

Texas A&M University
FACULTY HANDBOOK
2022-2023



TEXAS A&M UNIVERSITY
Faculty Affairs

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About Texas A&M University

The Texas A&M University System

The mission of The Texas A&M University System is to provide education, conduct research, commercialize technology, offer training and deliver services for the people of Texas and beyond through its universities and state agencies.

The Texas A&M System is made up of 11 universities with Texas A&M University in College Station serving as the flagship campus of the system and the main campus for the branch campuses at Galveston, Texas, McAllen, and Doha, Qatar.

The other 10 system universities are:

- Prairie View A&M University
- Tarleton State University (Stephenville)
- Texas A&M International University (Laredo)
- Texas A&M University-Corpus Christi
- Texas A&M University-Kingsville
- West Texas A&M University (Canyon)
- Texas A&M University-Commerce
- Texas A&M University-Texarkana
- Texas A&M University-Central Texas (Killeen)
- Texas A&M University-San Antonio

The Texas A&M System also includes seven state agencies:

- Texas A&M AgriLife Research
- Texas A&M Engineering Experiment Station
- Texas A&M Forest Service
- Texas A&M AgriLife Extension Service
- Texas A&M Engineering Extension Service
- Texas A&M Veterinary Medical Diagnostic Laboratory
- Texas A&M Transportation Institute

A Brief History of Texas A&M University

Established in 1876 as the Agricultural and Mechanical College of Texas (the name was changed to Texas A&M University in 1963), Texas A&M now holds land-grant, sea-grant and space-grant designations. The original land-grant designation included a mandatory military component; A&M was an all-male military institution with mandatory enrollment in the Corps of Cadets until 1965 when military training and Corps participation became optional. In 1963, women were officially admitted on a limited basis, and in 1971 were admitted on an equal-status basis with men.

Texas A&M is one of the top-funded research universities in the United States. Main-campus enrollment in spring 2020 was over 59,000 students.

Governance and Administration

Governance of Texas A&M University resides with the Board of Regents, the chancellor, the president and designated officers. The Board of Regents is the governing body for the Texas A&M System. The chancellor oversees the entire A&M System, reviews guidelines and makes recommendations to the Board of Regents. The board delegates operational control of Texas A&M University to the president, who follows board policies and procedures. In turn, the president delegates certain authority to other officers of the university.

The Faculty Senate is an elected body of faculty members that reports to and advises the president of Texas A&M. The Senate plays an influential role in its governance by recommending policy, providing advice, facilitating discussion and disseminating information to the academic community. The Faculty Senate holds general elections in the spring semester of each academic year, at which time nomination information is distributed to all faculty members. Individuals must be at the rank of lecturer or above to qualify for nomination. For more information visit the Faculty Senate website (faculty senate.tamu.edu).

Academic Units

The faculty of Texas A&M University work in one of 20 units that include 17 academic colleges and schools and the university libraries (each of which is headed by a dean), and two branch campuses at Galveston and Qatar:

- College of Agriculture and Life Sciences
- College of Architecture
- Mays Business School
- College of Dentistry
- College of Education & Human Development
- College of Engineering
- College of Geosciences
- George Bush School of Government and Public Service
- School of Innovation
- School of Law
- College of Liberal Arts
- College of Medicine
- College of Nursing
- Irma Lerma Rangel College of Pharmacy
- School of Public Health
- College of Science
- College of Veterinary Medicine & Biomedical Sciences
- Texas A&M University Libraries
- Texas A&M University at Galveston
- Texas A&M University at Qatar

For links to all the colleges and departments at Texas A&M, go to tamu.edu/about/departments.html.

Faculty Responsibilities

Statement on Academic Freedom

Taken from University Rule 12.01.99.M2 "Statement on Academic Freedom, Responsibility, Tenure and Promo-

tion”:

“...it is essential that faculty members be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant. Each faculty member must be free from the corrosive fear that others inside or outside the University community, because their views may differ, may threaten his or her professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject being taught. Within the bounds of professional behavior, faculty members also have full freedom to express disagreement with other members of the university community. Although a faculty member observes the regulations of the institution, he or she maintains the right to criticize and seek revision. Faculty members also are citizens of the nation, state, and community; therefore, when speaking, writing, or acting outside the classroom, they must be free from institutional censorship or discipline. On such occasions faculty members should make it clear that they are not speaking for the institution.”

Appointment and Advancement

All faculty members receive an appointment letter that contains the initial terms and conditions of employment. If the appointment is tenure-accruing, the letter also indicates the length of the probationary period. The probationary period does not constitute the term of the initial appointment. All appointments during the probationary period are for a fixed term of one year or less, subject to renewal or non-renewal each year of the probationary period.

Annual Review

An annual review will be conducted in a timely fashion for all faculty members regardless of rank. The purpose of the annual review is to evaluate performance and provide feedback, as well as to increase transparency and facilitate understanding between administrators and faculty with regard to expectations and accomplishments.

The focus of the annual review process will be on performance, but the nature and purpose of the review will likely vary as a function of the faculty title and rank. For academic professional track faculty, the annual review will focus on performance and potential for continued appointment, with performance being evaluated in alignment with what is stated in the faculty member’s appointment or reappointment letter. Annual reviews also serve as the basis for merit-raise decisions.

For tenure-track faculty, the annual review will focus on progress in a long-term scholarly career, with the review taking into consideration the different expectations and markers for success for the particular stages in their careers. For non-tenured, tenure-track faculty, as well as associate professors with tenure, the annual review must also provide feedback regarding progress toward tenure

and/or promotion. For full and distinguished professors, the annual review must include an indication of the extent to which performance continues to meet the achievement expectations for rank. The department head will provide the faculty member with a written annual review. A conference between the faculty member and the department head can be requested by either the department head or the faculty member.

For more information about the annual review or mid-term review process, refer to University Rule 12.01.99.M2 “University Statement on Academic Freedom, Responsibility, Tenure, and Promotion,” section 2.5 (rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf). In addition, the Faculty Affairs office posts university, college and department guidelines for annual and mid-term review at facultyaffairs.tamu.edu/Faculty-Resources/Promotion-and-Tenure.

Tenure and Promotion

Tenure is based on the need to protect academic freedom and is irrevocable except as specified in University Rule 12.01.99.M2 “University Statement on Academic Freedom, Responsibility, Tenure, and Promotion” (rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf).

If a faculty member’s appointment is tenure-accruing, the appointment letter will indicate the length of probation and state whether any credit toward tenure and promotion is recognized for appropriate service at other institutions. Faculty members are given a probationary period of up to seven years and will undergo a mid-term review about two years before their scheduled mandatory review year. The mandatory review occurs during the penultimate year of the probationary period regardless of the length of the probationary period. This would normally be during the sixth year of a seven year probationary period.

The three categories of performance that are examined for tenure and promotion are:

- Teaching: In addition to regular classroom and laboratory instruction, teaching evaluations may consider the development of new courses, labs and teaching methods, publication of instructional materials, supervision of graduate students and other didactic, student-oriented scholarly activities.
- Research/Creative Activities/Scholarship: Includes achievements in the creation and dissemination (publication) of new knowledge, or other creative activities or products resulting from creative activities.
- Service: Includes service given to the institution, (students, colleagues, the department, the college and the university) and the profession, as well as engagement with the community in the role of officer of the university.

Further details on the tenure and promotion process can be found in department and/or college guidelines, and by referencing the “Tenure and Promotion Package

signed by your department head. Once you have this form, you may take it along with government photo identification to the Aggie Card Office in the General Services Complex to have your photograph taken and your ID made. Please be prepared to pay a fee if the department has not supplied an account number for billing on the form. Tip: A faculty ID can also be used for discounts on certain purchases including select insurance companies, cell phone plan carriers and other retailers.

Post-Tenure Review

The rigor of the hiring and review process, the demands of quality teaching and student advising, the necessity and value of research and other creative endeavors, and the obligations of service to the public are clearly understood within the university community. The annual post-tenure performance review of a faculty member provides a mechanism to measure the productivity of the individual and should be designed to encourage a high level of sustained performance. Post-tenure evaluations should be based on the professional responsibilities of the faculty member in teaching, research, scholarship, or creative work, service, and other assigned responsibilities, and must include peer review of the faculty member. For more information, see University SAP 12.06.99.M0.01 "Post-Tenure Review" (rules-saps.tamu.edu/PDFs/12.06.99.M0.01.pdf).

New Faculty Information

Required Training for Employees

In accordance with Texas A&M System Regulation 33.05.02 "Required Employee Training" (policies.tamus.edu/33-05-02.Pdf), all Texas A&M employees (faculty, staff, and student workers) are required to take the following courses within 30 days of hire and subsequent time intervals thereafter:

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/Equal Employment Opportunities
- Ethics
- Reporting Fraud, Waste and Abuse
- Information Security Awareness

Visit OrgDev.tamu.edu > click the Online Courses icon > click the Required Courses tab for more information.

Faculty/Staff ID

All Texas A&M employees are required to have a valid university identification card. This card not only indicates that you are a member of the faculty, but can also be used as a general ID on campus, for example, when checking out library materials. To obtain an ID card, see the administrative contact person in your department who can provide you with a Faculty/Staff ID Form signed by your department head. Once you have this form, you may take it along with government photo identification to the Aggie Card Office in the General Services Complex to have your photograph taken and your ID made. Please be prepared to pay a fee if the department has not supplied

an account number for billing on the form. Tip: A faculty ID can also be used for discounts on certain purchases including select insurance companies, cell phone plan carriers and other retailers.

New Faculty Orientation

Before the start of each fall semester, the Faculty Affairs office hosts a New Faculty Orientation with informational sessions and welcome events for new faculty. These sessions provide information about tenure and promotion, research support, mentoring, graduate education, the Texas A&M culture, traditions, faculty support organizations and effective classroom management. For more information, contact the Faculty Affairs office at (979) 845-4274 or go to the website (facultyaffairs.tamu.edu).

Universal Identification Numbers

Universal Identification Numbers (UIN) are assigned to every student and employee, and are used on official forms and documents (including the ID card) instead of a social security number. Your UIN will appear on any documentation you receive from Payroll Services. Among other things, the UIN is used to log into Single Sign-On to access HR Connect and LeaveTraQ (used by employees to track and request vacation or sick leave hours).

More information can be found at the Single Sign-On website (sso.tamus.edu). If you do not know your UIN, contact your departmental HR Liaison. Each student's UIN will appear on official class rosters; however, UINs should never be used as a means to post grades publicly.

Human Resources and Organizational Effectiveness

To locate a service or to obtain contact information, please visit Human Resources' main website (employees.tamu.edu).

Benefits

Employees who are budgeted for 50 percent effort for at least 4 ½ consecutive months are eligible, along with their eligible dependents, to participate in the group benefits program of The Texas A&M University System. New employees are eligible to begin receiving a monthly employer contribution toward their insurance premiums the first of the month after the 60th day of employment. The amount of the employer contribution is determined by the funding and percent effort for the position along with the level of coverage selected.

New benefits-eligible employees are also automatically enrolled in the Teacher Retirement System of Texas (TRS) on the first day of work. If an employee is in a position eligible for the Optional Retirement Program (ORP), the employee may make a one-time irrevocable election within 90 days of eligibility to enroll in the ORP instead of TRS. Each employee is granted only one 90-day period to elect ORP during their entire career in Texas public higher education. Therefore, an employee who has participated in ORP through previous employment with a Texas state

institution of higher education must continue participating in ORP and an employee electing to remain in TRS when initially offered ORP eligibility must remain with TRS. Additional detailed information will be provided to employees eligible to participate in ORP.

In addition to participation in the mandated retirement program, employees have the opportunity to increase retirement savings by participating in voluntary retirement programs offered through a Tax Deferred Account (403b) and a Deferred Compensation Plan (457 plan).

For more information regarding the insurance plans, premiums and retirement programs, go to the [Human Resources and Organizational Effectiveness website](#) and click on "Benefits."

Employee and Leadership Development

HROE's Organization Development department offers employees (faculty and staff) a variety of employee and leadership development programs and services, as well as organization development and strategic change services to help improve individual and organizational competency and performance. More information about what we do, our delivery schedule, and specific programs can be found on our webpage [OrgDev.tamu.edu](#).

