

The Office of the Provost and Senior Vice President for Academic Affairs

Faculty Handbook

2023-2024 ACADEMIC YEAR



PRAIRIE VIEW
A&M UNIVERSITY

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Introduction

As an HBCU in rural Texas, Prairie View A&M University (PVAMU) has a unique and special mission to serve the higher education needs of many communities that have been historically underserved. The task of fulfilling this mission rests primarily on the shoulders of the faculty who are responsible for establishing and safeguarding the intellectual, professional, and ethical climate of the institution. With this solemn charge, it is vitally important that the faculty not only understand and commit to this mission but also educate themselves about the legal and organizational contexts in which they pursue it. To this end, the *Faculty Handbook* serves as a guide for all faculty members relative to their employment, evaluation, rights, responsibilities, and general expectations.

The primary purpose of this handbook is to map out and clarify the multiple layers of infrastructure, governance, and oversight that all PVAMU faculty members must navigate during the course of their employment. A brief overview of the most important of these layers suggests their importance and complexity: First, like all public institutions of higher learning, PVAMU must comply with all relevant federal and state laws and must observe the basic standards of higher education that are ensured through the accreditation process. Additionally, as part of The Texas A&M University System (TAMUS), PVAMU benefits from a robust system infrastructure and operates within the structures of governance set forth in the System's policies and regulations. Finally, PVAMU possesses its own organizational structure and its own governance practices as articulated in its institutional rules and procedures.

PVAMU Policy Library

The PVAMU community is governed by four different types of binding pronouncements:

- TAMUS Policies
- TAMUS Regulations
- PVAMU Rules
- PVAMU Administrative Procedures (UAPs)

For a comprehensive archive of all TAMUS policies and regulations and PVAMU rules and procedures, visit the PVAMU Policy Library at pvamu.edu/policies.

The creation, revision, or deletion of any university rule or procedure must involve input from all relevant stakeholder groups ([UAP 01.01.99.P0.01](#), Article 3.2).

NOTE *This handbook has been published as a convenience to Faculty. Faculty should review the actual policy, regulation, or rule. The policy, regulation, and rule will control in the event of any discrepancy in this handbook. Faculty should also be aware that policies, regulations, and rules are subject to change and may have changed since the publication of this handbook.*

The Texas A&M University System

Prairie View A&M University is part of The Texas A&M University System. The system consists of eleven universities, eight agencies, the Health Science Center, and the RELLIS Campus. The chief executive officers (presidents, directors, etc.) of these component institutions operate under the oversight of the Office of the Chancellor, which, in turn, answers to the TAMUS Board of Regents. (The system website includes a [full organizational chart](#).)

