation of the form should include:

- Date the application is prepared.
- Name of the person requesting leave.
- Destination.
- Departure date from headquarters.
- Date returning to duties.
• Brief explanation of the purpose of the trip, with full name of organizations or organizational meetings (NO abbreviations) and a breakdown of reimbursement by category (Sections above contain rates):
  Per Diem - Actual Cost - Lodging, Meals, Mileage, Other reimbursable, University Vehicle, and Airfare.
• Fund Number, Organization, Program, Activity( FOPA) to be charged for travel expenses.
• Names of known persons applying for travel to the same destination on approximately the same dates to conduct similar business. Arrangements should be made to travel together in one vehicle. Even if arrangements to travel together in one vehicle cannot be made, normally only one person for each four travelers traveling to the same destination on the same dates can accrue automobile expenses, unless prior approval is received from the Vice President for Finance and Operations, whether they are personal expenses to be reimbursed or expenses incurred through the use of a University vehicle charged to a department. This does not preclude each traveler from receiving other reimbursements.
• Class number(s), time of class meeting(s), and the arrangements suggested in faculty member's absence, if a faculty member will be away from scheduled classes. These should be noted on the form.

After the form has been prepared, the person requesting leave should sign the form and submit it for approval by the Department Chair/Supervisor, the School Dean/Director, the Controller’s Office, and the appropriate Vice President. All applications for travel by Vice Presidents must be approved by the President.

After the form has been processed, a copy will be returned to the department for the person requesting leave, and the original will be retained by the Controller’s Office.

**The application should be submitted at least seven days in advance of departure date.**
If time is short, it is suggested that the form be walked through the process.

In the case of out-of-state, out-of-country or Washington DC travel, the application must also be signed by the President.

**Blanket Travel Applications**

Travelers who will be conducting a series of trips over a known period of time for the same business purpose may complete one “Application for Travel on Official State Business” to cover all the trips. However, all other travel requirements listed in this policy are applied on a trip-by-trip basis (i.e. a travel voucher is due 10 business days after each specific trip, travel advances are issued for a specific trip only, reservations to use University vehicles must be done for each trip, etc.).
Travel Advance

The University may approve a cash advance for employees making out-of-town trips which extend overnight. Advances are limited to 70% of the amount of estimated travel expenses, excluding any expenses for University-owned vehicles or airfare charged to the CBA; the employee must state the amount of requested advance on the “Application for Travel on Official State Business.”

Employees must meet the following criteria in order to qualify for a Travel Advance:

- Must be a full-time or part-time employee.
- Must not have a travel advance balance due.
- Must complete the State of Texas Travel Voucher within 10 working days after the trip.
- Must sign a Promissory Note on Travel Advance and submit this note along with the check request for the advance. This form establishes the employee’s obligation to repay the advance and lists consequences for non-payment (Exhibit 2, below). Travel advances for other student group travel are not subject to the 70% limitation but must be justified on a case-by-case basis. Any other requests for exceptions to this limitation must be approved by the Executive Cabinet.

When advance funds for travel are needed to defray an employee’s expenses as explained above, a Travel Advance Check Request form (http://www.sulross.edu/docs/controller/travel-forms.xls) should be submitted to the Controller’s Office. These forms are available on the Controller’s website.

Travel Advance form

The travel advance form must include the following:

- Date the request is made
- Name of the payee and signature
- Amount requested
- Date check is needed
- Amount requested
- Supervisory signature
- Signature indicating a promise to repay

The travel request, accompanied by a copy of the approved travel application and the original signed Promissory Note on Travel Advance, should be presented to the Controller’s Office at least 5 working days prior to the date needed. The traveler must repay the entire amount of the advance at the time the travel reimbursement is processed. If a planned trip is canceled, any advances must be repaid immediately.
Return-from-Trip Procedures

Within 10 working days after returning from the trip, a State of Texas Travel Voucher Form must be completed, signed by the employee submitting the travel voucher and the appropriate account manager or supervisor. The State of Texas Travel Voucher Form can be found on the Controller’s Office website, http://www.sulross.edu/pages/3332.asp.

Travel vouchers submitted 60 days or later following the trip will not be accepted unless approved by the appropriate Vice President.

Any outstanding travel advances will be deducted from the reimbursement due the employee, and a check or direct deposit for the difference will be provided to the employee. If the reimbursement is less than the outstanding travel advance amount, the employee must immediately repay the difference.

State of Texas Travel Voucher Form Preparation Guide Instructions

1. Travel Information (Front)

   “1.” Archive reference number - leave blank.

   “2.” Agency number - enter 756.

   “3.” Agency name - enter Sul Ross State University.

   “4.” Current document number - leave blank.

   “5.” Effective date - leave blank.

   “6.” DOC date - leave blank.

   “7.” DOC agency - leave blank.

   “8.” Document amount - leave blank.

   “9.” Pay to - enter name and address of person to be paid on the travel voucher.