Employee Assistance Program

Texas A&M System Benefits Administration has entered into an agreement with Work/Life Solutions Program by GuidanceResources® to extend services to all A&M System members including Texas A&M University flagship campus employees. Employees can visit <https://employees.tamu.edu/eap/> to view resources available.

Holidays

Texas A&M University observes the number of holidays as allowed by the state legislature; generally 12 to 15 holidays each fiscal year. The University holiday schedule is recommended by the Chancellor and approved by the Board of Regents. The following holidays are typically observed at Texas A&M:

- Thanksgiving
- Winter Break
- Martin Luther King Jr. Day
- Spring Break
- Memorial Day
- Independence Day

Factors considered when holidays are set include: the academic calendar (when classes start and end each semester and the minimum number of class days), what day of the week some traditional, moving holidays fall (such as July 4th and Martin Luther King Jr. Day). The holiday schedule for the upcoming fiscal year is generally finalized in July and available on the Human Resources website: ([employees.tamu.edu/benefits/leave/holidays](#))

HRConnect

HRConnect is a legacy system that houses historical (prior to December 2017) employee payroll and insurance documents such as pay stubs, W-2 records, beneficiary designations, etc. Employees can upload current benefit/insurance documents in HRConnect.

Workday

Workday is the human resource and payroll application used by the A&M System. HR, payroll and benefits information for system employees and retirees can be found on Workday, available through the Single Sign On (SSO) menu. The following items can be managed through Workday:

- View and Print Pay Stubs
- Update Banking Preferences
- Updated W-2 Information
- Review your Benefits Summary and Costs
- Update personal information (mailing address, telephone and email address)
- Update insurance beneficiaries

The login screen for Workday can be accessed through the Single Sign-On (SSO) site ([sso.tamu.edu](#)). You will need your Universal Identification Number (UIN) to log in.

Sick Leave

A faculty member who is budgeted for 50 percent or more time for at least 4 ½ months is eligible to accrue and use sick leave. A faculty member may accrue and use sick leave as per System Regulation 31.03.02 "Sick Leave" ([policies.tamu.edu/31-03-02.pdf](#)).

Vacation

Faculty members at academic institutions are typically appointed on less than a 12-month basis. A faculty member with less than a 12-month appointment does not accrue vacation, but may take off during university holidays and student recesses. A faculty member may also be employed for additional months during the summer to teach or do research, but is still considered to have less than a 12-month appointment, unless official action is taken to change the appointment to a 12-month basis and to start to accrue vacation.

Any faculty member with a less than 12-month appointment may take time off during scheduled university holidays or on days when no classes are meeting at the university (including reading days, spring break and inter-semester days when the university is open but classes do not meet), without an obligation to request or report the leave. Faculty members eligible to accrue vacation leave are required to request approval to utilize accrued vacation leave whenever the vacation days requested occur during days when the university is open for normal business. See System Regulation 31.03.01

"Vacation" (policies.tamus.edu/31-03-01.pdf) .

For more information contact:

Human Resources and Organizational Effectiveness
General Services Complex 1201
(979) 845-4141 • hr-feedback@tamu.edu
employees.tamu.edu

Faculty Affairs
YMCA 108 • 1126 TAMU
(979) 845-4274 • facultyaffairs.tamu.edu

Classroom & Syllabus Requirements

Office Hours

A faculty member is expected to be available to students outside of class for consultations on course work, the student's progress in the course and to answer questions. Office hours should be posted online. Each faculty member should be available at a central location on campus (such as a departmental office or the library) during those posted times. Office hours occur during normal business hours (8 a.m. to 5 p.m., Monday– Friday). Your department will advise you on the minimum number of office hours that you should hold, as well as any other guidelines related to consultations with students outside of class.

Syllabus Requirements

It is the responsibility of the faculty member teaching a course to distribute to students, at the beginning of each semester, the course syllabus and requirements.

The syllabus must be posted online in the Howdy portal. A list of the minimum requirements to be included on any course syllabus can be found at (registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Approvals/Course-Inventory-Approvals#1-MinimumSyllabusRequirements).

In addition to the minimum requirements, you may provide additional information on your syllabus, including your policies on attendance, etc. However, no statement on a syllabus may contradict university rules regarding attendance, approved absence, etc. For more information please refer to the student rules regarding academics (student-rules.tamu.edu). The Center for Teaching Excellence also offers assistance with syllabus preparation (cte.tamu.edu).

Online Syllabus & Curriculum Vitae

TTEC 51.974 requires the university to provide the following information online for undergraduate courses within a week of the first class day of the fall semester:

- 1) curriculum vitae (CV) for each instructor of record; and
- 2) a syllabus for each class. The bill also requires departmental budget information (which is provided by FAMIS) and student evaluations of the instructor.

For more information, go to eis.tamu.edu/Howdy/HB-

[2504.](#)

Textbooks and Course Materials

Texas A&M is committed to assisting students in making informed course registration decisions by sharing the "required and recommended" course materials for all courses in advance of each term. This not only enables students to make sound registration decisions and assists in their personal financial planning, but also maintains Texas A&M's compliance with state and federal regulations regarding posting of information on required and recommended course materials.

Each department has a bookstore liaison that assists faculty in sharing the adopted course materials listing with the campus bookstore, which facilitates the posting of information.

Students are not required to purchase from the campus bookstore, and faculty are encouraged not to limit student choice through preferential vendor of course materials. Departments purchasing course materials on student's behalf utilize the contractual arrangement with the campus bookstore.

Academic Calendar

The academic calendar for the current and upcoming semesters is available on the Registrar's website (registrar.tamu.edu/Catalogs,-Policies-Procdures/Academic-Calendar). This calendar will help with the scheduling of assignments and exams for each course. The calendar shows the dates when the term begins and ends, the mid-term date, the last day for Q-drops, scheduled "reading days" (study days when no classes are held), "redefined days" (students attend their class on a different day of the week than usually held) and official holidays.

Dates for final examinations are predetermined before the start of each semester. Refer to the Registrar's website to view the final exam policies and the schedule (registrar.tamu.edu/Courses,-Registration,-Scheduling/Final-Examination-Schedules).

Class Meetings

Instructors are expected to hold class each week of the semester for the specified number of days/periods designated in the official schedule. Class meetings should be held at the time and place designated on the official schedule unless a change has been approved by the Office of the Registrar (registrar.tamu.edu). Requests for changes can be made through your department. See the "Academic Calendar" section for an explanation of how reading days and redefined days affect class meetings.

Days of Religious Observance

To ensure compliance with Texas House Bill 256, every year the Vice Provost issues a memo to all faculty reminding them of the requirement to excuse students from class for the observance of a religious holy day and with a link to a list of religious holy days for the upcoming aca-

demical year. Please review these dates as you may have students who will be absent. The list is not meant to be exhaustive and is based upon the following criteria:

- The date of observation occurs on or includes a weekday;
- The religious holy day is a day of obligation, generally requiring followers of the faith to miss class/work;
- The date of observation occurs on, or includes, a weekday on a day when students are normally expected to attend classes (please note that religious holy days that occur only on a Saturday and/or Sunday, on reading days, during semester breaks or on previously scheduled state holidays and Texas A&M breaks are not included in the list).

Faculty may receive requests and grant excused-absence requests for religious holy days. The Faculty Affairs and Associate Provost can help faculty in assessing the legitimacy of such requests. In addition, faculty should take particular care when scheduling class-related events outside regular class days, as there are religious holy days that conflict with these activities. Please note that appropriate pre-approval is required for scheduling events outside the official calendar.

Students are not required to notify you prior to the day of the absence. Please work fairly with students who request religious holy day accommodations and give every indication that Texas A&M recognizes and respects the importance of religious holy day observances. For extended lists of religious holy days visit the Interfaith Calendar website (www.interfaith-calendar.org).

If you have questions or need further information about religious holy day accommodations please contact the Faculty Affairs office.

Off-Campus Class Field Trips

As a faculty member or instructor, you may decide to take your class on a field trip in order to “expand student understanding and/ or application of educational concepts and knowledge” (rules-saps.tamu.edu/PDFs/26.01.01.M0.01.pdf). It is at the discretion of the instructor whether the trip is required. You must obtain written approval in advance from the department head before planning an off-campus field trip, whether required or optional. If a trip requires a fee from students, the fee must also be approved before the start of the semester when the trip will occur. (If the field trip is optional, the fee may be approved shortly after the start of the semester).

The approval form may be obtained online from the university’s Standard Administrative Procedure 26.01.01.M0.01 “Procedures for Field Trip Fee Approval and Collection,” section 1.2 (rules-saps.tamu.edu/PDFs/26.01.01.M0.01.pdf).

Additionally, pursuant to University Rule 13.04.99.M1 “Student Travel” (rules-saps.tamu.edu/PDFs/13.04.99).

[M1.pdf](#)), a faculty member or a department representative must provide notification of the field trip to the Critical Incident Response Team (CIRT) within the Division of Student Affairs. To set up a field trip, go to Student Activities’ website at (stuactionline.tamu.edu/app/form_travel/index).

Aggie Honor System Office

The Aggie Honor System Office (AHSO) supports the mission of the university by working in collaboration with faculty and students to ensure that Texas A&M continues to uphold high standards of academic integrity. Faculty members are responsible for addressing matters of academic integrity with their classes and in their syllabi to let students know that integrity is important at Texas A&M.

If a faculty member or instructor suspects a case of academic misconduct, it must be reported to the AHSO. The faculty member may decide to handle the case themselves (autonomously) and assign an appropriate sanction to the student or refer the situation to the Honor Council.

Even if the faculty member addresses the issue directly, it should still be reported to the Aggie Honor System Office for documentation in the student’s record. For further information on the Aggie Honor System Office or how to report a violation, please see the AHSO website (aggie-honor.tamu.edu).

Questions may be directed to:

Aggie Honor System Office
Rudder Tower 607 • 1132 TAMU
(979) 458-3378 • aggiehonor@tamu.edu

Faculty Members as Academic Advisors

Academic advising provides a direct link between the curriculum and the student, and serves to ensure that the student’s passage through academic requirements is planned and purposeful. Some departments include academic advising among the duties of faculty members, some may be staffed with full-time professional academic advisors, some may have graduate assistant advisors, and some use a combination of these options.

Regardless of the department’s formal advising structure, individual faculty members are often consulted by students looking for advice and assistance in meeting degree requirements, choosing internships and making course selections. Knowledge of the requirements for the degrees in one’s home department, along with the academic advising services available to students, is critical. Faculty with regular advising responsibilities should refer to the Advisor tab on the Howdy web portal.

Texas A&M offers a number of resources for academic advisors at the department, college and university levels. Faculty members are welcome to avail themselves of these resources, regardless of their current involvement in academic advising. The Office for Student Success (studentsuccess.tamu.edu) provides resources and profes-

sional development for academic advisors.

University Advisors and Counselors (UAC) (uac.tamu.edu) is a professional organization that provides support for academic advisors and counselors and serves as a liaison with the National Academic Advising Association (NACADA) and NACADA Region VII.

Faculty advisors should utilize the various programs offered through the Office for Student Success and through UAC to help enhance their advising knowledge and promote student success. The list below provides some insight into possible interest:

New Advisor Orientation: This orientation introduces new academic advisors to advising resources and important contacts. It is offered 3-4 times a year, as needed. New faculty advisors should contact their UAC College Representative or their college's Advising Administrator for more information.

Academic Advisor Handbook: The handbook, created by UAC, is a good resource for advisors and covers general information about advising and specific information about advising processes at Texas A&M University. The handbook can be downloaded from UAC Website, under the "Advising" tab.

UAC Bull: A listserv, shortened from "UAC-Bulletin," moderated by University Advisors and Counselors. UAC Bull is a common forum for communicating university information to academic advisors, announcing professional development opportunities and seeking input on proposed academic policies.

Advisor Briefing Day (ABD): Held early in the academic year, ABD updates academic advisors on new university academic policies and student programs and services.

Symposium: This full-day program, UAC's Symposium focuses on professional development, new program updates and issues affecting academic advising.