A&M SYSTEM BOARD OF REGENTS

Bill Mahomes - Chairman

Robert L. Albritton - Vice Chairman

David C. Baggett

John W. Bellinger

Randy Brooks

Jay Graham

Mike Hernandez

Michael J. Plank

R. Sam Torn

Demetrius L. Harrell, Jr. - Student Regent

A&M SYSTEM INSTITUTIONS UNIVERSITIES

Texas A&M University

Prairie View A&M University

Texas A&M University-Commerce

Tarleton State University

West Texas A&M University

Texas A&M University-Kingsville

Texas A&M University-Corpus Christi

Texas A&M International University

Texas A&M University-Texarkana

Texas A&M University-Central Texas

Texas A&M University-San Antonio

AGENCIES

Texas A&M AgriLife Research

Texas A&M AgriLife Extension Service

Texas A&M Engineering Experiment Station

Texas A&M Engineering Extension Service

Texas A&M Forest Service

Texas A&M Transportation Institute

Texas A&M Veterinary

Medical Diagnostic Laboratory

Texas Division of Emergency Management

CENTER

Texas A&M University Health Science Center

CAMPUS

The RELLIS Campus

OFFICE OF THE CHANCELLOR

John Sharp
Chancellor

Billy Hamilton
Deputy Chancellor &
Chief Financial Officer

Joe Elabd
Vice Chancellor for Research

James Hallmark
Vice Chancellor for Academic Affairs

To view the full Executive Committee:
tamus.edu/system/about/#executive

PVAMU History and Organizational Structure

HISTORICAL TIMELINE

- 1876** The Texas Legislature established the "Agricultural and Mechanical College of Texas for Colored Youths."
- 1878** The Alta Vista Agricultural & Mechanical College for Colored Youths opened at Prairie View, Texas.
- 1878** L.W. Minor appointed as the first principal on March 11, 1878.
- 1879** E.H. Anderson became principal (1879-1885).
- 1885** L.C. Anderson appointed principal (1885-1897).
- 1887** Expansion of original curriculum of training teachers to include agriculture, nursing, arts and sciences, and mechanical arts.
- 1890** Became a land grant institution.
- 1897** Edward Blackshear appointed principal (1897-1915).
- 1915** I.M. Terrell appointed principal (1915-1918).
- 1918** J.G. Osborne appointed principal (1918-1925).
- 1918** Nursing division established.
- 1919** Began offering baccalaureate degrees.
- 1919** Establishment of the Army Reserve Officers Training Corps.
- 1926** Willette R. Banks appointed principal (1926-1947).
- 1932** Established graduate programs in agricultural economics, rural education, agricultural education, school administration and supervision, and rural sociology.
- 1945** The Texas Legislature changed the name from Prairie View Normal and Industrial College to Prairie View University.
- 1947** Edward Bertram Evans appointed the eighth and last principal in September 1947 and the first president on December 3, 1948.
- 1947** The Texas Legislature changed the name to Prairie View A&M College of Texas.
- 1958** Accepted for membership in the Southern Association of Colleges and Schools.
- 1966** J.M. Drew appointed president (1966).
- 1966** Alvin I. Thomas appointed president (1966-1982).
- 1968** Establishment of the Naval Reserve Officers Training Corps.
- 1972** The Texas Legislature changed the name to Prairie View A&M University.
- 1980** Purchase and renovation of a facility in Houston's Texas Medical Center complex as the new home of the University's College of Nursing.
- 1982** Percy A. Pierre appointed president (1982-1989).
- 1983** The Texas Legislature proposed a constitutional amendment to restructure the Permanent University Fund to include Prairie View A&M University as a beneficiary of its proceeds (Texas voters approved the constitutional amendment on November 6, 1984).
- 1984** An amendment to the Texas Constitution names Prairie View A&M University as an "institution of the first class."
- 1989** Julius Becton, Jr LTG (Ret.) appointed president (1989-1994).
- 1994** Charles A. Hines appointed president (1994-2002).
- 2003** George C. Wright appointed president (2003-2017).
- 2005** The University approved four doctoral-level programs and advanced from a Level III to Level VI comprehensive degree-granting institution by the Commission on Colleges, Southern Association of Colleges and Schools.
- 2017** Ruth J. Simmons appointed president (2017-2023).
- 2020** The University received the largest single gift in its history (\$50 million).
- 2022** The University attained the R2 Carnegie Classification (Doctoral University; High Research Activity) status.
- 2023** Tomikia P. LeGrande appointed president (2023-present).

LEGAL MANDATE

The 77th Texas Legislature (2001) designated Prairie View A&M University as a statewide special-purpose institution of higher education for instruction, research, and public service programs dedicated to:

- Enable students of diverse economic, ethnic, and cultural backgrounds to realize their full potential;
- Assist small and medium-sized communities to achieve their optimal growth and development; and
- Assist small and medium-sized agricultural businesses and industrial enterprises to manage their growth and development effectively.

INSTITUTIONAL MISSION

Prairie View A&M University is a state-assisted, public, comprehensive land grant institution of higher education. The university was designated in a 1984 amendment to the Texas Constitution as an “institution of the first class.” It is dedicated to achieving excellence and relevance in teaching, research, and service. It seeks to invest in programs and services that address issues and challenges affecting the diverse ethnic and socioeconomic population of Texas and the larger society including the global arena. The university seeks to provide a high-quality educational experience for students who, upon completion of bachelor's, master's, or doctorate degrees, possess self-sufficiency and professional competence. The experience is imbued by the institution's values including, but not limited to, access and quality, accountability, diversity, leadership, relevance, and social responsibility.