   “10.” Title - enter title of individual to be paid on the travel voucher.

   “11.” Designated headquarters - enter Alpine, TX or one of the three RGC sites.

   “12.” Payee identification number - enter the payee identification number used by the State Comptroller’s Office for each employee.
The number is available from the Human Resources Office or the Controller’s Office if not known by the employee.

“13.” Agency use - enter the extension number to call when the check is ready; the account number to be used; and the account name.

“14.” 001, 002, 003, 004, 005 - leave blank.

“15.” Service dates - enter inclusive dates of travel.

“16.” Description - enter description of travel. (i.e., “Travel to Austin, TX”)

“17.” Distribution - enter authorized expenses for travel. Include personal car mileage if applicable.

“18.” Certification - claimant should sign and date the travel voucher when completed. The supervisor’s signature is only needed if the total reimbursement exceeds the application amount by 10%.

“19.” Contact name - leave blank.

“20.” Entered by - leave blank.

“21.” Approved - leave blank.

“22.” Approved - leave blank.

2. Supporting Data (Reverse Side)

Employee must complete the IN-STATE or OUT-OF-STATE SECTION, whichever is appropriate, and the RECORD OF TRANSPORTATION AND DUTIES PERFORMED. An individual entry must be made for each day of travel claimed.

IN-STATE PER DIEM

"a" LEAVE HEADQUARTERS - enter the date, hour, minute, and indicate a.m. (A)/p.m. (P) that trip was started.

"b" ARRIVE HEADQUARTERS - enter the date, hour, minute, and indicate a.m. (A)/p.m. (P) that trip was completed.

"c" PARTIAL PER DIEM IS NO LONGER REIMBURSED

"d" MEALS NOT TO EXCEED - enter actual cost of meals for each day, not to exceed maximum (no receipts required).
"e" ACTUAL LODGING NOT TO EXCEED - enter total dollars claimed for actual lodging. (In-State) - employees may be reimbursed for the actual cost of lodging not to exceed maximum per day. The actual lodging receipt is required. Employees are exempt from paying the Texas Hotel Occupancy Tax.

"f" TOTAL NOT TO EXCEED - enter total of columns "d" and "e."
"k" TOTAL Meals and Lodging - enter total expenses itemized in column "f."
(Out-of-State "m-x") - please follow the same instructions for Out-of-State travel as outlined for In-State travel. The sections to record the expenses are the same.

Leave ACTUAL EXPENSES SCHEDULE blank. ("g-l", "l", “s-u”, and “x”)

"y" RECORD OF TRANSPORTATION AND DUTIES PERFORMED - enter, by date, the travel made and the duties performed at each destination. Include sufficient detail to provide a complete understanding of duties and why the trip was of benefit to the University. If necessary, a continuation sheet may be added. It must conform to the format of this section.

3. Calculation of Per Diem - No Lodging Secured

Sul Ross State University does not provide reimbursement for partial per diem on trips not requiring an overnight stay.

4. Other Reimbursable Travel Expenses

An employee may receive reimbursement for other travel expenses incurred in the performance of official duties. These may include telephone calls (official business only), cashier's check or money order fees, parking fees, toll charges, and gasoline purchases for either State-owned or rented vehicles, as well as air, train, or bus fare (receipts are required for all).

An employee may receive reimbursement for registration fees for official business conferences. Meals and other personal expense items included in registration fees are not reimbursable as per diem.

Receipt Requirements

Original receipts must accompany a completed State of Texas Travel Voucher Form for expenses to be reimbursed. Each receipt must be certified (signed or initialed) as an original by the traveler.
Type of receipts required:

- Transportation by airline, railroad, rental car, taxi, or limo
- Parking and tolls
- Lodging
- Registration Fees
- Miscellaneous expenses (example: long distance business calls)
- Documentation from conference or seminar that verifies attendance

**Travel Corporate Card Individually Billed**

University employees who make three or more business-related trips per fiscal year are expected to apply for a State of Texas Travel Card. This card is required by the State Comptroller’s State Travel Management Program and the State of Texas to assure that state contracts rates are available to state employees. Higher travel expenses will not be reimbursed if they result from failure to use a State of Texas Travel Card.

**Note:** The travel card is issued to Sul Ross State employees and is an individual liability card. Failure to make prompt payment to the credit card company may affect the employee’s credit rating. The Comptroller’s Office and SRSU review transactions and balances on the Travel Cards for compliance with the Statewide Travel Charge Card Program. An employee’s supervisors may be notified for compliance issues or outstanding balances. Individual corporate travel charge cards issued through the State of Texas are to be used for official state business travel expenses only.

New applications can be found at the SRSU Controller’s Office website.