Monthly Programs: The Office for Student Success and UAC offers monthly professional development programs designed to provide increased awareness of university academic policies, student programs and services, and academic advising issues.

Guthrie and Peters Awards for Academic Advising: These annual awards, Ed Guthrie Advising Award and Margaret Annette Peters Advising Award, recognize faculty and staff members who show concern for student welfare, compassion and care for students, and skillful and insightful advising. These awards are presented in May.

UAC Advising Awards: UAC presents a number of awards for outstanding advising, outstanding advising team, and new advisors. More information can be found on the UAC website (uac.tamu.edu/Awards).

President's Award for Academic Advising: Undergraduate Studies coordinates a university-wide award for academic advising. Information is available at studentsuccess.tamu.edu.

[edu/Academic-Advising/For-Advisors/Advising-Awards-Recognition](http://uac.tamu.edu/Academic-Advising/For-Advisors/Advising-Awards-Recognition).

More information on these and other programs, along with instructions on joining the listserv, is available at uac.tamu.edu. We also suggest joining the National Academic Advising Association (NACADA) as a faculty advisor: nacada.ksu.edu/Community/Advising-Communities/Faculty-Advising.aspx. For more information on academic advising resources contact:

Office for Student Success
Hotard Hall 2nd Floor • 1164 TAMU
(979) 429 - 3662 • advising@tamu.edu
studentsuccess@tamu.edu

Ethics Policy

The Texas A&M University System Board of Regents sets certain ethical principles and standards for all employees of Texas A&M University (regardless of rank or position). For a full description of the Texas A&M System ethics principles and code of ethical conduct, please reference System Policy 07.01 "Ethics" (policies.tamus.edu/07-01.pdf).

There are several System ethic policies and regulations that address the following topics:

- Principles of Ethical Conduct
- Conflicts of Interest
- System Property and Services
- Benefits, Gifts and Honoraria
- Holding Dual Offices
- Public Officials and Political Activities
- Travel
- Employment

Below is a brief explanation of some of the components of the ethics policy. These are not comprehensive, and are only meant to provide a general overview of the policy. They should not be considered a substitute for official policy.

Principles of Ethical Conduct

System employees shall conduct themselves in a manner that strengthens the public's trust and confidence by adhering to the principles of ethical conduct. These principles are the basis of all of the ethical policies related to Texas A&M System employment. A Texas A&M System employee must avoid any appearance that they are violating the ethical standards set forth by the System. For example, one may not use his or her position in a public office (Texas A&M) for private gain; one cannot use information in the course of employment to further personal financial gain; and one must be honest and forthright in the performance of duties. See System Policy 07.01 "Eth-

ics" (policies.tamus.edu/07-01.pdf).

Conflicts of Interest

Members of the faculty are required to disclose any involvement that might constitute a conflict of interest. A conflict of interest is any situation in which you have significant financial or other personal considerations that may compromise (or have the appearance of compromising) your professional judgment in teaching or otherwise performing university obligations. In addition, any A&M System employee who has supervision of, or input with regard to the investment of funds under control of the A&M System must file an Annual Financial Disclosure Report. See System Policy 07.03 "Conflicts of Interest, Dual Office Holding and Political Activities" (policies.tamus.edu/07-03.pdf).

System Property and Services

Employees of the A&M System may not abuse their official capacity for gain or with intent to harm, and they may not misuse official information, state equipment or vehicles. It is acceptable to use your office equipment for incidental purposes that are not for personal gain, such as using the telephone to make local calls unrelated to Texas A&M business. An employee may not, however, use Texas A&M resources (phone, computer, copy machines, email, etc.) to perform work for or advertise for another business or entity. See System Policy 33.04 "Use of System Resources" (policies.tamus.edu/33-04.pdf) and University Rule 29.01.03.M3 "Incidental computer Use" (<https://rules-saps.tamu.edu/PDFs/29.01.03.M3.pdf>).

Benefits, Gifts and Honoraria

State law prohibits state employees from soliciting or accepting any benefit in exchange for an official action. In addition, state employees may not accept any gift or benefit in exchange for his or her opinion, recommendation, vote, etc. The statutory definition of a benefit is "anything reasonably regarded as pecuniary gain or pecuniary advantage." A state employee may not accept cash or negotiable instruments of any amount.

Employees may accept the following:

- Gifts or other benefits conferred on account of kinship or a personal, professional or business relationship independent of the employee's status as an employee
- A fee prescribed by law to be received by the employee or any other benefit to which the employee is lawfully entitled or for which the employee gives legitimate consideration in a capacity other than as an employee
- A gift, award or memento that is received from a lobbyist who is required to make reports under Chapter 305 of the Government Code
- Items having a value of less than \$50, not including cash or negotiable instruments

- Plaques and similar recognition awards, including achievement and recognition awards from the A&M System.
- Employees must disclose any benefit received in the course of official business having a value of more than \$250.

Faculty may not solicit, accept or agree to accept an honorarium in consideration for services they would not have been asked to provide but for their official position or duties. This prohibition includes a request for or acceptance of a payment made to a third party if made in exchange for such services. Faculty may accept the direct provision of or the reimbursement for expenses for transportation and lodging incurred in connection with a speaking engagement at a conference or similar event.

Meals provided as part of the event or reimbursement for actual expenses for meals may also be accepted. Participation by the faculty member in the event must be more than merely perfunctory. See System Policy 07.04 "Benefits, Gifts and Honoraria" (<https://policies.tamus.edu/07-04.pdf>).

Dual-Office Holding

Texas A&M employees may hold non-elective offices that benefit the State of Texas and are not in conflict with Texas A&M employment, provided the member of faculty has received approval from the appropriate administrator. (Ask your department head for assistance to identify the "appropriate administrator.") Certain positions of employment with other government agencies are permitted. See System Policy 07.03 "Conflicts of Interest, Dual Office Holding and Political Activities" (policies.tamus.edu/07-03.pdf).

Public Officials and Political Activities

Policies concerning public officials and political activities are found in System Policy 07.03.01 "Political Campaign Events on Property Under the Control of The Texas A&M University System" (policies.tamus.edu/07-03-01.pdf). This policy contains several examples of allowed and disallowed activities for Texas A&M System employees.

Travel

To qualify for a travel reimbursement, a trip must be for state business or official business of the A&M System. Check with your department's business office (or the person who is in charge of travel reimbursements) to find out the requirements and procedures for being reimbursed. Reimbursements cannot be made unless the correct forms have been filled out and the correct procedures followed.

Note: Foreign travel and travel to Washington, D.C. have special requirements. See System Regulation 21.01.03 "Disbursement of Funds" (policies.tamus.edu/21-01-03.pdf) and University Rule 21.01.03.M0.02 "Foreign Travel" (rules-saps.tamu.edu/PDFs/21.01.03.M0.02.pdf) for further information on these and other regulations regard-

ing travel.

Supplemental Compensation and Outside Employment

A&M System employees are permitted to have additional employment or a consulting business outside of the A&M System. Employees* are required to disclose this information (even if the business is conducted outside of normal working hours, such as on weekends or evenings), and receive administrative approval for the arrangement. View System Regulation 31.05.02 "External Employment" (policies.tamus.edu/31-05-02.pdf) and form HR 202A (assets.system.tamus.edu/files/hr/forms/202A.pdf) for more information.

Texas A&M University employees must also receive administrative approval for employment with other state agencies, dual-employment that occurs on-campus and employment with another A&M System agency. University SAP 31.01.99.M0.02 "Approval Procedures for Supplemental Compensation and Dual Employment" (rules-saps.tamu.edu/pdf.php?number=31.01.99.M0.02) provides complete information.

Forms for dual employment and supplemental compensation are found within the SAP and on the payroll website (payroll.tamu.edu/forms).

Texas A&M wants to make compliance with ethics policies as streamlined and easy as possible for faculty. Please contact the appropriate offices for more information.

For further assistance on compliance in matters of ethical conduct and employment at Texas A&M (forms, reporting, etc.), please contact:

Faculty Affairs
YMCA 108 • 1126 TAMU
(979) 845-4274 • facultyaffairs.tamu.edu

In addition, links to all Texas A&M System policies and regulations (tamus.edu/offices/policy/policies) and university rules and SAPs (rules-saps.tamu.edu/rules-saps-library) can be found online. For questions regarding interpretation of A&M System policies and/or university rules/SAPs, contact the office of responsibility listed at the end of each governance document.

Faculty Resources and Support

Faculty Affairs office

The Faculty Affairs and Associate Provost deals with important issues relating to university faculty. The Faculty Affairs and Associate Provost works with individuals in all university divisions; consults with the Faculty Senate; serves as an ex officio member of the Faculty Senate and specific Faculty Senate subcommittees; is a member of the provost's staff; and participates in planning in the Division of Academic Affairs.

The Faculty Affairs and Associate Provost is available to

all faculty for confidential consultation on any matter important to the faculty member. Follow-up actions to consultation are taken only with express agreement by the faculty member. The Faculty Affairs office is located on the first floor of the YMCA building; this location is separate from other administrative offices, thus offering a further dimension of privacy and confidentiality.

The Faculty Affairs office strives to achieve and preserve a university environment in which faculty feel inspired and enabled to reach their full potential. This office facilitates and observes fairness and equity in the recruitment, evaluation and advancement of faculty and academic administrators.

The Faculty Affairs and Associate Provost is committed to academic freedom, shared governance, excellence and the common good. The Faculty Affairs and associate provost has primary responsibilities in:

- Promotion, tenure and development of faculty
- Appointment, evaluation and development of academic administrators
- Advocacy for women and minority faculty
- Recruitment and retention of faculty
- Faculty development leave
- Retirement programs
- Awards programs
- Dual career services/partner placement

Many of these programs and services are described in detail elsewhere in this handbook. Faculty are welcome to make use of the services of this office at any time. For more information, please visit facultyaffairs.tamu.edu.

Faculty Development Leave

Texas A&M does not have an official sabbatical program; however, the university, with the assistance of The Association of Former Students (aggienetwork.com), funds a Faculty Development Leave Program. Faculty development leave is funded at full pay (with full benefits) for one semester or at one-half pay (and half benefits) for two semesters. Details of the policies and restrictions related to development leave can be found on the Faculty Affairs office website.

All proposals for faculty development leave will be evaluated at the department, college and university level, but the Board of Regents has final approval of all faculty development leave.

For more information, please see System Regulation 12.99.01: "Faculty Development Leave" (policies.tamus.edu/12-99-01.pdf). Instructions for applying for development leave can be found at the Faculty Affairs website. Deadlines will change on a yearly basis, but are always early in the fall semester, so please check with both your department and college for the correct deadlines.

University Awards and Recognitions

Awards for faculty performance in teaching, scholarly creativity and research and professional service and engagement are awarded at numerous levels by campus units, and nominations are also presented to national and international competitions. Faculty members are encouraged to investigate awards programs and guidelines for nominations with their department and college for appropriate consideration.

To find out more about university-level faculty awards and recognitions, visit facultyaffairs.tamu.edu.

Dual-Career Employment Assistance Program (Partner Placement)

At Texas A&M University, attracting and retaining exceptional faculty often depends on meeting the needs for two careers. The Dual Career Employment Assistance Program is designed to assist the partners of faculty. The service is designed to assist the partners of potential, new, and existing faculty members. While we cannot guarantee employment for participants of the program, a wide range of career assistance services are available to help the partner develop an effective job search strategy.

If the partner is seeking a Faculty or Non-faculty position at Texas A&M or within the local community contact Dea Polk at (979) 845-4274 or dualcareer@tamu.edu.

Faculty Network Mentoring Program

New faculty members are often provided with a faculty member from within their department or college to help navigate the transition to a new institution and new responsibilities. Local mentors are especially useful in learning about the "local" culture and expectations for that discipline and their department as well as helping to initiate a discipline specific network outside of Texas A&M. Please communicate with your department head or dean about the mentoring services available.

Additionally a university-wide Faculty Mentoring Program is currently administered by the Women's Faculty Network and sponsored by the Faculty Affairs office.