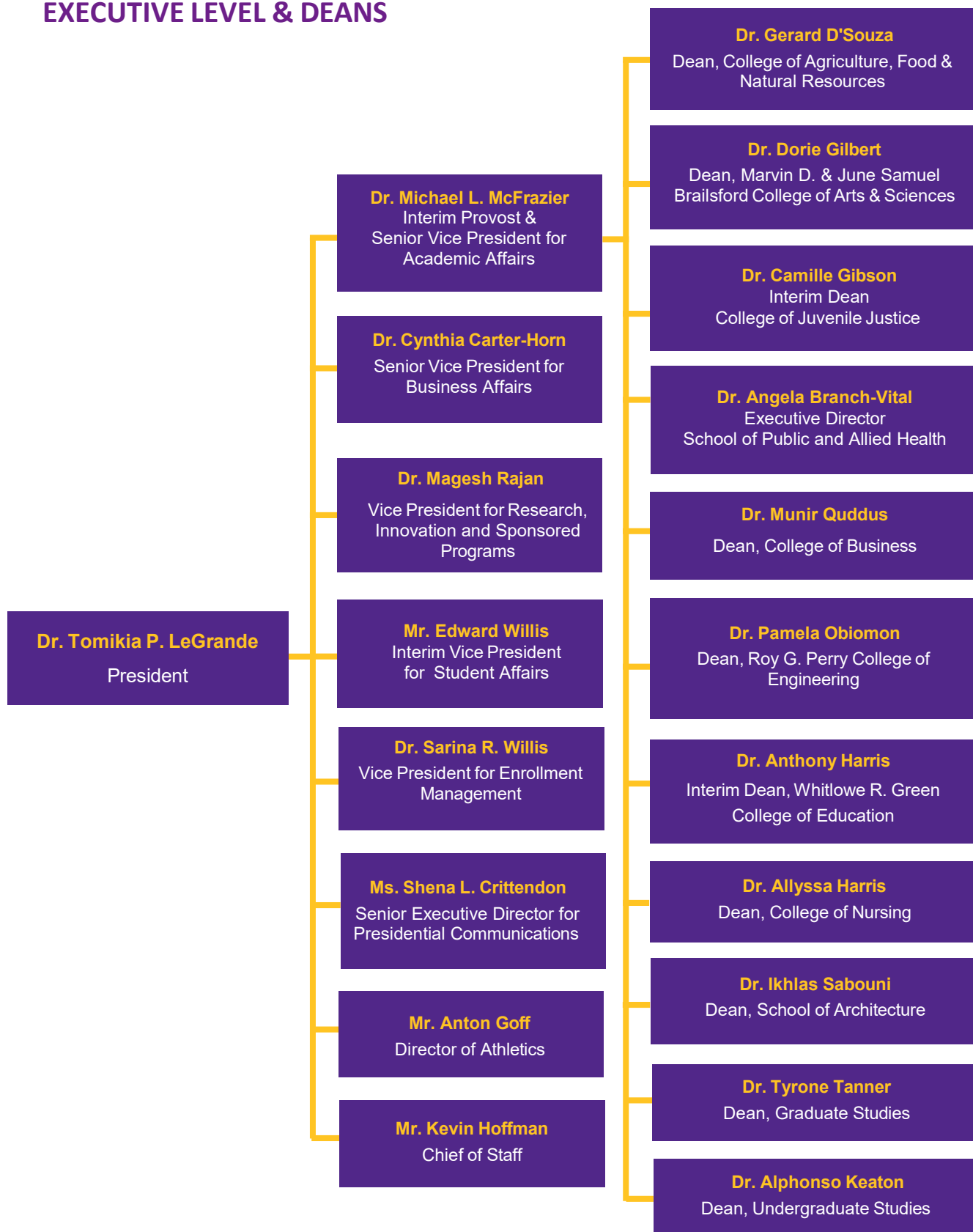
INSTITUTIONAL CORE VALUES

pvamu.edu/about_pvamu/college-history/core-values

- **ACCESS AND QUALITY** Provide equal educational opportunity to underserved populations and educational programs for the labor force and graduate and professional schools.
- **DIVERSITY** Sustain commitment to recruit, enroll, educate, and graduate students. To employ and advance faculty and staff without regard to age, ethnicity, gender, national origin, socioeconomic background, or handicap.
- **LEADERSHIP** Stimulate, initiate, and implement programs and services to both inspire and guide students, faculty, and staff in developing self-confidence, self-discipline, and other requisites to becoming successful community leaders.
- **RELEVANCE** Respond to the 21st century workforce need for highly literate, technologically competent graduates and extend the products of research and service to address problems such as violence, drug and alcohol abuse, mental and psychological neglect, and environmental injustice.
- **SOCIAL RESPONSIBILITY** Promote active participation in constructive social change through volunteerism, leadership, and civic action on the part of its faculty, staff, and students.

PVAMU Organizational Structure

EXECUTIVE LEVEL & DEANS



Accreditation

Institutions of higher learning are responsible for preparing the next generation of leaders, innovators, and professionals to bring their talents to bear in shaping and realizing society's collective goals. This vital public trust is ensured in large part through the processes of institutional and program-level accreditation, and these processes cannot be navigated without the contributions of an engaged and informed faculty. For this reason, it is incumbent upon all faculty to be aware of the principles and practices of institutional and program-level accreditation.

SACSCOC PRINCIPLES OF ACCREDITATION

The full standards and procedures for accreditation through SACSCOC are set forth in the following online document sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAccreditation.pdf.

INSTITUTIONAL ACCREDITATION

Prairie View A&M University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The standards and procedures for institutional accreditation through SACSCOC are detailed in *The Principles of Accreditation: Foundations for Quality Enhancement*, which is updated periodically and published online. Many of the Comprehensive Standards outlined within the document are relevant for faculty members, but of particular importance are the following:

- 6.2.c** For each of its educational programs, the institution assigns appropriate responsibility for program coordination. (Program coordination)
- 6.4** The institution publishes and implements appropriate policies and procedures for preserving and protecting academic freedom. (Academic freedom)
- 6.5** The institution provides ongoing professional development opportunities for faculty members as teachers, scholars, and practitioners, consistent with the institutional mission. (Faculty development)
- 8.2.a** The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for student learning outcomes for each of its educational programs. (Student outcomes: educational programs)
- 10.4** The institution (a) publishes and implements policies on the authority of faculty in academic and governance matters, (b) demonstrates that educational programs for which academic credit is awarded are approved consistent with institutional policy, and (c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. (Academic governance)

PROGRAM-LEVEL ACCREDITATION

Many of the academic programs at PVAMU are accredited through independent and state agencies that establish national standards for education within their respective disciplines. The following table provides information about these programs and the corresponding accrediting agency.