**Benefits**

- 100% source of funding for Business Trip
- Additional proof of state employment
- Time saved - no need to apply for Travel Advance
- Itemized statement of all purchases
- No annual fees
- No minimum salary requirements

**Student Group Travel**

Athletic team travel is governed by the existing procedures listed above, with the following exceptions:

- Each coach will be required to use a “University Corporate Travel Card” (no cash advances). The University Corporate Travel Card is institutionally billed. The University will be responsible for paying credit card, upon receipt of travel voucher reimbursement. The travel voucher reimbursement procedures apply.
- All expense items (including meals) claimed require certified, signed, original receipts.
- Unallowable travel expenses paid with the University credit card will be the coaches’ responsibility. Unallowable expenses must be paid back at the Cashier’s Office immediately upon receipt of notification from the Controller’s Office staff.

For other non-financial guidelines - see APM Chapter 4, Sec. 11.

**Participant Travel on Sponsored Programs**

The University often receives awards to conduct projects that are funded by external sponsors. Some of these projects require students and other “participants” to travel on official project business. Student employees and non-employees are expected to follow the rules of the externally sponsored program and the rules contained in this policy. Project Directors seeking exceptions to any University travel policies must work with the Grants Accounting Department to draft a policy for the specific program. The policy must be approved by the Vice President for Finance and Operations.

**Exhibit 1**

**Request for Use of University Vehicle**

Approval for an employee to use a University vehicle on official business is handled through the "Request for Use of University Vehicle" form (see [http://www.sulross.edu/docs/physplant/vehiclerequest2.pdf](http://www.sulross.edu/docs/physplant/vehiclerequest2.pdf)). The form is available on the Physical Plant website. It should be noted that University vehicles are usually booked for student trips at the beginning of each semester and are not always available for other uses. It is suggested that an employee requesting the use of a vehicle for out-of-town travel check with the Physical Plant Office prior to submitting the Application for Travel form in order to know if a University vehicle will be available or if a private vehicle will be required.

**Vehicle Request Form**

Preparation of the form should include the following:

- Date the form is submitted
- Department requesting vehicle including names of driver(s)
- Type and number of vehicles required
- Date and Time needed
- Date and Time of return
- Brief Description of the purpose of the trip, destination, number of passengers, driver or drivers
- Fund, Organization, Program(FOP) of department
- Signature and Date on the form. The form must be submitted in quadruplicate to department Chair, supervisor and college dean /director
The college Dean/Director should forward the form to the Physical Plant Office, and a vehicle will be assigned, if available. After the form has been processed, the original copy (with assignment) will be returned to the person requesting a vehicle, and copies will be retained by the Physical Plant Office and Motor Pool.

Vehicles, keys, mileage slips, and credit cards should be picked up at the Physical Plant Office prior to departure during office hours. If a trip is to begin on Saturday, Sunday, or a holiday, these materials should be picked up on the last working day prior to the trip. After returning, these materials must be returned to the Physical Plant Office as soon as possible.

Charges for University vehicles are based on actual mileage at the following rates (These rates are subject to change; please see the Physical Plant website for current rates):

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silverado</td>
<td>50 cents</td>
</tr>
<tr>
<td>Minivan (7 passenger)</td>
<td>35 cents</td>
</tr>
<tr>
<td>Traverse (7 passenger)</td>
<td>35 cents</td>
</tr>
<tr>
<td>Maxivan (10 passenger)</td>
<td>35 cents</td>
</tr>
<tr>
<td>Lobo Bus (33 passenger)</td>
<td>1 dollar</td>
</tr>
<tr>
<td>Minibus (12-15 Passenger)</td>
<td>50 cents</td>
</tr>
<tr>
<td>Explorer Sport-track</td>
<td>40 cents</td>
</tr>
</tbody>
</table>

The University currently has contracted with Comdata for its gasoline requirements. Credit cards are provided to the driver of the vehicle for the purchase of gasoline during travel. Drivers are expected to purchase fuel at self-service pumps. The driver will retain the receipt for the gas purchased. The receipt should be returned to the Physical Plant Office with the book and keys for the vehicle. Expenses incurred due to repairs during a trip in a University vehicle will not be charged to the department. If mechanical problems occur on a trip, the person responsible for the vehicle should contact the Physical Plant Office for instructions or assistance during normal office hours. After office hours, the person responsible for the vehicle may authorize repairs in order to continue the trip. All expenses incurred for vehicle repairs will be reimbursed to the individual upon presentation of an invoice.
Promissory Note on Travel Advance

1. Contractual Promise to Pay Sum Certain. FOR VALUE RECEIVED in the form of permission to travel to __________________ on ___________ and a monetary Advance to support that travel, the undersigned ("Maker") unconditionally promises to pay to the order of Sul Ross State University ("Holder") at the University Cashier’s Office, Room Number ________, Briscoe Administration Building, Alpine, Texas the principal sum of $__________, together with interest in arrears on the unpaid principal balance, from the date Maker receives his or her travel reimbursement from Holder, at the rate of ________ percent per annum.

2. Time for Repayment. Maker agrees to complete the State of Texas Travel Voucher within ten (10) days after conclusion of the travel and to repay this travel advance to Holder immediately upon receiving any reimbursement for the trip expenses.