The program is open to faculty at large but was created out of a need to provide mentoring opportunities to women and other historically underrepresented minorities. Junior and senior faculty representing a variety of backgrounds, cultures and ethnicities are paired as mentor/mentee. Pairs commit to meet throughout the semester to provide the junior faculty (mentee) with valuable guidance to assist them in building successful careers at Texas A&M. The Faculty Affairs office funds one lunch per semester, per pair, and encourages pairs to meet on a regular basis.

Mentees can expect mentors to get to know them as individuals and offer confidential guidance in areas of interest and concern, and to orient them to Texas A&M. Mentors are committed to taking a genuine interest in their mentee's professional progress, familiarize them with Texas A&M policies and offer honest appraisal of their scholarship and progress, if asked. The Faculty Af-

fairs office is committed to faculty retention, creating an atmosphere of advocacy and respect, and ensuring accessibility for its entire faculty by offering an active faculty mentoring program.

For more information, or to join the program, please visit the Women Faculty Network website at wfn.tamu.edu.

Supplementing on-site mentoring programs, the Faculty Affairs office, in collaboration with the Office of the Vice President for Diversity, Office of the Vice President for Research, Office of Graduate and Professional Studies, and Colleges, has purchased an institutional membership at the National Center for Faculty Development & Diversity (NCFDD), an independent professional development, training and mentoring institute that offers support, resources and forums to its members. The center focuses on effective external mentoring for faculty, post-doctoral fellows and graduate students with the goals of increasing productivity, maintaining work-life balance and improving retention by creating communities of support and accountability.

For further assistance on how to participate in NCFDD mentoring activities, please contact:

Faculty Affairs
YMCA 108 • 1126 TAMU
(979) 845-4274 • facultyaffairs.tamu.edu

Grievances

According to university rules, faculty grievances are grouped as 1) those concerning questions of tenure, dismissal; 2) grievances related to sexual harassment and/or illegal discrimination; 3) salary or other faculty grievances; and 4) research misconduct.

1. Grievances concerning questions of tenure, dismissal: Grievances involving wrongful dismissal, non-granting of tenure or promotion and non-renewal of appointment are covered by the procedures found in University Rule 12.01.99.M2, section 9, "Statement on Academic Freedom, Responsibility, Tenure, and Promotion" (rulesadmin.tamu.edu/rules/download/12.01.99.M2).

2. A tenure-track faculty member who receives written notice of dismissal, non-granting of tenure or promotion, or notice of non-renewal of appointment, has the right to request all documents related to the dismissal, as well as a statement of reasons for the dismissal or nonrenewal, as well as to request a hearing by the Committee on Academic Freedom, Responsibility, Tenure and Promotion (CAFRT). For a complete explanation of the petition and procedures, see University Rule 12.01.99. M2 "University Statement on Academic Freedom, Responsibility, Tenure, and Promotion" (rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf).

3. Grievances related to sexual harassment and/or illegal discrimination: Formal accusations against a faculty member for alleged sexual harassment or another form of illegal discrimination should be filed with the Faculty Affairs office. The procedures for complaints regarding

sexual harassment and illegal discrimination involving faculty can be found in University SAP 08.01.01.M1.02 "Investigation and Resolution of Complaints Against Faculty Members for Illegal Discrimination, Sexual Harassment or Related Retaliation Charges" (rules-saps.tamu.edu/PDFs/08.01.01.M1.02.pdf). Grievances not related to tenure, dismissal or related to sexual harassment and/or illegal discrimination are addressed by University SAP 12.99.99.M2 "Faculty Grievance Procedures Not Concerning Questions of Tenure, Dismissal or Constitutional Rights" (rules-saps.tamu.edu/PDFs/12.99.99.M2.pdf).

4. Salary or other faculty grievances: Salary grievances are to be handled primarily through administrative appeal. A faculty member who wishes to file a salary grievance should first have a personal conference with his or her department head. If the result of that conference is not satisfactory to the grievant, he or she may appeal to the college dean. If the dean's decision is not satisfactory to the grievant, an appeal may be taken to the Faculty Affairs, who will act as an ombudsperson in attempting to resolve the case through discussions with the college dean and the grievant. The procedures for salary grievances can be found in University Rule 12.99.99.M2 (rules-saps.tamu.edu/PDFs/12.99.99.M2.pdf).

5. Research misconduct: Responsible conduct in research is covered by University Rule 15.99.03.M1 "Ethics in Research, Scholarship, and Creative Work" (rules-saps.tamu.edu/PDFs/15.99.03.M1.pdf).

Complaints regarding research misconduct must be addressed to the Office of the Vice President for Research:

Division of Research
Interdisciplinary Life Sciences Building 3104 • 1112 TAMU
(979) 845-8585 • vpr.tamu.edu

Informal Grievance Procedures

There are some conflicts that might be resolved without referring to a formal grievance process. Below are a few, but not mutually exclusive alternatives, faculty may consider before filing a formal grievance. If feasible, a faculty member should discuss the matter in a personal conference with his or her department head. If the matter cannot be resolved after talking with the department head, they may follow the formal procedures. Faculty may consult with the faculty ombuds officer regarding grievance issues. In this role, the faculty ombuds officer can serve as a neutral listener and information source. This consultation can be done informally, without filing a grievance, and can be initiated regardless of whether the faculty member has consulted with the department head. Faculty may request a structured, but informal mediation to address conflict. If the faculty member has not already been in communication with the Faculty Affairs, he or she should contact the Faculty Affairs office to make arrangements for mediation.

Formal Grievance Procedures

Should the informal attempts to resolve a matter be un-

successful, a faculty member may submit a formal letter of complaint and relevant documentation to their college dean.

If the issue is not resolved at the college level to the satisfaction of the faculty member involved in the grievance, he or she can appeal the dean's decision to the University Grievance Committee (UGC).

If you believe you have cause for grievance in any of these categories, you are encouraged to make an appointment to speak with the dean or associate Faculty Affairs for a confidential consultation and advice regarding the resources and options available in your situation. If you decide to file a formal grievance, the Faculty Affairs office will advise you on how to proceed. To schedule an informal and confidential consultation, call (979) 845-4274.

Faculty Ombuds Officer

The Faculty Ombuds Officer serves as an independent, confidential and impartial resource for faculty (although in certain cases the law may require disclosure of some information: i.e., subpoena, or sexual harassment). The primary responsibility of the ombuds officer is to raise and clarify issues and concerns, identify opinions and request assistance to informally resolve workplace conflicts. In cases where informal resolution efforts fail or are not advisable, the ombuds officer will counsel faculty of their options for formal action and will direct them to the appropriate university rules, resources and offices. For more information about the faculty ombuds officer, please visit faculty-ombuds.tamu.edu.

Conflict Management and Dialogue

The Faculty Affairs office and the Office for Diversity support conflict management and dialogue programs Conflict Management and Mediation Skill Set Development: Through leadership by the Office for Diversity several TAMU Colleges offer the 40-Basic Mediation Course to support administrators and faculty in honing their conflict management skills in daily work situation. The University supports the development of conflict management skills so individuals can address conflicts at the point of origin between the primary parties.

Conflict Management for Department Heads:

The Faculty Affairs office offers a one-day Conflict Management workshop for Department Heads. The facilitated workshop provides the opportunity for Department Heads to hone their conflict management skills in consultation with their Department Head colleagues.

Mediation Services:

The Faculty Affairs coordinates a mediation service for faculty and administrators. Mediation gives individuals in conflict an informal but structured process to resolve or manage their conflict. Volunteer mediators are Texas A&M employees (including staff, lecturers, professors at all levels and administrators) who have received a mini-

mum of 40 hours of mediation training as recommended by the alternative dispute resolution section of the State Bar of Texas (texasadr.org). A current list of campus mediators can be found on the Office of the Vice President and Associate Provost for Diversity website (diversity.tamu.edu/Mediation/Mediators-on-Campus). Mediation is a voluntary, confidential process and it does not limit or preclude the pursuit of any other action related to the conflict (such as filing a formal grievance).

Critical Dialogues in Higher Education:

Through leadership by the Office for Diversity in collaboration with the Faculty Affairs office Critical Dialogues in Higher Education workshops and trainings are offered. Intact units (e.g. departments and other working units) can contact the VPD office for information on how they can offer one of these workshops within their units.

Commitment to Equal Employment Opportunity

(From Michael K. Young, president, Texas A&M University.)

“Texas A&M University is committed to providing equal opportunity and access to the programs, services and employment opportunities offered on our campus. Furthermore, we seek to create and maintain a campus environment that supports diversity and increases awareness of the globally connected world in which we live.

To that end, and in keeping with our core values of excellence, integrity, leadership, loyalty, respect and selfless service, I remind all Texas A&M employees of our responsibility to create and sustain an environment where every individual is treated with dignity and respect, and is afforded equal treatment as required under the law. Furthermore, each of us will be held accountable for creating such an environment.

To promote this responsibility, and in compliance with Executive Order 11246, the university has developed an Affirmative Action Program that documents the policies, practices and procedures to support equal treatment for all applicants and employees and assure, in good faith, equal access and affirmative action for women, minorities, individuals with disabilities and veterans at all levels of its workforce. It is our policy to not discriminate in employment opportunities or practices on the basis of race, sex, color, national origin, religion, age, disability, veteran status, genetic information or any other characteristic protected by law. Furthermore, we will aspire to maintain a work environment free from discrimination on the basis of sexual orientation, gender identity or gender expression.

The university’s Affirmation Action Program document may be viewed on the Human Resources website at employees.tamu.edu/talent-management/managers/affirmative-action.html. If you have questions about this memorandum or our affirmative action program, please contact Scott Bauer, Director of Talent Management at sbauer@tamu.edu or 979.862.5154.

Thank you for all that you do on behalf of Texas A&M, including supporting our goal of equal employment opportunity, equal access and affirmative action.”

Civil Rights Standard Administrative Procedure

Texas A&M System Regulation 08.01.01 “Civil Rights Compliance” (policies.tamus.edu/08-01-01.pdf) states:

“The Texas A&M University System (system) will provide equal opportunity to all employees, students, applicants for employment and admission, and the public. This regulation provides guidance to each member in complying with local, state and federal civil rights laws and regulations (laws) and related system policy. All complaints, appeals, or reports of discrimination received by the system will be appropriately reviewed and addressed in accordance with this regulation.”

Any employee who believes he or she has been the victim of sexual harassment should report it to his or her department head, supervisor or any administrator. You may also contact the Faculty Affairs office for more information and assistance. This office has information about university rules and procedures, system policy, applicable laws, options available for complaint resolution and a list of resources. Additional information and formal complaint/investigation procedures can be found in University SAP 08.01.01.M1.01 “Investigation and Resolution of Allegations of Discrimination, Harassment, Retaliation, and/or Complicity Against Students, Employees, and Third Parties” (rules-saps.tamu.edu/PDFs/08.01.01.M1.01.pdf).

Consensual Relationships and Nepotism

The Texas A&M University System is committed to maintaining work and educational environments that are free from conflicts of interest, favoritism, and abuse of authority. System Regulation 07.05.01 “Consensual Relationships” (policies.tamus.edu/07-05-01.pdf) addresses amorous, romantic, and/or sexual relationships that, although consensual, may create actual or perceived ethical, discriminatory, and/or harassing situations disruptive to the member community.

When these relationships exist, the individual with the hiring, supervisory, evaluative, teaching, coaching, grading or advisory responsibilities, or the employee providing benefits to or obtaining benefits from the third party, must promptly notify his or her immediate supervisor of the relationship and cooperate in making alternative arrangements for hiring, supervising, evaluating, teaching, coaching, grading, advising or providing benefits to or obtaining benefits from the other individual.

If a conflict arises that indicates the need for investigation, University SAP 08.01.01.M1.01 “Investigation and Resolution of Allegations of Discrimination, Harassment, Retaliation, and/or Complicity Against Students, Employees, and Third Parties” (rulesadmin.tamu.edu/rules/download/08.01.01.M1.01) will be employed.

It is not intended to discourage the interaction of fac-

ulty with students or colleagues where it is appropriate or where such interactions already are governed by the rules on nepotism and supervision of relatives, as explained in System Policy 07.05.99.M0.01 "Nepotism" (rules-saps.tamu.edu/PDFs/07.05.99.M0.01.pdf).