PROGRAM-LEVEL ACCREDITATION

College/School	Academic Area	Accrediting Agency
College of Agriculture and Human Sciences	Dietetics	Accreditation Council for Education in Nutrition and Dietetics (ACEND)
School of Architecture	Architecture	National Architectural Accreditation Board (NAAB)
Marvin D. and June Samuel Brailsford College of Arts and Sciences	Chemistry	American Chemical Society (ACS)
	Music	National Association of Schools of Music (NASM)
	Social Work	Division of Standards and Accreditation Council on Social Work Education (CSWE)
College of Business	Business	Association to Advance Collegiate Schools of Business International (AACSB)
Whitlowe R. Green College of Education	Teacher Education	State Board for Educator Certification (SBEC) / Texas Education Agency (TEA)
Roy G. Perry College of Engineering	Computer Science	Computing Accreditation Commission of ABET (CSAC of ABET)
	Engineering	Engineering Accreditation Commission of ABET (EAC of ABET)
College of Nursing	Nursing	Accreditation Commission for Education in Nursing (ACEN)
		Commission on Collegiate Nursing Education (CCNE)
		Board of Nurse Examiners for the State of Texas (BNE)

The Faculty Senate

The Faculty Senate is a body of elected faculty representatives who meet monthly during the academic year and advise the president on matters of institutional governance. Through the work of its standing and *ad hoc* committees, the Faculty Senate investigates and deliberates on any and all issues relevant to the overall well-being of the institution and of the faculty who bear the primary responsibility for delivering on its academic mission. These deliberations are communicated to the president during regular meetings held throughout the academic year and through formal resolutions passed by the senate body.

Shared Governance – In addition to advising the president, the Faculty Senate places representatives on a wide range of university-level committees, councils, and taskforces charged with making important recommendations on all areas of institutional governance. The Faculty Senate, therefore, plays a vital role in promoting and facilitating shared governance and ensuring that faculty interests are adequately represented within decision-making processes. Consequently, the Faculty Senate also operates as an important avenue through which faculty members can become involved in university-level service.

Advocacy – The Faculty Senate also operates as a medium of communication between the faculty and the administration. Because of its involvement in the governing processes, the Faculty Senate can bring issues before the administration that individual faculty members may feel uncomfortable raising themselves. For this reason, the Faculty Senate maintains open lines of communication with all faculty members. All Senate meetings are open to all faculty members to attend, and any faculty member may petition the Senate's Executive Committee for permission to directly address the full Senate.

Constitution – Each college and school within the university is represented proportionally within the Faculty Senate. The Senate is reapportioned every other year to ensure that each college and school is allotted one senate seat for every ten full-time faculty members or fraction thereof. Every spring semester, each college/school holds general elections to place representatives on the Senate for two-year terms. All full-time faculty members below the level of department head are eligible to vote for and become members of the Senate. Once a senator has served two consecutive terms (a maximum of four years), he or she is ineligible to serve on the Senate the following academic year but may be reelected to the Senate after that year.

University-Level Committees & Councils

Participation in university-level service is not only an important part of shared governance but also is an expectation for tenured and tenure-track faculty. Listed below are some of the standing university committees and councils that include faculty representation. For details on the functions and composition of each, contact the office listed.

COMMITTEE OR COUNCIL	CONTACT OFFICE
Academic Integrity Review Board.....	Academic Affairs
Admissions and Academic Standards Committee	Academic Affairs
Athletic Council.....	Office of the President
Bookstore Advisory Committee	Business Affairs
Budget Committee.....	Business Affairs
Commencement Steering Committee	Office of the President
Core Curriculum Advisory Committee	Academic Affairs
Distance Learning Council	Academic Affairs
Faculty Senate	Office of the President
Founders Day/Honors Convocation Committee.....	Academic Affairs
Graduate Council	Academic Affairs
Homecoming Committee	Student Affairs/Alumni Affairs
Honorary Degree Committee	Academic Affairs
Information Technology Users Group.....	Business Affairs/Academic Affairs
Institutional Animal Care and Use Committee	Research
Institutional Bio-Safety Committee	Research
Institutional Effectiveness Council	Academic Affairs
Institutional Review Board.....	Research
Scholarship Committee.....	Enrollment Management
Service Learning Council.....	Student Affairs
Student Conduct Board	Student Affairs
Student Information System Users Group	Business Affairs/Academic Affairs
Undergraduate Council.....	Academic Affairs

Faculty Development & Advocacy Resources

INTERNAL FACULTY DEVELOPMENT RESOURCES

RUTH J. SIMMONS CENTER FOR RACE AND JUSTICE addresses the persistent inequities caused by racism and proposes policies and practices that can help to eliminate those inequities.

W.R. Banks 224 | 936-261-3640 | pvamu.edu/simmonscenter/

CENTER FOR TEACHING EXCELLENCE provides professional development activities and resources that support best practices in pedagogy to enhance teaching effectiveness for a diverse student body.