If this Advance remains unpaid thirty (30) days after a reimbursement is processed or thirty (30) days after the end of the trip, whichever is later, this Note shall be in Default and shall become immediately due and payable in its entirety without demand or notice. The Maker expressly waives presentment, demand, notice, protest, and all other demands and notices in connection with this Note.

3. Consequences of Failure to Repay. If the Note is not paid as of the date the same becomes due and payable, the Maker shall pay (in addition to the sums specified in paragraph 1 above) to the Holder a late charge equal to ________ percent of the overdue payment as liquidated damages to defray costs of handling and administering the payment, and not as a penalty. Further, the Maker agrees to pay to the holder all collection costs, expenses and reasonable attorney's fees incurred in the collection of sums due and payable hereunder, whether through legal proceedings or otherwise, to the extent permitted by law.

4. Reservation of Rights and Enforcement. Failure of the Holder to exercise any right or option shall not constitute a waiver, nor shall it be a bar to Holder’s exercise of any right or option at any future time. Nor shall any right or option stated herein limit the Holder’s right to discipline and/or terminate the Maker’s employment for having failed to pay his or her financial obligation to the Holder. If any provision of this Note is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect. This Note shall be governed by the laws of the State of Texas, and venue shall lie in a court of appropriate jurisdiction in Travis County, Texas.

5. Voluntary and Informed Signature. Maker acknowledges that Maker has read this Promissory Note on Travel Advance and understands all of its terms; that no promises or representations have been made to Maker, other than as stated in this Promissory Note on Travel Advance; that Maker has had opportunity, prior to signature, to consult with Maker’s own legal counsel or advisors and otherwise seek the advice of people whose opinion Maker values; and, Maker signs this Promissory Note on Travel Advance voluntarily and with full knowledge of its significance as a binding contract and otherwise, and acknowledges receipt of a completed copy of this instrument.

Signed this _____________________ day of __________________, 20___.

_____________________________  ________________________________
Traveler's Printed Name    Traveler's Signature
A. Sul Ross State University adheres to guidelines on sales tax exemptions and responsibilities for universities issued by the State Comptroller's Office, June 20, 1980.

B. Exempt Entities - To be exempt from the sales tax, a college or university must have been created or authorized by the Texas Legislature or qualify as a nonprofit organization under TEX. TAX. - GEN. ANN. art. 20.04.

A college or university that qualifies as an exempt organization does not have to pay sales tax on the cost of merchandise necessary to the function of the institution when the merchandise is purchased for use by the institution and is paid for by the institution.

C. Exemption Certificates - An exemption certificate in a form prescribed by the Comptroller is usually issued by an exempt organization or its authorized employees to make tax-free purchases of merchandise for the organization.

An exemption certificate must be given to the vendor when an authorized employee of an exempt organization makes a cash purchase of merchandise for the organization. A purchase voucher issued by a State college or university is, by policy, sufficient proof that the institution is an exempt organization.

D. Employees Not Exempt - An employee of a college or university cannot claim an exemption from the sales tax when purchasing items of a personal nature even though the employee receives an allowance or reimbursement from the institution.

E. Cafeteria/Bookstore - A State college or university that operates a cafeteria or bookstore is not required to have a sales tax permit but must collect sales tax on taxable sales and deposit the tax collected in accordance with the Comptroller's Accounting Policy Statement No. 12. Other exempt organizations that make taxable sales must obtain a sales tax permit and remit the tax to the Comptroller. Sales tax is due on the sale of food products, including soft drinks and candy, in a dormitory.

F. Student Organizations - A school-sponsored student organization such as a football or basketball team may issue an exemption certificate in lieu of sales tax on the cost of meals served by a restaurant when the organization is traveling at the expense of the college or university.

G. Hotel Occupancy Tax - A person traveling on official business for an exempt organization must pay sales tax on taxable purchases. Employees are exempt from paying the Hotel Occupancy Tax when traveling on official State business within Texas. A completed Hotel Occupancy Tax Exemption Certificate is required.
I. PURPOSE

The purpose of this statement is to:

1. establish procedures for all fund-raising for Sul Ross State University;
2. establish guidelines/procedures for cultivation/solicitation of investor(s)/donor(s);
3. establish guidelines/procedures for the acceptance of gifts, grants, and contracts.

II. FUND-RAISING POLICIES AND PROCEDURES

A. The Office of Advancement and University Relations, the fund-raising arm of Sul Ross State University, is managed by the Associate Vice President for Advancement and University Relations. The Associate Vice President for Advancement is the chief fund-raising officer. The Associate Vice President for Advancement is responsible for the coordination of all fund-raising activities, administration of staff, and management of processes related to the cultivation, solicitation, and proper stewardship of all investor(s)/donor(s) on behalf of Sul Ross State University.