A faculty member must not incur in unprofessional conduct as specified in 07.05.99.M0.01 "University Statement on Academic Freedom, Responsibility, Tenure and Promotion," section 6, "Policies Governing the Loss of Tenure" (rules-saps.tamu.edu/PDFs/07.05.99.M0.01.pdf).

Discrimination and Bias Reporting

It is everyone's responsibility at Texas A&M to make this campus a welcoming community. Texas A&M is committed to creating and maintaining a climate that affirms, welcomes and supports diverse individuals and opinions (see the "Equal Employment Opportunity and Affirmative Action Statement" sections in this handbook). Bias/hate-related events are defined in the following way:

"Behavior which constitutes an expression of hostility against the person or property of another because of his/ her difference. Such incidents include actions motivated by bias, but do not meet the necessary elements required to prove a crime."

Faculty, staff and students are strongly encouraged to report incidents of discrimination, hate or bias. A website has been established to report such incidents and offers advice on how to prevent acts of hate and bias. To report discrimination, hate or bias, please use the online form (stophate.tamu.edu).

Texas A&M University does not discriminate on the basis of race/ethnicity, color, religion, national origin, sex, disability, age, veteran status, genetic information or any other characteristic protected by law in its programs and activities. Furthermore, the university will maintain a work environment free from discrimination on the basis of sexual orientation, gender identity or gender expression.

Development Opportunities for Faculty

Center for Teaching Excellence

The Center for Teaching Excellence maintains the university's strategic goal of providing an outstanding educational experience for all students through faculty teaching professional development. Center programming and services are designed to help faculty enhance the practice of teaching, improve student learning, facilitate curricular alignment, and present an evidence-based account of accomplishment in teaching. Similar services are available to post-docs and graduate students.

Faculty may meet with an instructional consultant for individualized assistance, participate in webinars or workshops with peers on strategies for engaging students, as well as gather virtually or face-to-face with colleagues from across campus to hear award-winning TAMU faculty share their approach to teaching. Center staff can offer

feedback on course materials, observe in the virtual or face-to-face classroom, analyze student evaluation feedback, and talk through teaching or learning strategies for a class or for a grant proposal.

Departments may request assistance with specific topics of interest to their faculty such as classroom management or curriculum design. The Center also works collaboratively with other units on campus engaged in support of teaching and learning to ensure continuity of service.

New faculty are encouraged to contact the Center to discuss syllabus requirements, course design, assessment strategies, and active engagement methods. They can also learn about evidence-based practices in teaching utilized by successful faculty.

Additional information and resources can be found on the Center website: cte.tamu.edu

To learn more about how the Center can be of service, contact:

Center for Teaching Excellence
ILCB 3rd Floor • 4246 TAMU
(979) 845-8392 • cte@tamu.edu

Faculty Professional Development Series: Seminars and Workshops

The Faculty Affairs office offers seminars and workshops throughout the academic year that are designed to provide professional development and growth opportunities for faculty. There is no charge to attend these events (although all require pre-registration). A list of seminars and workshops for the current year, along with registration information, can be found at the Faculty Affairs office (facultyaffairs.tamu.edu) website. Examples of workshops offered in the past include: "High Impact Practices and Measuring Effectiveness," "Generate Professional Success," "Roadmap for a Successful Tenure-Track Academic Career" and "Got Tenure? Now What?". Offerings vary by semester. For more information about the professional development series contact:

Faculty Affairs
YMCA 108 • 1126 TAMU
(979) 845-4274 • facultyaffairs.tamu.edu

Off-Campus Travel to Workshops/Conferences

Faculty have many opportunities to attend off-campus professional workshops and conferences. The authority of approval for faculty to travel for development opportunities is delegated to the departmental level in most cases, and your department will work with you on permissions and travel arrangements. Most travel arrangements are done through the eTravel/Concur online system. This system handles both bookings and reimbursement for national and international travel. Travel to Washington, D.C. and international travel require special processing, and travel to some countries requires the approval of the university president. Resources to fund such

travel are managed by the departments and, in some cases, the colleges. For additional information regarding travel procedures, visit the A&M System travel website (www.tamus.edu/business/budgets-and-accounting/accounting/travel).

Diversity

Texas A&M University's Office for Diversity has published a mission statement (<https://diversity.tamu.edu/About-the-Office>), which reads:

"The mission of the Office for Diversity is to implement and coordinate Texas A&M University's Diversity Plan by providing leadership and support to the academic and administrative units as they embed diversity and inclusion in academic and institutional excellence. The Office for Diversity works to advance accountability, campus climate, and equity across the university while resisting racism, bias, and discrimination. "

Texas A&M strives to maintain a climate that affirms diversity of individuals and views. A wealth of diversity-related resources and documents for faculty are available at Texas A&M and includes the following:

The Office of Diversity provides leadership in diversity issues, and in the design and implementation of campus programs to support diversity (diversity.tamu.edu).

The Division of Student Affairs (studentaffairs.tamu.edu/diversity) provides resources and has several links to diversity resources for students and faculty on and off-campus.

Human Resources and Organizational Effectiveness provides resources and has several links for staff and faculty regarding the importance of diversity and inclusion in the workplace, and offers tips to maintain a community of respect in a diverse campus environment (employees.tamu.edu/resources/diversity).

Faculty and staff diversity networks are now supported by TAMU Academic Affairs Resources office. You can find more information at <https://aa.tamu.edu/Resources>.

Research Information and Guidelines

The Division of Research carries out its commitment to supporting creative scholarship and sponsored research at Texas A&M University through several internal units and a variety of external units and centers that are focused on exciting new fields of scientific inquiry.

External Faculty Awards and Recognition

The Office of External Faculty Awards and Recognition celebrates faculty excellence through external awards and recognition. The Office amplifies the efforts of units across campus to recognize faculty whose prestigious achievements stand out now and throughout their careers. The goal of this office is to establish a university culture where faculty members, peers, and unit leaders enthusiastically pursue external awards for researchers

and scholars' outstanding [achievements](#). [facultyawards.tamu.edu](#).

Research Development Series

The Division's Research Development Services (RDS) assists the Texas A&M research community with proposal development activities including: coordinating professional development in grant proposal writing; assisting with proposal re-submission based on reviewers' comments; coordinating, planning and developing strategies for proposal development efforts; assisting early career investigator proposal development; administering internal grant programs, including two international programs; supporting the University Research Council; and facilitating large-scale multidisciplinary team proposals.

RDS assists Texas A&M faculty with preparing ambitious, collaborative, multidisciplinary center and institute level proposals. RDS can assist with idea development and proposal planning and/or project management throughout the proposal development process. RDS can also arrange consultant support for external reviews or assistance with site visits.

RDS assists Texas A&M early career faculty in targeting funding opportunities, especially young investigator-type awards, through individual introduction meetings, multiple workshops on specific agency young investigator programs and general proposal development strategies, e-mail notifications of program releases and deadlines, and guidance through the proposal development process (one-on-one proposal strategy sessions, strategic proposal review).

Arts & Humanities Fellows Program

The Arts & Humanities Fellows Program was created to stimulate interactions among scholarly and artistic faculty at Texas A&M, as well as nationally and internationally. Induction as an Arts & Humanities Fellow recognizes extraordinary scholarship and creativity and provides faculty a supportive environment through which to advance their scholarship and creative work and reward scholarly and artistic merit in their chosen discipline. [Arts&HumanitiesFellows](#).

International Research

Many faculty members engage in international research grants and projects. For additional information, contact the Division of Research (vpr.tamu.edu) or your department head.

TAMU-CONACYT Collaborative Research Grant Program

Texas A&M University has partnered with Consejo Nacional de Ciencia y Tecnologia (CONACYT) in Mexico to encourage collaborative research projects in priority areas of interest in both countries, fostering bilateral cooperation. The Division of Research and CONACYT issue annual calls for proposals prepared by Mexican and Texas A&M researchers. The program provides

seed funds for projects that lead to extramurally funded research projects supported by the United States, Mexico or other international funding sources. For additional information, contact Research Development Services (conacyt.tamu.edu).

TAMU- FAPESP Research Program: SPRINT – Sao Paulo Researchers in International Collaboration (Brazil)

Texas A&M University has partnered with the São Paulo Research Foundation (FAPESP) in Brazil to promote collaboration initiatives in scientific research and technological development in priority areas of interest in both countries, fostering bilateral cooperation. The Division of Research and FAPESP issue 1 to 2 calls per year prepared by researchers in the State of São Paulo, Brazil, and Texas A&M researchers. This program provides seed funds (limited to travel related expenses) for projects that lead to extramurally funded research projects. For additional information, contact Research Development Services (vpr.tamu.edu/fapesp).

Research Integrity and Compliance

The Division of Research is committed to promoting and ensuring the highest standards of research integrity in proposing, conducting, and reporting research. Through its various programs, the Division provides information and guidance in areas such as biosafety, animal care and use, human subjects research, conflict of interest/commitment, biosafety occupational health, export controls, research misconduct, responsible conduct of research, and hosting visiting scholars. A list of potential key words for activities that may require compliance review may be found at rcb.tamu.edu/more/red-flag-list/view. This list is not intended to be exhaustive, but can be used as a compliance tool. It should not be relied upon exclusively. It does not cover all areas of research integrity and compliance.

Questions should be directed to the appropriate program identified in the Red Flag List or to the Division of Research at vpr.tamu.edu.

Research Studies Involving Human Subjects

The Human Research Protection Program (HRPP) is a resource for participants and investigators involved with human subjects' research at Texas A&M. The HRPP provides support to the Institutional Review Boards, education and outreach to the research community, and informs institutional policy on human research protections.

Federal regulations and institutional policy require any human subjects research conducted by agents of Texas A&M, including faculty, staff, or students, be reviewed and approved by the TAMU IRB prior to being initiated. A sample of common research activities that require submission to the IRB are listed on SOP HRP-093.

Additional information and guidance for conducting human subjects research can be found in University Rule 15.99.01.M1 Human Subjects in Research at [https://rules-](https://rules-saps.tamu.edu/PDFs/15.99.01.M1.pdf)

[saps.tamu.edu/PDFs/15.99.01.M1.pdf](https://rules-saps.tamu.edu/PDFs/15.99.01.M1.pdf) and at rcb.tamu.edu/humansubjects.

Research, Teaching and Testing Activities Involving Vertebrate Animals

All research, teaching and testing activities involving vertebrate animal species as defined in System Regulation 15.99.07, Use of Vertebrate Animals <https://policies.tamus.edu/15-99-07.pdf> conducted by a member of the faculty or staff of Texas A&M must be reviewed and approved prior to initiation by the appropriate Texas A&M Institutional Animal Care and Use Committee (IACUC). The responsible IACUC varies by the location.

The University's Animal Welfare Office (AWO) provides support to the IACUCs and serves as a resource for participants and investigators working with vertebrate animal species. The AWO can assist investigators in determining if IACUC approval is required for their planned work, as well as the correct IACUC to review their activities. The University provides IACUC related services to employees of several members of the A&M System. For additional information see rcb.tamu.edu/animals.

Clinical research conducted in the College of Veterinary Medicine & Biomedical Sciences using client-owned animals must be approved by the Clinical Research Review Committee and the IACUC. Individuals who work with animals or are at risk from animal exposure must be enrolled in a Biosafety Occupational Health Program and informed of the risks associated with the animal exposure. For additional information, see rcb.tamu.edu/animals.

Research, Teaching and Testing Activities Involving Biohazards

All research, teaching, and testing activities involving biohazardous materials as defined in System Regulation 15.99.06, Use of Biohazards in Research, Teaching, and Testing (<http://policies.tamus.edu/15-99-06.pdf>) conducted by a member of the faculty or staff of Texas A&M must be reviewed and approved by the appropriate Texas A&M Institutional Biosafety Committee (IBC) prior to initiation. There are currently nine IBCs. These IBCs serve Texas A&M employees as well as employees of several A&M System members. For additional information, see University Rule 15.99.06 M1, Use of Biohazards, Biological Toxins and Recombinant DNA and Dual Use Research Concern, (rules-saps.tamu.edu/PDFs/15.99.06.M1.pdf) and the Texas A&M Biosafety Manual.