Delco 202 | 936-261-3640 | pvamu.edu/cte

OFFICE OF RESEARCH, INNOVATION, AND SPONSORED PROGRAMS (ORISP) supports faculty members in developing innovative research, procuring/managing research funding, and remaining compliant with federal and state regulations.

Delco 120 | 936-261-1570 | pvamu.edu/research

CENTER FOR INSTRUCTIONAL INNOVATION AND TECHNOLOGY SERVICES (CI²TS) provides technological resources, training, and support for innovative modes of course delivery and other education-related activities on and off-campus.

Library (3rd Floor) | 936-261-3283 | pvamu.edu/dlearning

FACULTY ENHANCEMENT PROGRAM (FEP) supports new funding opportunities for faculty research, travel to attend conferences, and resources to assist with publications and projects, as well as to support research grants and partnerships to strengthen faculty teaching and scholarship.

MELLON CENTER FOR FACULTY EXCELLENCE provides resources to comprehensively and systematically address faculty development in the humanities, to ensure support is consistent with good practices at other universities, including HBCUs, and to work toward a sustainable and replicable model for others.

JOHN B. COLEMAN LIBRARY hosts a range of textual and online resources for researchers. It provides access to interlibrary loans and TexShare, which allows members to borrow from other Texas libraries.

936-261-1500 | pvamu.edu/library

INTERNAL FACULTY ADVOCACY RESOURCES

OFFICE OF EQUAL OPPORTUNITY AND OFFICE OF TITLE IX COMPLIANCE provide training and resources related to PVAMU's non-discrimination policies, and are also responsible for investigating all complaints related to discrimination.

EO: Harrington 109 | 936-261-1730 | pvamu.edu/hr/office-of-equal-opportunity
Title IX: Harrington Suite 311 | 936-261-2166 | pvamu.edu/titleix

OFFICE OF HUMAN RESOURCES provides a wide range of employment information, resources, and tools.

Harrington 109 | 936-261-1730 | pvamu.edu/hr

EXTERNAL ADVOCACY RESOURCES

**AMERICAN ASSOCIATION
OF UNIVERSITY PROFESSORS**

202-737-5900 | aaup@aaup.org
aaup.org

**TEXAS STATE
EMPLOYEES UNION**

512-448-4225
cwa-tseu.org

**TEXAS ASSOCIATION
OF COLLEGE TEACHERS**

512-873-8195 | staff@TACT.org
tact.org

Faculty Position Descriptions

All faculty members receive an appointment letter that states the initial terms and conditions of employment. If the appointment is tenure-accruing, the letter also indicates the length of the probationary period.

The broad categories of faculty at Prairie View A&M University are **Regular** and **Fixed Term**. Regular faculty are tenured and tenure-track faculty; fixed-term faculty are non-tenured faculty who are employed on a time-limited appointment. The ability to hire fixed-term faculty provides flexibility for academic programs in hiring to meet needs related to fluctuating enrollment and changing curricula.

REGULAR FACULTY

Assistant Professor

A faculty member hired to the rank of assistant professor should have completed the terminal degree within the relevant field of study. An assistant professor is employed on a term-limited, renewable appointment with the possibility of achieving tenure and promotion after the penultimate (second to last) year of a probationary period not exceeding seven years (except in cases where an extension has been granted for special cause). An assistant professor is considered for tenure and promotion to the rank of associate professor during the penultimate year of the probationary period. As per [TAMUS Policy 12.01](#) (Article 4.1), a faculty member who is denied tenure is entitled to employment during the final year of the probationary period unless employment is terminated for good cause. PVAMU's tenure policies are covered in more detail below.

Associate Professor

A regular faculty member hired or promoted to the rank of associate professor has generally demonstrated at least six years of excellence in teaching, research, and service as defined within the relevant academic discipline and employing department. An associate professor is tenured and is therefore employed on a nine-month or twelve-month appointment that automatically renews each year unless employment is terminated for cause or (as outlined in [TAMUS Policy 12.01](#), Article 9) due to "cases of bona fide financial exigency or the reduction or discontinuance of an institutional program based on educational considerations." Faculty who have been awarded tenure will undergo a post-tenure review of their performance every five years after tenure is awarded. Post-tenure review and termination for cause are both covered in more detail below.

Professor

A regular faculty member hired or promoted to the rank of full professor has typically demonstrated 13 years of outstanding service in higher education or comparable industry, organization, or profession; produced a substantial body of research, creative and/or scholarly work; gained recognition in professional organizations; contributed substantially to higher education and the larger community; consistently engaged students in research and service; demonstrated a student-centered commitment to teaching and learning; and upheld the core values of the school/college and the University. A full professor is tenured and therefore employed on a nine-month or twelve-month appointment that automatically renews each year. A full professor is subject to the same guidelines for post-tenure review and termination as an associate professor.

Distinguished Professor

The rank of distinguished professor is reserved for faculty who have generally been full professor or equivalent for a decade or more and whose contributions in teaching and/or research have been noteworthy at a level that has earned the individual national recognition in his/her field. Holders of this rank are respected for having become exemplars of the type of professionals the University desires to have its students and faculty emulate. A distinguished professor is subject to the same guidelines for post-tenure review and termination as an associate professor.