B. Sul Ross State University will involve most members of its internal community in its fund-raising programs. Every initiative to raise funds and to seek investments for an academic or other unit of Sul Ross State University must first be submitted in writing for review and approval by the appropriate department chair, dean/director, and the Advancement Office. Upon the initial review and approval the initiative shall be submitted to the Executive Cabinet for final review and approval.

C. Fund-raising efforts, including cultivation or solicitation and even preliminary discussions by a member of the University community or a unit of the University directed toward a corporation, a foundation, a state or federal agency, or an individual, must be approved by the appropriate department chair, dean/director and the Office for Advancement in order to avoid repeated, simultaneous, or uncoordinated solicitation of the same prospective investor(s)/donor(s). Fund-raising initiatives must identify required University commitments, including matching-fund requirements, office space and/or other facility requirements, existing and additional personnel requirements, and institutionalization requirements. The University’s ability and willingness to meet these requirements must be confirmed by the Executive Cabinet. Coordination and oversight is the primary goal of this policy. Often, no more than one proposal from an institution or organization will be considered by these funding organizations or agencies within the twelve-month funding period.
encompassing their fiscal year, increasing the importance of coordination.

D. Traditional student fund-raising activities, such as car washes, bake sales, auctions etc., conducted by student organizations and clubs recognized by the University are not subject to this policy.

E. The Office of Advancement shall be notified of all gifts received. All checks, along with accompanying documentation, shall be taken to the Office of Advancement for processing. Any special instructions from the investor(s)/donor(s) pertaining to the gift or grant should be emphasized.

Example: Letter stating that donor(s) want the money deposited in the _____ Fund, in memory/honor of _____ and the acknowledgement to be sent to ________ at ______address.

Example: Grant money to be utilized by the ______ Department for ______ purpose intended.

F. Most gifts do not require formal acceptance by a University official. However, most grants and all contracts require acceptance by an authorized University official, usually the President or his/her designee.

G. Gift means a transfer of money, securities, physical or real property carrying with it no rights, privileges, benefits, or advantages from the University for the investor(s)/donor(s). A gift or grant is made for the benefit of the University. It may be assigned to a unit/department of the University normally with the purpose of supporting a particular program or project.

H. Sul Ross State University reserves the right to accept or reject any and all gifts, grants, and contracts.

III. REAL ESTATE GIFTS

A. Sul Ross State University occasionally receives gifts of real property. The acceptance of any gift of real property requires prior approval by the Board of Regents, Texas State University System. In most cases Sul Ross will offer for resale any real property received as gifts, subject to investor(s)/donor(s) instructions. The proceeds will be used for the purpose specified by the donor(s). The following procedure must be met for the acquisition of any interest in real property, in any capacity, prior to acceptance or recording of any documents. The Executive Cabinet will analyze the following, among other things:

1. the University’s need for or future use of the property;
2. the condition of any improvements located on the property;
3. current and potential zoning, land use, and concurrency issues;
4. any cost associated with holding the property for use or resale;
5. availability and value of mineral rights;
6. market condition for resale or the ultimate disposability of the property.

B. Appraisal

1. The IRS requires the investor(s)/donor(s) to obtain an appraisal if the value of the real property is over $5,000 and the investor(s)/donor(s) wishes to claim a charitable contribution for income tax purposes. Appraisals are the responsibility of the investor(s)/donor(s). For proper accounting, marketing, and investor(s)/donor(s) recognition purposes, an appraisal is requested for all real property gifts. In the absence of an appraisal, the real property will initially be recorded at $1.00.

2. Sul Ross State University reserves the right to accept or reject any and all gifts of real property.
A. All departments receiving cash payments for the sale of goods or services provided by the University are required to deposit income weekly with the Cashier. However, when total collections from all sources for any department amount to $50 or more, the money must be deposited no later than the next business day. An Activity Report summarizing all sales transactions must accompany the deposit and be supported by cash register tapes or pre-numbered receipt duplicates.

B. No department, division, or individual staff member is authorized to sign receipts or to receive funds for sale of goods and services in the name of the University without prior approval of the Controller. A list of departments and organizations currently approved to receive funds is listed below. Departments wanting approval to collect cash must submit a written request to the Controller's Office. This request must at a minimum include a description of the safeguards to be used, a justification of the need, and the name of the person who will collect the cash.

C. Departments not using cash registers to record cash sales are required to use pre-numbered sales receipts approved by the Controller's Office and issued through the Cashier's Office. All completed receipts must include the name of the purchaser and an itemization of the sale including description, quantity, unit price, and total. A ball-point pen must be used in completing each receipt. The preparer must sign each receipt, issuing the original to the purchaser and retaining two copies in the receipt book. If a receipt is voided, it must be clearly marked "void" with an explanation of the reason for voiding. The original and both copies must remain in the receipt book. **THE CONTROLLER'S OFFICE WILL NOT RECOGNIZE A VOIED RECEIPT UNLESS THE ORIGINAL COPY IS IN THE BOOK.**