Biosafety Occupational Health Program

The Texas A&M University Biosafety Occupational Health Program (BOHP) provides occupational health services to personnel at risk of exposure to animals or infectious biohazards (in BSL-2 and BSL-3 labs) in the course of their participation in IBC or IACUC permitted research, teaching, or diagnostic activities. The BOHP provides eligible participants with access to educational resources, occupational health services, and to an occupational health provider. For additional information, see rcb.tamu.edu/bohp and bohp.tamu.edu.

Research Misconduct

The Texas A&M University System defines misconduct in research or scholarship as fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. It does not include honest error or differences in interpretations or judgments of data. A Texas A&M employee who becomes aware of possible misconduct in research or scholarship should immediately report the concerns and/or allegations to their supervisor, department head, or dean, who will consult immediately with the designated officer regarding the nature of the concerns and/or allegations. For more information, see vpr.tamu.edu/about/factsheets/ResearchMisconduct.

Responsible Conduct of Research

Texas A&M is committed to supporting responsible and ethical conduct of research and scholarship among its faculty, staff, and students. As such, the University follows federal, state, and University guidelines regarding Responsible Conduct of Research (RCR). A campus-wide environment pertaining to responsible conduct of research requires researchers to have the knowledge, skills, and tools to allow them to be responsible for their research conduct. Knowledge areas, depending on research focus, may include topics such as authorship, plagiarism, peer review, human subjects' protections, animal welfare, clinical practice, data acquisition, management, sharing and ownership, conflict of interest, collaborative research, export controls, research expenditures, and research misconduct, among others (vpr.tamu.edu/manage-research/responsible-conduct-of-research).

Guidelines for Authorship and Publication Practices

A gradual diffusion of responsibility for multi-authored or collaborative studies has led in recent years to the publication of papers for which no single author was prepared to take full responsibility. Safeguards are put in place to allow this information to be reported accurately. For more information, see SAP 15.99.03.M1.02 "Guidelines for Authorship and Publication Practices" (rules-saps.tamu.edu/PDFs/15.99.03.M1.02.pdf).

Export Controls

Export Control laws and regulations establish the conditions under which controlled information and items can be transmitted to anyone outside the United States and to foreign persons and entities in the United States. They also restrict or prohibit the transaction of business with certain countries, persons, and entities that have been sanctioned by federal agencies as a threat to important U.S. interests. All Texas A&M employees and students must be aware of and are responsible for the export control implications of their work and must ensure that their activities conform to export control laws and regulations. There are severe institutional and individual sanctions for violations of export control laws and regulations, including the loss of research funding, loss of export privileges, and/or as criminal and civil penalties. To learn more about export controls, see University Rule 15.02.99.M1

"Export Controls" (rules-saps.tamu.edu/PDFs/15.02.99.M1.pdf) as well as the Export Control Compliance Program Manual available at vpr.tamu.edu/initiate-research/export-controls/export-control-manual.

Financial Conflict of Interest

In order to promote objectivity in research, researchers are required to disclose any involvement that might constitute a financial conflict of interest (FCOI) as applied to all externally sponsored research activities. Researchers must submit online an Annual Financial Disclosure Statement to the FCOI office: 1) within 30 days of employment and 2) annually, no later than Aug. 31 and within 30 days after acquiring a new significant financial interest requiring disclosure. For additional information, see vpr.tamu.edu/manage-research/COI.

Conflict of Commitment

A Conflict of Commitment exists when a faculty or staff member's external relationships or activities have the possibility (either in actuality or in appearance) of interfering or competing with the University's educational, research, or service missions, or with that individual's ability or willingness to perform the full range of duties and responsibilities associated with his or her position. It includes the performance of duties for an external entity substantially similar to or in competition with any portion of the individual's employment responsibilities as described in the individual's position description, letters of appointment, and workload assignments. University employees are required to submit and obtain approval for these activities. rules-saps.tamu.edu/PDFs/15.99.99.M0.02.pdf.

Nepotism in Sponsored Research

The vice president for research is responsible for addressing potential nepotism on sponsored research projects. Nepotism is considered to be a financial conflict of interest on sponsored research projects due to the principal investigator's authority of the research and the ability to employ individuals on research projects. Individuals serving as principal investigators on sponsored projects must disclose any relationships (spouse, child, parent, etc.) when overseeing sponsored research projects. Potential nepotism will be reviewed. For additional information, see vpr.tamu.edu/manage-research/COI.

Visiting Scholars

As a major research institution, Texas A&M University often has visitors to its campus who come to collaborate on research and scholarly topics of mutual interests or to work on specific research to be conducted within university facilities. These are referred to as visiting scholars. A visiting scholar is not an employee of Texas A&M or The Texas A&M University System. All visiting scholars on campus who will have access to Texas A&M research and/or clinical facilities and resources must have prior approval from the department or division head, the dean, and the Division of Research. For more information, see: vpr.tamu.edu/manage-research/visiting-scholars-

If you have questions on these or other related research issues, contact:

Division of Research
1112 TAMU • (979) 845-8585 • vpr.tamu.edu

Technology Resources

Informational Technology Resources

The Division of Information Technology provides resources to assist you with course instruction, research and other academic pursuits. To learn more about setting up accounts, connecting from on- and off-campus, getting support and locating specific computing resources visit the Information Technology website (it.tamu.edu).

Services include:

- NetID is your Texas A&M electronic identifier (or username) for logging in to many university resources. Activate your NetID by going to gateway.tamu.edu. You can also manage your email forwarding, campus directory listing and other account information from this site.
- Howdy web portal connects you to Texas A&M resources, email, news and important links — all with one login. Visit howdy.tamu.edu to get started.
- Texas A&M email uses state-of-the-art webmail technology that gives you powerful searches, shareable calendars, email conversation view, and anytime, anywhere mobile access. Some departments also provide additional email resources. Read more at it.tamu.edu/services.
- TAMU wireless provides Internet and network access in classrooms, offices, libraries, eateries and meeting areas. Go to it.tamu.edu/services/network-and-internet-access to learn how to connect your laptop or other mobile device.
- Classroom technology lets you use computers, SMART Symposiums, VHS/DVD players and projectors in many technology-enhanced classrooms across campus. Contact Instructional Media Services at ims.tamu.edu to learn more.
- Open Access Labs (OALs), located across campus, provide access to computers, printers and specialized software, give you access to network space, and allow you to have personal web space. View information about OALs for faculty at oal.tamu.edu.
- Texas A&M High Performance Research Computing provides Eos (an IBM iDataPlex cluster), Hydra (an IBM Cluster 1600), several Linux workstations, many commercial and freeware packages, access storage archives and a staff of expert analysts available to assist you. For more information visit hprc.tamu.edu.
- Need computing help? Contact Help Desk Central (HDC) anytime, 24 hours a day, 7 days a week, 365 days a year. They provide walk-up service for forgotten passwords or account issues. Visit the HDC website to access online support for many of the systems used by the faculty of Texas A&M.

Division of Informational Technology

Learning Technology Resources

The Office for Academic Innovation supports the following resources:

- eCampus (Blackboard Learn) learning management system provides a complete teaching and learning online environment for course preparation, interactive communications and posting of syllabi, grades and other course content in a secure system. Find out more at ecampus.tamu.edu.
- Canvas learning management system provides a comprehensive digital teaching and learning environment. Integrated digital tools, such as Google and Zoom, create a connected learning experience. Canvas is also mobile friendly through the Teacher App and Student App. Find out more at lms.tamu.edu.
- Zoom is a video conferencing solution that enables communication and collaboration to enhance real-time teaching and learning. Zoom is also mobile friendly through the App. Find out more at tamu.zoom.us.

Office for Academic Innovation

The Office for Academic Innovation is committed to inspiring innovation in line with Texas A&M University's strategic focus on transformational teaching and learning. We seek to impact student learning by creating: pathways for improved student retention in an era of digitally-native students; pathways for delivery supported by the diverse education technology landscape; and pathways for enrollment that are designed to be accessible to students across the state of Texas, nation and world.

Within the Office for Academic Innovation we focus on supporting faculty, staff, and teaching assistants who use the digital learning environment for teaching and learning.

AI offers training resources in both real-time as well as on-demand formats, as well as host live virtual office hours that faculty are welcome to drop into. AI's resources are infused with best practices for teaching and learning in a digital and hybrid delivery format. LMS.tamu.edu is the central hub for all training resources and information. In addition to these resources, there are links to register for live training sessions delivered via Zoom.

The Office for Academic Innovation is also home to the university's service desk for all faculty and teaching-related issues that arise as you use technology to enhance teaching and learning. The Office for Academic Innovation can support you in the university's centrally-supported learning management systems (eCampus and Canvas) by providing technical support. If you have issues specific to the functionality, enrollment, or trouble within your course, we recommend that you contact the

AI Service Desk.

Office for Academic Innovation
Innovative Teaching and Learning Building
Main (979) 862-3977 • Service Desk (979) 458-3417
aihelp@tamu.edu • lms.tamu.edu

University Libraries

The Texas A&M University Libraries is composed of six branches along with an online library available to all faculty, students and staff (library.tamu.edu).

- Sterling C. Evans Library and Library Annex on the main campus (this is the general library)
- Business Library & Collaboration Commons
- Cushing Memorial Library and Archives
- Policy Sciences and Economics Library (Annenberg Presidential Conference Center)
- Medical Sciences Library (West Campus)
- Joint Library Facility with The University of Texas System (RELLIS Education and Research Campus)

Library services include:

- Electronic resources: Faculty, staff and students can access more than 1 million electronic resources, including databases, e-books and e-journals, from campus or online. Visit the libraries' website to locate library holdings using the online catalog (library.tamu.edu).
- Get it for me: Request books, articles, theses, dissertations and other materials for free from Texas A&M System libraries and other libraries around the world.
 - Interlibrary loan: Request books, journal articles, documents, microforms, videos and scores that are not owned by Texas A&M libraries. Electronic delivery of articles is the default and is provided in most cases. Generally articles take 3–5 business days and in many cases within 24 hours; loans take 7–10 business days and in many cases less than a week.
 - Document delivery: Request electronic delivery of article-length copies from journals, books, microforms and other texts owned by Texas A&M libraries. Generally 3–5 business days; in many cases within 48 hours.
 - Book retrieval: Request books to be retrieved from the Texas A&M libraries bookshelves and reserved at your library's circulation desk for pick up. Generally up to three business days; in many cases within 24 hours.
 - Faculty office delivery: Any returnable items

can be delivered to a faculty member's campus mail stop if desired.

- Research consultations: Subject librarians are available for in-depth research assistance and general orientations to the many services and resources the libraries have to offer. For more information, visit the libraries' website (library.tamu.edu) and click on "Research Guides"
- Library tours, orientations and course-based instruction: The libraries provide general library orientations and course-specific instruction sessions tailored to the learning goals and requirements of research assignments. For more information, visit the libraries' website (guides.library.tamu.edu/libraryinstruction).

Office of Undergraduate Studies

Undergraduate Studies offers a wide variety of programs to help undergraduate students reach their full academic potential, enrich their education program with deep and purposeful learning experiences, and gain the skills needed to continue professional development throughout their careers. Undergraduate Studies also supports faculty in their work with undergraduate academic processes, including academic advising, graduation requirements including W/C courses and core curriculum, and International and Cultural Diversity courses.

Summary Information on Undergraduate Studies program and service areas is included below. The Undergraduate Studies website, <https://us.tamu.edu/About-Us>, provides detailed information and resources available from each of these areas.

Academic Success Center – Workshops, class presentations, courses, individual coaches, tutoring and Supplemental Instruction all designed to enhance student success.

Center for Student Athlete Services – Provides academic support for student-athletes through engagement, tutoring, scholastic supervisors, and learning specialists.

L.A.U.N.C.H – Learning Communities, Undergraduate Research, National Fellowships, Capstones, and Honors Programs. Faculty interested in becoming involved in any of these high-impact learning areas can receive support from this office. Student Learning Communities provide connections with the University and support for first-year and beyond.