Endowed Professor

This rank is reserved for renowned professionals of truly exceptional productivity in teaching, research, and service. The endowed professor occupies a professorship supported by special funding, sometimes from philanthropists who have high expectations of the University's capability to advance knowledge and to change the culture of a department or college. An endowed professor is subject to the same guidelines for post-tenure review and termination as an associate professor.

FIXED-TERM ACADEMIC PROFESSIONAL TRACK FACULTY

All fixed-term faculty members are provided with a letter of appointment that outlines the initial terms and conditions of employment and details the necessary teaching, and/or scholarly/creative activity, and/or service expectations of the position. For additional details on position description, job responsibility, minimum qualifications, evaluation, appointment renewal, dismissal, promotion criteria, and other information, see [UAP 12.07.99.P0.01](#) and [TAMUS Policy 12.07](#).

1. Non-Tenure Track Faculty

Laboratory Instructor The primary responsibility is to teach laboratory courses. The appointee must hold at least a master's degree and have lab experience and training in lab safety and compliance.

Instructor The primary responsibility is teaching. The appointee must have at least a master's degree or equivalent experience.

Lecturer These are full-time teaching positions. Lecturers must hold at least a master's degree.

Lecturer I The appointee will be primarily engaged in teaching; however, duties may also include administration and/or service.

Lecturer II The appointee must have at least five years of full-time service as a Lecturer I or a faculty equivalent.

Lecturer III The appointee must have at least three years of full-time service as a Lecturer II or a faculty equivalent.

2. Professional Non-Tenure Track Faculty

Professional Track Faculty positions are full-time appointments that bring excellence to the university through high-quality professionals in teaching and/or research/creative activity and/or service. The appointees will primarily be engaged in teaching; however, duties may also include scholarship and/or service.

Assistant Professor of the Practice The appointee must possess the expertise and achievements to provide professional instruction to a unit.

Associate Professor of the Practice The appointee must possess the expertise and advanced achievements to provide professional instruction to a unit.

Professor of the Practice The appointee must possess the expertise and advanced achievements and distinction to provide professional instruction to a unit.

3. Clinical Non-Tenure Track Faculty

Clinical Faculty positions are full-time appointments that bring excellence to the university through highly skilled and experienced practitioners who address a specific need in a department or college. Clinical faculty are appointed to meet the instructional needs of the respective discipline and are responsible for the application of a framework for teaching as the primary role; supervising students in a clinical practicum and/or service activity; and engaging in research and scholarship. All clinical faculty must hold a current license and/or certification as required per the respective discipline.

Clinical Instructor The appointee must hold academic credentials. No prior teaching experience is required.

Clinical Assistant Professor The appointee must hold a master's or terminal degree and a minimum of three years of formal teaching experience.

Clinical Associate Professor The appointee must hold a terminal degree in the appropriate discipline and a minimum of five years of formal teaching experience.

Clinical Professor The appointee must hold a terminal degree in the appropriate discipline and a minimum of seven years of formal teaching experience.

4. Research Non-Tenure Track Faculty

Research Track Faculty positions are typically full-time appointments whose primary responsibilities are designing, carrying out, and managing research (including serving as principal investigator when appropriate), preparing publications, supervising student research, and actively participating in the continuing effort to improve research in departments, colleges, and the university. Research Track Faculty are generally not required to teach courses (unless indicated in the letter of appointment) but could be afforded the opportunity if there is a program need and funding is available.

Research Assistant Professor The primary responsibilities are devoted to research and/or scholarly activities. A minimum of a master's degree in the appropriate discipline is required.

Research Associate Professor The appointee must have demonstrated experience conducting research and/or scholarly activities. A terminal degree in the appropriate discipline is required.

Research Professor The appointee will have national and/or international recognition in their field of research. A terminal degree in the appropriate discipline is required.

5. Temporary and Visiting Non-Tenure Track Faculty

Adjunct Instructor Adjunct instructors are hired on a part-time basis (not to exceed 50 percent effort), and their responsibilities are limited to teaching the course for which they have been hired.

Scholar in Residence The appointee must have a strong record of research or scholarly activity. Duties may include but are not limited to, public and guest lectures, teaching classes, performances, or demonstrations.

Visiting Faculty/Scholar The appointee either has held or is on leave from or is retired from an academic position at another educational institution, or whose research, creative activities, or professional achievement makes a visiting appointment appropriate. The appointee may have formal teaching responsibilities and may contribute to the department through research and/or service.

6. Chancellor's Research Initiative

Senior Research Fellow This is a world-renowned scholar and researcher who has a proven track record of success in developing and implementing large, multi-investigator, federally funded programs such as NSF Engineering Research Centers, NSF Materials Research Science & Engineering Centers, foundations that support the liberal arts and other funding mechanisms similar in scope and size.