D. All cash collections will be deposited in the Cashier's Office as required in Section 3.07A of the *Administrative Policy Manual*. The Head Cashier and the Cashier are the only employees authorized to process cash deposits from departments and staff. The Cashier will add the cash receipts written and the cash deposited to see that the two are in balance. If the cash and cash receipts are in balance, the Cashier's Office cash receipt will be produced and affixed in the cash sales receipt book showing the department receiving credit for the income, the amount of cash received, date received, beginning and ending receipt numbers covered, and the person depositing the money. The Cashier will retain one set of receipt copies that correspond to the beginning and ending receipt numbers. A new receipt book will not be issued to approved departments unless the old completed book is returned to the Cashier's Office. Receipt books must be safeguarded continuously by the department to whom they are issued.
E. These procedures do not apply to the University Post Office, which will continue to operate under the provisions of the contract with the United States Postal Service.

F. Departments and organizations are approved to receive cash:

**Admissions
**Alumni Affairs
**Advancement Office
**Art
**Archives
***Athletics
**Biology
**Career Service and Testing
**Cashier's Office
**Center for Big Bend Studies
**Development
**Education Department
**Fine Arts and Communication
**Earth and Physical Sciences Department
**Library
**Media Center
**Museum of the Big Bend
**Music Department
**News and Information
**Physical Education Department
**Print Shop
**Program Council
**ANRS Copying
**ANRS Meats Lab
**ANRS Services
**Residential Living
**Small Business Development Center
***Theatre of the Big Bend
**Sul Ross State University - RGC - Del Rio
**Sul Ross State University - RGC - Eagle Pass
**Sul Ross State University - RGC - Uvalde

*Cash Register Tapes
**Pre-Numbered Receipts
***Pre-Numbered Tickets

G. Two-Party Checks

Departments can accept a two-party check as a form of payment if it meets any of the criteria below:
1. The check is payable to a student from a parent.

2. The check is payable to a student from a banking institution.

3. The check is a money order or cashier's check.

4. The check is a state warrant from the State of Texas or an SRSU check.

H. Departments utilizing change funds in their cash-collection procedures will designate one individual as Change Fund Custodian. The custodian will sign a Change Fund Custodian agreement detailing his/her responsibilities. Each custodian will ensure that

1. The fund will only be used to provide change for cash transactions and will not be used to make purchases.

2. Income will be collected and deposited as specified in subsections A-F of this section.

3. Shortages and overages will be promptly reported to the Controller's Office.

4. The fund will be turned in to the Cashier's Office upon separation from duty.

I. Departments approved to maintain a petty cash fund in their operations will designate one individual as Petty Cash Custodian. The custodian will sign a Petty Cash Custodian agreement detailing his/her responsibilities. Each custodian will ensure that

1. Petty cash receipts are to be submitted for reimbursement on a timely basis (at least once a month).

2. He/she will approve the check requests for petty cash reimbursements.

3. He/she will pick up and endorse the reimbursement check.

4. Any cash overages/shortages are to be promptly reported to the Controller's Office.

5. Sales tax is not to be paid with the petty cash. A petty cash fund will not be reimbursed for sales tax.

6. The fund will be turned in to the Cashier's Office upon separation from duty.
J. Each fund mentioned in sections H and I above will be reviewed as to adequacy and purpose at least once a year by departmental supervisory personnel and personnel from the Controller's Office. However, these funds are subject to audit and review at any time.
An employee who believes that a personal problem may be affecting job performance is encouraged to use the Employee Assistance Program (EAP). Sul Ross State University offers short-term counseling and referral services to an employee or an employee's immediate family member (as defined in Sick Leave). Short-term counseling services (when appropriate) are provided at no cost to the employee. Additional costs to the employee may result from referral. Some costs may be covered by the employee's health insurance.

A. An employee wishing to use the EAP may call Counseling Services to schedule an appointment with a professional counselor.

B. The EAP is completely confidential. The only exceptions to the guarantee of confidentiality are cases involving life-threatening situations or legal mandatory reporting requirements (for example, child abuse). Participation in the program is not included in an employee's personnel file, and retaliation as the result of participation in the program is prohibited.

C. Absence for EAP Counseling

The following guidelines apply to an employee attending EAP counseling during work hours:

1. The employee may attend an EAP counseling session without using leave if the employee notifies the supervisor about the EAP session.

2. An employee attending EAP counseling who wishes not to tell the supervisor about the session
   a. may use sick leave for counseling (as if seeing a physician); or
   b. may use annual, compensatory, or overtime leave, or leave without pay for any EAP counseling.
I. General
   A. Sul Ross State University is committed to maintaining healthy and safe campuses in Alpine, Del Rio, Eagle Pass, and Uvalde.
   B. The primary purpose of this policy is to establish guidelines prohibiting smoking and the use of all tobacco products at the Sul Ross State University campuses. Tobacco products include cigarettes, cigars, pipes, smokeless tobacco and all other tobacco products.
   C. The University expects all faculty, staff, students, employees of contractors and subcontractors, and visitors to comply with this policy.

