

Faculty Meeting

October 6, 2017

Agenda

- **Updates**
- **Spring Schedule**
 - **Special Topics**
 - **Research Courses**
 - **Faculty Assignments**
- **Standard Operating Procedures Manual (SOP)**
- **Critical Deadlines**

Update from Coordinators

- Undergraduate – Dr. Kirby
 - Labs
- Graduate – Dr. Wilkins
 - New forms from Graduate School
 - MSEE is 30 hours for both the Project and Thesis

Updates

- **Prairie View A&M University - Faculty Workload Policy Manual**

Workload Requirements PVAMU has established a **minimum contact hour teaching load of 12 hours** (Graduate and/or Undergraduate) for tenured or tenure-track faculty; and, 15 hours for non-tenure track faculty. Teaching loads above or below the established minimum must be explained in official reports submitted to the Office of Institutional Research & Effectiveness. PVAMU has established a maximum teaching workload of 18 contact hours per semester for all full-time faculty. □ PVAMU has established a maximum teaching workload of 6 contact hours per semester for all adjunct or part-time faculty.

[PVAMU Faculty Workload Policy Manual](#)

College of Engineering Workload Policy

- 9 teaching + 3 additional duties is our College of Engineering practice.
 - 18 total teaching hours for Fall and Spring
- Additional Duties approved by the College
 - EE Undergraduate Coordinator
 - CPEG Undergraduate Coordinator
 - Graduate Coordinator
 - Freshman Coordinator
 - ABET Coordinator
 - EE Curriculum Coordinator
 - CPEG Curriculum Coordinator

- *SACS Coordinator
- *Transfer Coordinator
- *5YR MS BS Coordinator

See the [PVAMU Faculty Workload Policy Manual](#) for additional duties

Office Hour Requirements

- On campus
- Normal business hours (8-5pm)
- Min. of 3 office hours (adjuncts included)
- Max of 9 for full-time faculty
- Office hours for advising, counseling and assisting students will be on a prorated basis.



PRAIRIE VIEW A&M UNIVERSITY
A Member of the Texas A&M University System

October 4, 2017

MEMORANDUM

TO: Academic Deans, Department Heads, and Faculty
FROM: Felicia M. Nave, Ph.D.
Provost & Senior Vice President for Academic Affairs

SUBJECT: **Faculty Office Hour Requirements**

A faculty member is expected to be available to students outside of class for consultations on coursework, the student's progress in the course and to answer questions. Particularly during office hours, an open door policy is required to encourage and support greater student engagement and success.

Each faculty member should be available at a central location on campus (such as department office or the library) during those posted times. Office hours occur during the University's normal business hours of 8:00 a.m. to 5:00 p.m., Monday – Friday but can be extended to nights and weekends with department head approval.

This policy outlines the minimum number of office hours and guidelines that are required of all faculty members (full-time, part-time, and adjunct) by the University. Your department will advise you if there are additional requirements beyond the University minimum as well as any other department specific guidelines related to consultations with students outside of class.

University Office Hour Requirements are as follows:

Adjunct and part-time faculty, as well as those with other assignments, are expected to maintain an absolute minimum of three (3) hours of office hours per week (adjunct faculty), and an absolute maximum of nine (9) hours per week (part-time faculty).

- Office hours for advising, counseling, and assisting students will be on a prorated basis relative to the requirements for full-time faculty;
- For faculty who are assigned less than a full-time load, the office hour requirements should be proportionally adjusted.

Office of Academic Affairs
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Changes to deadlines for Participation in Commencement and Degree Conferral

- The deadline for applying to graduate and participate in the commencement ceremony will be October 13, 2017
- After that date, students will be allowed to apply for degree conferral through December 5, 2017; however, they will not qualify to participate in the commencement ceremony

Students who missed the deadline to participate in commencement, can have until the last day of each semester to request to have their degree conferred.

Updates Cont.

- Dean approved usage of space in SR Collins-equipment similar to ours

SOP

Roy G. Perry College of Engineering Department of Electrical and Computer Engineering

Standard Operating Procedures Manual At Prairie View A&M University

Date

October 13, 2017

The purpose of this document is to provide faculty and staff with a reference manual containing policies and procedures established for the department.

Need a Committee

Mission Statement

- [PVAMU Mission Statement](#)
- [ECE Purpose and Goals in Catalog](#) align with ABET objectives
- [ECE Mission Statement on Website](#)

Spring Schedule

- Currently building the schedule –Tuesday, October 10th
 - Monday, Nov 6th students can view- advising can start
 - Early Registration Begin Tues, Nov 14th
- Special Topic Courses have been removed
 - [Special Topics Request Form](#)
 - [Syllabus University HB2504 Template](#)
- Independent Study courses
 - [Independent Study Request Form](#)
- Research courses
 - complete form emailed to you
- Faculty Assignments

Impt Dates October

- Attendance reporting in Panther Tracks – Oct 6
- 2nd wave of TAs start Oct 16 – few buyouts
- Post Attendance Dates thru Oct 6
- Homecoming Open House
- Midterms, Thur, Oct 19th - required if on syllabus
- All Thesis/Dissertation defense complete, Mon Oct 23

November

- Priority Registration. Nov 14
- Surveys to classes, Nov 14
- Ensure SOS is posted in Nov in eCourse
- 1 Week after Thanksgiving to lecture
- Dec 4-5 Review Days

Links

- [PVAMU Faculty **Workload Policy** Manual](#)
- Course Inventory – [**Course Inventory Form**](#)
- Special Topics- [**Special Topics Request Form**](#) [**Syllabus University HB2504 Template**](#)
- Independent Study courses – [**Independent Study Request Form**](#)
- Deadlines- [**Academic Calendars**](#)
- [**ECE Deadlines for Graduate Students**](#)