Employment, Promotion, Termination

FACULTY ACADEMIC WORKLOAD

The academic workload standard for full-time tenured and tenure-track faculty who maintain an active research agenda, as determined by the annual performance review process, is 9 workload teaching credits per semester; the standard for full-time tenured and tenure-track faculty who do not maintain an active research agenda is 12 workload teaching credits per semester, and 15 workload teaching credits per semester are typical for non-tenure track faculty. These workload credits are assigned for direct instruction and a variety of instructional, administrative, scholarly, and service activities. Assignments of non-instructional workload credit are made by the dean of each college based on recommendations made by the appropriate department head. Part-time faculty workload credits are proportional to the full-time equivalent appointment. Each semester, the university is required to submit a report to The Texas A&M University System and the Texas Higher Education Coordinating Board regarding workload compliance. Faculty can find additional information on academic workload in [TAMUS Policy 12.03](#), [UAP 12.03.99.P1](#), and the [PVAMU Faculty Workload Manual](#).

FACULTY ADMINISTRATIVE APPOINTMENTS

The University seeks to have an open and transparent process for selecting, reviewing, and appointing faculty to serve as academic administrators. In accordance with [TAMUS Policy 12.01](#), faculty appointments to an administrative position will have a set time limit and may be removed without causes and prejudice to a faculty member's tenure or contractual rights by the Chancellor, President, Provost, or designee, provided other issues do not cause the individual to be dismissed from the tenured faculty position for cause (for details, see [UAP 12.99.99.P0.01](#) Appointments and Term Limits of Academic Administrator Positions).

STATEMENT ON ACADEMIC FREEDOM

[TAMUS Policy 12.01.1](#); [UAP 12.01.99.P0.01](#)

Institutions of higher education exist for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that each faculty member be free to pursue scholarly inquiry and to voice and publish individual conclusions concerning the significance of evidence that the faculty member considers relevant. Each faculty member must be free from the corrosive fear that others, inside or outside the academic community, because their vision may differ, may threaten the faculty member's professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he/she teaches, but should not introduce controversial matter which has no relation to the classroom subject. Each faculty member is also a citizen of the nation, state, and community, and when speaking, writing, or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility. In such instances, the faculty member should clearly state that he/she is not speaking for Prairie View A&M University.

GENERAL ACADEMIC RESPONSIBILITIES

The concept of academic freedom for faculty is accompanied by an equally demanding concept of academic responsibility. In addition to fulfilling the basic terms of their contractual employment and performing the specific duties associated with their post, faculty members have certain inherent responsibilities *vis-à-vis* the institution, the academic profession, students, and society at large. These responsibilities include:

- maintaining an appropriate level of competency within their field of specialization;
- maintaining a high standard of professional conduct toward all members of the campus community and the broader academic community;
- striving after truth while respecting the diverse opinions of students, staff, and colleagues;
- not just avoiding discrimination, but actively working to create a campus environment that is inclusive and welcoming to everyone.

FACULTY CLASSROOM OBSERVATIONS

The purpose of peer observations of classroom teaching is primarily to aid individual faculty in improving their teaching practices and secondarily to provide information for annual faculty evaluations. Effective fall 2019, academic departments will conduct direct peer observations of faculty teaching. It will be the responsibility of the department head to monitor and ensure that all faculty members, including adjuncts, participate in annual classroom observations. For more information, see the [Provost's Memo on Faculty Classroom Observations](#). The basic classroom observation form can be found at this [link](#).

ANNUAL REVIEW

All regular and renewable term faculty undergo an annual performance review conducted by the head of their department or division. The primary purpose of the review is to aid the faculty member in working toward excellence in the areas relevant to his/her position, but the annual review is also used in decisions related to appointment renewal, tenure and promotion, merit payments and adjustments, and distribution of teaching assignments.

Faculty Performance Evaluation (FPE) Instrument

The annual review is conducted using an [FPE instrument](#). The instrument sets minimum expectations in teaching, scholarship/creative, and service activities that must be fulfilled for a faculty member to qualify for merit pay when available. The weights and measures of the instrument are tailored to the type of position that the faculty member holds. The process for the review is as follows:

- The faculty member uses the FPE instrument to provide an account (along with any supporting documentation) of his/her performance on each criterion of evaluation.
- The department/division head scores the instrument based on available and verifiable documentation.
- The department/division head holds a private conference with the faculty member to review the scoring of the instrument and discuss any plans for continued development.
- The faculty member is given a reasonable amount of time to review the completed instrument and, if necessary, provide a written response before signing it.
- The completed, signed instrument is submitted in Workday.
- The faculty member acknowledges the review in Workday, which is then routed to the department/division head.