II. Prohibition of the Use of All Tobacco Products
   A. The University prohibits smoking and the use of all tobacco products on all University property including:
      1. All buildings and vehicles owned, leased, or under the supervision of the University;
      2. All outdoor grounds including athletic and recreational fields, and parking lots under the supervision of the University; and
      3. All outdoor stadia and grandstands for athletic and recreational fields.
   B. Artists or actors who participate in authorized performances which require smoking or the use of another tobacco product as part of artistic productions are exempt from this tobacco policy if approved by the Provost and Vice President of Academic and Student Affairs.
   C. Participants in academic research projects involving tobacco products are exempt from this tobacco policy if approved by the Provost and Vice President of Academic and Student Affairs.

III. Compliance
   A. Offenses shall be dealt with through established administrative/disciplinary policies and procedures.
      1. Students who violate this policy will be handled through the disciplinary process set out in the Student Code of Conduct.
2. Employees who violate this policy will be referred to their supervisor and shall be handled through the appropriate employee disciplinary process.

3. Visitors, volunteers, contractors, or other service providers who violate this policy will be asked to leave campus.

IV. Smoking Cessation Resources

A. Faculty, staff and students interested in assistance with smoking cessation may contact the Sul Ross State University Student Health Center at 432-837-8102 for information.

B. Faculty and staff may contact a Human Resources Representative to request information on any employee assistance programs available to university or state employees interested in smoking cessation.

V. Procedures for Dissemination of Tobacco Policy

A. New employees will be made aware of the University's tobacco policy during employee orientation. New Students will be informed of the policy during student orientation.

B. The sponsoring Sul Ross department must both notify and enforce this policy with campus visitors.

C. Contractors should receive notice from the department soliciting/employing them that the Sul Ross campuses are tobacco-free and that their employees must comply with this policy. Contractors, upon receiving this notification, are expected to notify all employees and subcontractors assigned to work at all Sul Ross State University campuses of the Sul Ross Tobacco-Free Policy and enforce compliance.

D. The University will post tobacco-free or no-smoking signs to ensure awareness of the University Tobacco Free Policy at all building and stadia main entrances, in parking areas, and across campus and other University properties.
This Policy/Procedure defines compensation in excess of base salary and sets forth institutional review and approval requirements for such payments to university employees. This policy establishes guidelines consistent with federal and state regulations for the total allowable compensation that can be paid to faculty and staff from university-controlled funds. This policy does not apply to overtime and compensatory time for classified employees. This policy does not apply to longevity or hazardous duty pay for staff employees.

All faculty and staff, regardless of funding source, are accountable for 100 percent of the duties associated with their basic appointment. The primary obligation of university employees is the full and complete execution of all assigned duties and responsibilities. However, in certain situations, compensation in excess of base salary may be permitted for additional duties.

State regulations prohibit the appointment of university employees for more than 100 percent time for services considered to be regularly assigned duties associated with an individual's full-time responsibility.

Employees may be requested to provide consulting, extension, and/or other activities within the university that are considered to be in addition to their regularly assigned duties for which compensation in excess of base salary may be paid. These extra duties are temporary in nature, such as meeting immediate student instructional need when a faculty member leaves on short notice.

Compensation in excess of base salary is a temporary adjustment of total compensation, which must be specified and approved in writing by the appropriate administrative channels, prior to work commencing and is expressly conditioned on availability of funds.

Without exception, all payments to university employees will be made through Human Resources payroll services. Overload, stipend, and one-time payment requests must be submitted and paid before the close of the fiscal year in which the services were performed. Payments for additional compensation using grant funds must be requested and approved within the appropriate grant funding period.

**Definitions**

a. **Base Period**

The base salary period for staff is the university's fiscal year (September 1 through
August 31). The base salary period for a full-time faculty appointment is the academic year (September 1 through May 31). Summer months and periods of time during the academic year when the university is not in session, e.g., holidays, semester breaks, are not included in the base period. However, the university may employ faculty members during the summer months for specific teaching, research, or sponsored agreement assignments.

b. Base Salary

Institutional base salary refers to academic year faculty appointments (usually nine months). Compensation to faculty for summer assignments is paid according to a standard per course, flat rate of pay.

c. Compensated Effort

Compensated effort is defined as all university-related activities included in the institutional base salary, regardless of whether the activity takes place inside or outside of normal business hours. For higher education faculty, compensated effort includes teaching, research, and service which is consistent with the SRSU Faculty Handbook, 2.07 Faculty Workload Policy.

Activities which may qualify for additional compensation

The activities listed below are considered additional responsibilities for which an employee may receive additional compensation:

a. special projects assigned by approved university administrators that are in addition to an employee's normal responsibilities;

b. intra-university consulting or other special services conducted for a university department or area other than the employee's department;

c. services beyond normal duties of the position held which cannot be reimbursed by compensatory (comp) time, including incidental work on research and sponsored programs;

d. increases in teaching load (overload) approved by the provost/vice president for academic and student affairs; and

e. duties that are not considered in the base salary.