Public Policy Internship Program (PPIP) – a semester-long internship experience for students interested in public policy. Interested faculty can schedule class presentations, write letters of reference for student applicants, and serve on selection committees.

Education Abroad Programs – Texas A&M is a national leader in providing students with international experiences. The Study Abroad Programs Office supports faculty teaching abroad course and student participation

in international programs.

Transition Academic Programs – This office supports the Texas A&M Blinn TEAM and Gateway (provisional) admission programs. Additionally, it offers a General Studies major to accommodate students needing one or two semesters to complete course work necessary for entrance into a specific major course of study.

For more information, contact:

Office of Undergraduate Studies
Jack K. Williams Administration Building 112 •
1113 TAMU (979) 845-3631 • us.tamu.edu

University Writing Center

The University Writing Center (UWC), a unit of Undergraduate Studies, supports writing and public speaking for every Texas A&M student, with particular emphasis on supporting Writing and Communication courses. Trained UWC consultants help graduate and undergraduate students enhance their written and oral communication skills; they promote active, independent learning through face-to-face and online consultations, online resources on writing and public speaking, and classroom workshops. Consultants guide students at any stage of the composing process, from brainstorming and planning to drafting, revising and editing, or they can provide feedback on oral performances.

The UWC offers faculty assistance with communication pedagogy (oral and written) and information about developing W (writing) or C (oral communication) courses. Contact the UWC to arrange for individual consultations or workshops on topics related to oral or written communications.

University Writing Center
Evans Library 214 • 205 (979) 458-1455
writingcenter.tamu.edu

Graduate Teaching/Directing Graduate Students

Teaching Graduate Courses

According to SACS guidelines, faculty teaching graduate and post-baccalaureate course work should have an earned doctorate or terminal degree in the teaching discipline or a related discipline. Other factors that may be considered include a master's degree or at least 18 semester credit hours of graduate-level coursework in the same or closely related field; professional licensure or certification in a related field or profession, or significant professional, research or teaching experience in the same or closely related field. Faculty members meeting these credentialing requirements for graduate courses are automatically members of the Graduate Teaching Faculty.

The Faculty Affairs office assumes responsibility for verifying the teaching qualifications for faculty. Colleges and departments oversee hiring of graduate assistants who

serve as instructors-of-record for undergraduate courses. The guidelines for all instructional faculty, including graduate teaching assistants, who are instructors of record for graduate and undergraduate courses at Texas A&M University and its two branch campuses, Texas A&M University at Galveston and Texas A&M University at Qatar are available at <https://facultyaffairs.tamu.edu/Hiring/Faculty-Credentialing>

In addition to meeting the credentialing requirements for teaching graduate courses, faculty teaching research courses such as 691 and other designated courses must also be members of the Graduate Committee Faculty.

Directing Graduate Students

Appointees to the Graduate Committee Faculty participate in the graduate degree programs of the University by serving on graduate student advisory committees.

Members of the Graduate Committee Faculty are selected from qualified individuals of the faculty and professional staff of Texas A&M University; from employees of Texas A&M University System agencies such as Texas A&M AgriLife Research, Texas A&M Forest Service, Texas A&M AgriLife Extension, TEES, TTI; from employees of affiliated research organizations (such as USDA) located near Texas A&M campus sites, and from affiliated hospitals and clinical organizations.

Nomination for membership on the Graduate Committee Faculty is always initiated by the head of the appropriate academic department, intercollegiate faculty, or dean of college (under special circumstances) of Texas A&M University and is processed through the Office of Graduate and Professional Studies. Appointment to membership on the Graduate Committee Faculty, although considered an honor, serves functional purposes. Appointment to membership is not for the purpose of conferring recognition upon an individual, but is designed to assure competence in the directing and advising of graduate students. Such competence is, in part, a function of experience and knowledge of operational procedures; it is also characterized by ability and motivation.

Membership on the Graduate Committee Faculty is maintained only by participating in graduate programs by directing or administering graduate work, by doing research and publishing, or by other direct and substantial contributions to the graduate programs of the University, such as by service on a Graduate Instruction Committee or by administrative assignments in graduate education. A member of the graduate committee faculty may not serve on the Graduate Committee Faculty of an academic program in which s/he is pursuing a graduate degree or certificate. Individuals who have not been appointed to the Graduate Committee Faculty may not serve on student advisory committees unless special approval is granted by the Associate Provost for Graduate and Professional Studies.

The Graduate Faculty Guidelines are available at: <http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms%20and%20Information/Graduate-Committee-Faculty-Membership-Guidelines.pdf>

For more information, contact:

Office of Graduate and Professional Studies
Jack K. Williams Administration Building 112 • 1113 TAMU
(979) 845-3631 • ogaps.tamu.edu

Accommodations for Students with Disabilities

The student is responsible for providing the instructor with a letter from an Access Coordinator showing that the student has registered with Disability Resources and been approved for specific accommodations. Instructors then have the responsibility to work with the student and with Disability Resources to provide reasonable accommodations. If a student who has not registered with Disability Resources requests an accommodation from an instructor, the instructor should first refer the student to Disability Resources.

The Department of Disability Resources publishes an explanation of the rights and responsibilities of instructors as well as other helpful information on the Disability Resources website (disability.tamu.edu/facultyguide).

Below are some guidelines to keep in mind.

ADA Policy Statement

The official ADA Policy Statement must be included on all syllabi.

Confidentiality

All records and requests pertaining to students with disabilities must remain confidential. A student's disability or need for accommodation should not be discussed with other faculty, students or staff at any time unless the individual has a legitimate educational interest (that is essential to carrying out the individual's job responsibilities).

Accessible Course Materials

Instructors are responsible for ensuring that all the course materials are available in accessible formats for students with disabilities. This may include, but is not limited to, making copies (or sharing electronic files) of presentation materials, helping students with access to lecture notes and allowing students to record lectures when needed. Course websites should meet web accessibility guidelines. In particular, all downloadable files should be in accessible formats and all videos should be captioned.

Resources for creating accessible documents and websites can be found at the IT Accessibility website: itaccessibility.tamu.edu. The Office of Academic Innovation (ai.tamu.edu) also offers workshops and support on creating accessible materials.

Tests and Exams

Some students with disabilities may need accommoda-

tions during exams such as additional time, a reduced distraction environment or access to special software. Instructors can arrange to provide these Disability Resources-approved accommodations within the department or the students may schedule exams at the Disability Resources Testing Center. Students who use the Testing Center must provide an exam schedule form that the instructor has approved to Disability Resources. Disability Resources uses an online web application to manage exam schedules and process exam changes. Disability Resources will contact the instructor (or other designated department contact) to request exams. The exams are typically administered at the usual class time unless other arrangements are made. All exams are monitored by Disability Resources staff. The student must show a picture ID and relinquish all communication devices before the exam is administered.

Arranging suitable accommodations involves shared responsibilities between the instructor and the student. If an instructor has a concern about the appropriateness of an accommodation or implementation, they should contact the student's Access Coordinator to discuss.

For additional questions about student accommodation issues, please contact Disability Resources or the Office of University Risk and Compliance:

For additional questions about student accommodation issues, please contact Disability Services or the Office of University Risk and Compliance:

Disability Services
Student Services Building, Suite 122 • 1224 TAMU
471 Houston Street • (979) 845-1637 • disability.tamu.edu

Transportation Services

For the latest Transportation Services COVID-19 related information and updates, visit transport.tamu.edu/covid.

Parking

All vehicles parked on campus are required to display a valid parking permit, unless parked in a designated visitor or 30-minute parking space.

Parking permits may be purchased at transport.tamu.edu/account. While customers are assigned for one lot or garage only, waiting lists are maintained for areas that are currently full. Additional information regarding permits and parking rules and regulations is available at transport.tamu.edu/parking.

Transit System

The university operated transit system is fare-free to faculty, staff and students. On-campus routes provide an efficient way to move between main and west campus. Off-campus routes operate in the higher density student population areas of the community as well as providing a link between the Blinn College Bryan Campus and Texas A&M College Station Campus. Additionally, off-campus routes provide access to public services, including medi-

cal care, grocery, dining options and the local shopping mall.

*** Park and Ride is available for customers who do not live directly on a bus route. A Park and Ride stop is located at First Baptist Church of College Station and is serviced by Route 34 (Fish Camp).

Patrons are required to display their university issued ID to the driver when boarding from an off-campus bus stop. Your university ID is also valid for utilizing the transportation options offered by Brazos Transit District (btd.org).

Hours of operation for fall and spring semesters:

- Monday thru Friday 7 a.m. – midnight (Buses run less frequently between 7 p.m. – midnight.)
- Limited weekend service 9 a.m. – 5 p.m. (excluding holidays, home football game Saturdays and weekends when the university is officially closed.)

*** Break and Summer service Monday thru Friday 7 a.m. – 6 p.m. with no weekend service.

Route maps, schedules and real-time information is available at m.tamu.edu through the university mobile application or at transport.tamu.edu/busroutes.

Parking and Transit Options for Faculty Teaching in Newly Converted Classroom Buildings

Transportation Services has developed a resource that identifies parking options for faculty to access newly converted classroom buildings. Departmentally purchased business permits may be coupled with any valid A&M permits to allow parking in the lots and garages identified as “University Business Authorized” on the [Business Parking Map](#).

*Download: [2020 Fall Parking Options for Faculty Teaching in Newly Converted Classroom Buildings](#)

Bus route information is available at m.tamu.edu, for those who wish to access the transit system or to inform students of transit options. AggieMap (aggiemap.tamu.edu) offers a trip planning feature to help Aggies compare walking, biking, busing and driving between destinations on campus. [How to use the Aggie Map for trip planning](#)

Should any faculty or essential staff have difficulty accessing parking in these locations after 5 p.m., contact Transportation Services directly at parking@tamu.edu or 979-862-7275 (PARK) for assistance.

Updates about parking, traffic and construction may be obtained by subscribing to the RSS feed or following @aggieparking @aggiespiritbus on Twitter.

Alternatives

Bicycles are a great way to get to, from, and around

campus. Bike services include Veo bike share, bike lease, and Borrow-A-Bike. Bike registration is mandatory for personal bikes on campus. Summer bike storage and maintenance stations are available on campus. For more information, visit transport.tamu.edu/bicycles. Need help with a bike route? The Bicycle Concierge Program was established to assist all level of Aggie cyclists with mapping out routes to and from campus. There are also plenty of alternatives including carshare, rideshare, and break/weekend shuttles to major Texas cities. Visit transport.tamu.edu/alternative for more information.

Staying Connected

Transportation Services offers a variety of digital services to help you stay informed. Take time to download the following mobile apps to your smart device:

- Texas A&M University mobile app – also available online at m.tamu.edu
- Destination Aggieland mobile app – download at transport.tamu.edu/da

Connect with Us! for the latest updates on transit, parking and gameday and event information and more!

- Twitter: @aggieparking, @aggiespiritbus, @GetToAggie-Game
- Instagram: [@tamutransportation](#)
- Facebook: [@tamutransportation](#)

Immigration Services for Faculty and Scholars

Texas A&M University employs international faculty, researchers and professional staff. In addition, faculty members often invite international visitors and scholars to campus to visit or collaborate in research. Therefore, it is paramount to be aware of the immigration issues that may arise when employing an international faculty member, or inviting/hosting a foreign national to campus.

Immigration Services for Faculty and Scholars (ISFS) is a part of the Faculty Affairs office. ISFS is the designated office at Texas A&M University responsible for assisting academic departments in the employment of international faculty, researchers and professional staff. In this regard, ISFS provides an array of immigration services relating to the employment and hosting of faculty members and/or visiting scholars.

Employment

Employment of foreign nationals at Texas A&M is governed by System Regulation 33.99.09 “Employment of Foreign Nationals” (policies.tamus.edu/33-99-09.pdf) and supplemented by University Rule 33.99.09.M1 (rules-saps.tamu.edu/PDFs/33.99.09.M0.01.pdf). While it is important for department heads and faculty to be aware of these regulations, there are certain immigration issues that are common to all international faculty during their employment:

- Employment of an international faculty member is employer specific. As a result, the faculty member can only work for Texas A&M University, unless the individual has a concurrent nonimmigrant status sponsored by a third party. Consequently, unless the concurrent sponsorship exists, freelancing, consultations or payment for services by a third-party entity will constitute a violation of the nonimmigrant status.
- Permanent residence is not an entitlement and requires the academic department's sponsorship.
- Changes in employment, such as location, salary, job description, title or percentage effort, require immediate notification to ISFS to avoid any potential immigration problems.