Additionally, the university may employ faculty members during the summer months for
specific teaching, research, or sponsored agreement assignments for which they are paid a salary.

Any individual who is dually employed with the university and with another state or federal agency must obtain prior written approval from the president before entering into any activity for which compensation in excess of base salary is to be requested or paid. See TSUS Rules and Regulations, Chapter V. Outside Employment (4.83 and 5.4)

**Forms of Additional Compensation**

Additional compensation is a payment in addition to the base salary for work performed that is (a) in addition to the employee's regularly assigned duties; and (b) outside the employee's home department or involves a separate/remote operation. Additional compensation is not included in institutional base salary.

There are three forms of additional compensation in excess of base salary: (1) Overloads; (2) Stipends and (3) One-time payments

1. **Overload:**

   "Overload" means a payment for an academic function that exceeds normal teaching loads (SRSU Faculty Handbook, 2.07 Faculty Workload Policy) or regular staff assignments. Overload is a temporary augment to salary.
   
a. Overloads appear on the regular monthly payroll check and are included in all benefit calculations.
   
b. Overloads are requested on the Temporary Employment Form (TEF).

2. **Stipends:**

   "Stipend" is a payment in addition to the base appointment salary for additional duties. A stipend does not increase the base appointment salary. Stipends are requested on the Temporary Employment Form (TEF).

3. **One-time payment**

   “One-time payment” means a lump-sum payment in addition to the base appointment salary that provides recognition or incentives to employees as established in university policy, such as an award for outstanding teaching or service.
Requests for additional compensation in excess of base salary: (1) must be submitted in writing to the appropriate vice president; and (2) in advance, before work is started, on the Temporary Employment Form (TEF). Consequences for late submission of forms may result in a delayed or denied payment to the employee.

A description of the extra work and documentation of the additional compensation shall be maintained by the department chair, division director or other primary administrator who initiated the request for additional compensation.

Department chairs, division directors and deans shall carefully analyze the total professional commitments, including outside consulting, of the employee requesting additional compensation. Additional compensation should be approved only if the employee's and the department's general functions will not be adversely affected.

If allowed by a sponsor, additional compensation may be paid from grant, contract, or other sponsored agreement funds; however, all such requests for additional compensation must be provided for in the agreement or approved in writing by the sponsoring agency prior to the commencement of work.

Examples of additional compensation may include: interdepartmental consulting, or work involving a separate or remote operation, or short-term, incidental work on grants, contracts, or other sponsored agreements; and the work performed is in addition to the regular departmental load.

At no time can the rate of pay for additional compensation exceed the employee's normal rate of pay.

Authoritative Reference:

1. Purpose and Scope

1.1 The purpose of this policy is to provide information and guidelines related to reimbursement of household moving expenses incurred due to relocation of employees in authorized positions of employment with Sul Ross State University. These guidelines have been established to ensure the appropriate procedures are established and followed.

2. Definitions

2.1 “Moving Expense” is the cost documented by receipts associated with relocation of the household of an employee to a new location required by employment with the University.

2.2 “Relocation” means a physical move of household goods from one city to another city required as a condition of employment with the University due to initial employment or subsequent change of duty assignment.

2.3 “Authorized Positions” include Executive and Dean positions as approved by the President, Faculty positions as approved by the Provost, Administrative department head, Senior management and Librarian positions as approved by a Vice President.

3. Procedures for Approval, Limitations and Reimbursement

3.1 Approval for reimbursement of household moving expenses for up to a set amount must be established in writing before the relocation takes place.

3.2 Executive and Dean positions are eligible for reasonable reimbursement of up to a preapproved amount as established and approved by the President to be paid from the President’s accounts.

3.3 Faculty positions are eligible for up to $1,000 reimbursement as approved by the Provost to be paid from the Provost’s accounts.

3.4 Payment of moving and relocation expenses may be paid from the following funding sources:
a. Designated funds,
b. Auxiliary funds,
c. Restricted gift funds, when their use is authorized by or consistent with donor or grantor intent, or
d. Sponsored project accounts, provided approval is obtained from the Office of Sponsored Programs.

3.5 State appropriated funds may not be used for payment of moving and relocation expenses.
3.6 Administrative department head, senior management and Librarian positions are eligible for up to $1,000 reimbursement to be paid fifty percent from department funds and fifty percent from the President’s or Vice President’s accounts.

3.7 Receipts for actual moving expenses paid by the employee shall be submitted by the Approving Department to the Purchasing Department through a Requisition for payment of reimbursement to the employee. Payment will be for the lesser amount of the actual receipts or the preapproved reimbursement amount.

3.8 Reimbursement for moving expenses shall be reported to the Internal Revenue Service by the Accounting Department as required by federal tax law. Any tax consequences are the sole responsibility of the individual receiving the reimbursement payment.