Visitors

Texas A&M University has a J-1 Exchange Visitor Program under which faculty can invite scholars and student interns to visit. ISFS is the office responsible for the J-1 scholar program. This program is the optimal route for, among other things, fostering the exchange of ideas and allowing individuals to engage in teaching, lecturing and research.

The J-1 student intern category provides a unique opportunity to foreign national students currently enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the United States to participate in a student internship program at Texas A&M that will fulfill the educational objectives of his or her current degree program at their home institution.

A visit to Texas A&M may also take place under the B-1 nonimmigrant visa. This type of visa is for visitors engaging in business and is not suited for the visitor to engage in collaborative or guided research or for the visitor to gain practical experience through on-the-job training. Consequently, faculty members should contact ISFS to ascertain whether or not a visit under this nonimmigrant category is advisable.

Finally, it is important to also note that international visitors may be subject to a restricted party screening. In this regard, all faculty members should be aware of System Policy 15.02 "Export Controls" (policies.tamus.edu/15-02.pdf), University Rule 15.02.99.M1 (rules-saps.tamu.edu/PDFs/15.02.99.M1.pdf) supplementing the system policy, and Texas A&M University SAP 15.99.99.M0.01 "Visiting Scholars Not Involved in an Employer/Employee Relationship with Texas A&M University" (rules-saps.tamu.edu/PDFs/15.02.99.M1.01.pdf).

For more information about immigration employment matters or inviting visitors and/or scholars to campus, contact:

Immigration Services for Faculty and Scholars
 YMCA 101 • 1158 TAMU
 (979) 862-1719 • isfs.tamu.edu

International Partnership

Texas A&M has a strong commitment to facilitating international engagement of faculty by encouraging them to develop research grants and projects, apply for Fulbright and other international fellowships/scholarships, lead study abroad or global learning opportunities, and build linkages that enhance Texas A&M capabilities and reputation with leading organizations and universities around the world. These activities contribute to the global impacts of each faculty member, improve our student's growth and development into global citizens and position Texas A&M as a global leader in higher education.

The University's Global Engagement Plan and information about annual the Global Engagement Grant program available to faculty to develop innovative student programs abroad is located at globalsupport.tamu.edu.

Texas A&M has a broad spectrum of international partnership services and resources that can assist faculty in these efforts. Each college has a designated member of the International Programs Committee, a reporting committee of the Faculty Senate that articulates concerns, reviews issues and considers opportunities in advisory capacity to the Office of the Provost.

While in many cases, Colleges initiate and manage these partnerships, the Provost and Executive Vice President reporting units provide a wide range of academic support services that include the following:

Education Abroad Programs

Texas A&M University is a national leader in the number of students who participate in international programs. Our faculty members are essential to developing and connecting students to high impact experiences that challenge their worldview and foster global citizenship.

Education Abroad supports faculty who wish to engage students in international opportunities such as study, volunteer, research, or internship programs. Delivering over 120 faculty-led programs annually, the experienced Education Abroad staff offer guidance and assistance with program design, budget development, and logistical support. With partners around the globe, Education Abroad professionals will connect you with qualified International Service Providers who can contribute to the design of academic and cultural activities.

For more information, visit the Education Abroad website at abroad.tamu.edu or email Dr. Holly Hudson, executive director of Education Abroad, at hudson@tamu.edu.

Hosting Non J-1 Visa International Guests and Dignitaries

Hosting colleagues and visitors from international universities, organizations and partners for tours and briefings is a way to introduce Texas A&M, build on partnership discussions, complete negotiation of international agreements and highlight unique opportunities between parties. To ensure proper protocols and seek logistical support for these types of visits, the office of Public Partnership & Outreach through its team of Global Partnership Services is willing to assist. The experienced

team can consult on appropriate flag, dignitary, academic and other protocols related to inclusion of university officials in these visits. Notifications of hosted international visitors should be approved by department heads and deans, then forwarded to ppo@tamu.edu for support.

International Academic Agreements

International agreements, such as Memorandum of Understanding or Memorandum of Agreement, can be important tools to building, developing, and maintaining strategic international partnerships and collaborations. These agreements can serve a broad variety of purposes, including facilitating undergraduate and graduate student exchange, collaborative research, international service provider arrangements or other types of partnerships. These agreements are managed at the appropriate university, college, department or research center level, with cataloging and guidance provided by Public Partnership & Outreach-Global Partnership Services.

A database of current international agreements, as well as helpful hints and templates for agreements can be found at globalsupport.tamu.edu. Questions about current partnerships or developing new ones may be directed to:

Public Partnership & Outreach-
Global Partnership Services
Rudder Tower, 8th floor • 3371 TAMU
(979) 845-3099 • globalsupport@tamu.edu

Fulbright Scholars Support

Texas A&M has celebrated one or more faculty U.S. Fulbright Scholars every year since 1949 and has hosted over 55 visiting scholars since 2014. A comprehensive approach based in the Texas A&M University Office of Public Partnership and Outreach now links prospective, current and alumni Fulbrighters together with undergraduates, graduate students and faculty members.

Traci Lacy, Public Partnership & Outreach's Fulbright Scholar Liaison provides support for faculty interested in applying for a Fulbright award. She is available to provide guidance to faculty as they navigate and explore the application process of the Fulbright Scholar Program. Each spring, Public Partnership & Outreach, with the Faculty Affairs Office hosts an informational workshop for faculty to learn about the Fulbright Program. After the workshop, a reception is held for all those associated with Fulbright, to celebrate new awardees and encourage other faculty to apply. These events coincide with the opening of the application process found at <https://cies.org>.

To learn more about how to apply for a Fulbright, to watch the most recent Fulbright Workshop, or see how the Fulbright program might fit into your career path, visit <https://ppo.tamu.edu>. To speak directly to the Fulbright Liaison, contact Traci Lacy, tlacy@tamu.edu

Global Partnership Resources

While faculty are encouraged to identify resources that enable effective partnerships, including locations and

support for collaborative teaching, research and service, accreditation standards and notifications of these is required. Texas A&M has established a number of approved partnership resources for these efforts, including:

Texas A&M University at Qatar

Since opening in the fall of 2003, Texas A&M University at Qatar (TAMUQ) has offered Bachelor of Science degrees in chemical, electrical, mechanical and petroleum engineering. In fall 2011 a Master of Science (M.S.) and a Master of Engineering (M.Eng.) in chemical engineering were added. Texas A&M's branch campus in Doha, Qatar, is part of Education City, which was developed by the Qatar Foundation for Education, Science and Community Development. The curricula offered at Texas A&M at Qatar is materially identical to that offered at the main campus in College Station. Courses are taught in English in a coeducational setting.

A remarkable innovation in engineering education, Texas A&M at Qatar connects one of the world's top engineering programs with a region that has tremendous potential for growth. Depending on a faculty member's discipline and the needs of TAMUQ, opportunities exist for faculty to teach in Qatar during the fall, spring and summer semesters. In addition, TAMU faculty are encouraged to pursue research collaboration opportunities with TAMUQ faculty on projects and Qatar-specific funding programs. To learn more about the Qatar branch campus, visit the Qatar home page (qatar.tamu.edu) or contact academicaffairs@qatar.tamu.edu.

Soltis Center for Research and Education, Costa Rica

The Soltis Center for Research and Education, established in 2009, is located in San Juan de San Isidro de Peñas Blancas, about a 2 ½ hour drive northwest of San Jose, the capital city of Costa Rica. A donation from Bill Soltis '55, the center provides dormitories, classrooms and computer labs, among other modern amenities, to support research, education and outreach activities. In order to receive this gift and manage operations in Costa Rica, Texas A&M manages a Costa Rican based holding company, the Texas A&M Casa Verde Corporation. While primary function will be the operations of Soltis Center this for-profit entity can provide faculty additional services and access that may be beneficial to their teaching, research and service projects.

The facility is centered on the Bill and Wanda Soltis Academic Building, which includes a cafeteria and multipurpose room, laundry room, wet and dry labs, and three classrooms that are equipped with wireless Internet and video conferencing.

Directly behind the academic building are eight bungalows that provide housing for up to 56 students and faculty at the edge of 250 acres of transitional rainforest, with both primary and secondary growth, that borders more than 110,000 acres of cloud forest that are part of the Bosque Eterno de los Niños Reserve and the Zona Protectora Arenal-Monteverde. At the base of the prop-

erty are carbon sequestration and ornamental farms mixed with pasture and local crops managed by residents of the unincorporated village of San Juan. The center is also within driving distance of the small towns San Isidro, La Tigra and Chachagua, the main tourist center of La Fortuna and the regional center Ciudad Quesada.

Faculty interested in developing a research program, a course at the facility or a field trip component to a class, should contact Dr. Eugenio Gonzalez, the center director, at egonzalez.soltis.center@tamu.edu or Chad Wootton, Associate Vice President for External Affairs at c-wootton@tamu.edu. For additional information about the Soltis Center, visit the website (soltiscentercos-tarica.tamu.edu).

For assistance in developing faculty-led study abroad programs, faculty also may contact Education Abroad at abroad@tamu.edu.

Mexico Partnership Services

Texas A&M has enjoyed a strong educational partnership with students, universities, consortia, communities and governmental agencies of Mexico for nearly 100 years, with the first documented collaboration being a tick elimination program sponsored by the Veterinary School in 1917.

Today, Texas A&M collaborations in Mexico are supported by the operation of a non-profit corporation representing Texas A&M University as a civil association that has been licensed to operate in Mexico since 1992. This entity allows Texas A&M faculty, administration and Mexican entities access to a set of services which enables partnership faculty partnerships, funded projects for research and engagement, contracting capabilities for program delivery and numerous logistical supports, known as Mexico Partnership Services.

Managed by a professional experienced staff, under Public Partnership & Outreach – Global Partnership Services, with office space, recognized consortia membership and an administrative team member located full time in Mexico City, Mexico Partnership Services is an outstanding resource for faculty.

To leverage Mexico Partnership Services for your project or partnership contact:

In the United States:

Dr. Suzanne Droleskey
Executive Director Partnership & Outreach Effectiveness
Public Partnership & Outreach
sdroleskey@tamu.edu • ppo.tamu.edu

In Mexico:

Ms. Teresa Olvera
Administrative Coordinator
Mexico Partnership Services
tolvera@tamu.edu • mexico.tamu.edu

Signature International Service Providers

Texas A&M has had a 35-year history of partnership with ItalArt, an Italian non-profit organization and their experienced staff led by Mrs. Sharon Jones, Executive Director for the facilitation of study abroad in the Tuscany region of Italy. Located in the medieval historic town of Castiglion Fiorentino, approximately one hour south of Florence, Italy, the center boasts classrooms, art studios, dormitories, dining hall, computer access and courtyard amenities that connect students to the history, culture and vitality of Italy. Full semester, short term and field trip programs can be accommodated by the partnership at preferred rates and scheduling. Each semester, faculty are invited to submit proposals to teach at the Santa Chiara Center. Faculty interested in submitting proposals, or wanting more information, can contact Education Abroad at abroad@tamu.edu.

Centro de Estudios y Investigacion Santa Clara (CEISC) – Hacienda Santa Clara (San Miguel de Allende, Mexico)

Texas A&M has established a partnership with proprietors, Pablo & Barbara Marvin and the Hacienda Santa Clara for the hosting of study abroad, research collaboration and partnership engagement in Mexico. Located just 20 minutes outside San Miguel de Allende, a cultural, historic and economic center of Mexico, the Hacienda Santa Clara boasts an array of amenities including dormitories, technology enabled classrooms, event space, dining hall, computer lab, conference center facilities as well as impressive on-site collections of art, sculpture and history of Mexico.



108 YMCA Building • 1126 TAMU
College Station, Texas 77843-1126
(979) 845-4274 • facultyaffairs.tamu.edu