SALARY ADJUSTMENTS

Because the State of Texas does not allow cost-of-living adjustments for state employees, all salary adjustments must be based on merit or systematic reviews of internal equity and external competitiveness. The current base salary adjustments for faculty promotions are as follows (which are subject to change):

- Promotion to tenured Associate Professor rank: \$9,500
- Promotion to tenured Professor rank: \$11,500
- Promotion to Academic Professional Track Professor rank: \$7,000
- Promotions to all other Academic Professional Track faculty ranks: \$5,000

The Merit System

There are two types of merit pay outcomes: a one-time merit-based award and a merit-based adjustment to the base salary. Both types of merit payments must be proposed by the University president for approval by the Board of Regents. If either type of merit pay is approved by the Board of Regents, it must be distributed to the faculty at the departmental level based on the merit outcomes of the previous round of annual reviews. The distribution of merit-based adjustments must be determined by the department head using a method that is transparent and clear to the faculty members within the department. This adjustment schedule must then be approved by the dean and provost, and may be altered or denied at either level, to ensure that it is consistent with the intent of the merit system.

TENURE

Tenure means the entitlement of a faculty member to continue in the academic position held unless dismissed for good cause or cases of *bona fide* financial exigency ([TAMUS Policy 12.01](#), Article 4.3). If a faculty member's appointment is tenure-accruing, the appointment letter will indicate the length of the probationary period and will state the credit agreed upon for appropriate service to other institutions. The probationary period is not to exceed seven years unless an extension is granted by the president based on extraordinary and documented circumstances that substantially impede the faculty member's progress during the probationary period. For faculty subject to a probationary period of four years or more at Prairie View A&M University, a mid-term review is typically mandatory (see next page for more detail), as is a review in the penultimate year of probationary service (regardless of the probationary period).

All tenure recommendations must include a review of the faculty member's record of professional achievement by a committee of tenured peers, below the rank of department head, within the faculty member's discipline or in closely related disciplines. Recommendations should be based on the faculty member's record of achievement in the following areas:

- Teaching Effectiveness
- Research, Creative Activities, and Other Scholarly Endeavors
- Student Advising, Counseling, and Other Student Services
- Committee and Administrative Service to the University
- Service to Profession, Community, State, or Nation
- Professional Growth

For a detailed account of these areas of evaluation, see [TAMUS Policy 12.06](#). The specific criteria for measuring a faculty member's professional achievement will differ from discipline to discipline, so each department should have a set of published guidelines for meeting tenure expectations.

Tenure is conferred upon a faculty member by the TAMUS Board of Regents based on the recommendation of the university's president. Once a decision has been approved by the Board of Regents, the president must inform the faculty member of the decision, in writing, before the beginning of the final academic year of the probationary period. If the decision is a denial of tenure, then this notification serves also as a notice of non-renewal after the final year of the probationary period (see the section on non-renewal for more information).

The failure of the institution to provide written notification of a denial of tenure prior to the beginning of the final year of the probationary period should not be construed as a grant of *de facto* tenure, but a faculty member is entitled to serve for one additional appointment year following the semester in which the notice is received. If this additional year is after the final year of the probationary period, it may be under a new position title and will not be tenure-accruing.

Appealing a Denial of Tenure

Any appeal of a tenure decision should be referred to the provost who will initiate a review to be conducted by a three to five-member *ad hoc* committee of tenured faculty. The committee must perform its review within 20 business days of the filing of the appeal and report its findings to the provost.

If procedural irregularities are found to have occurred, the provost may request a reconsideration of the tenure application at each level of review or may formulate an *ad hoc* committee of three to five tenured faculty to review the procedures. If the faculty member believes that the denial of tenure represents a case of illegal discrimination, he/she should file a copy of the appeal with the Office of Equal Employment Opportunity so that it may conduct an independent review of the case.

Mid-Tenure Review

The mid-tenure review generally takes place at the beginning of the fourth year of the probationary period and provides constructive feedback about the faculty member's progress toward tenure. The process involves compiling a portfolio that documents the faculty member's record of achievement in teaching, research, and service. The review is conducted by the department/division head, the dean, and the department/college tenure and/or promotion committee. The purpose of the review is to provide the faculty member with a timely account of his/her strengths and weaknesses as well as any suggested strategies for improvement. The mid-tenure review is also used to identify reasonable resources that may be provided to the faculty member to support his/her progress toward tenure (e.g., computer or other supportive technology, short-term course load reduction, adjustment in department/division responsibilities, etc.). With rare exceptions (particularly of academic scholarship), Assistant Professors must go through the mid-tenure review process before applying for tenure and/or promotion.

Post-Tenure Review

Tenured faculty members undergo a post-tenure review every five years to gauge the ongoing productivity of the individual. Post-tenure evaluations are made based on the same criteria as the tenure review, which can vary from discipline to discipline, and are designed to encourage a high level of sustained performance. Post-tenure reviews are not used for purposes of determining merit or promotion, though a faculty member may reference past reviews when applying for a promotion. Unsatisfactory outcomes on a post-tenure review will result in the adoption of an improvement plan for the faculty member approved by the department/division head and dean. Failure to implement the improvement plan can lead to further interventions and dismissal for cause (see next page).

The faculty member under review must submit a portfolio demonstrating excellence in teaching, research, and service during the years under review. The portfolio is first reviewed by a department-level committee (if applicable) of at least three tenured peers within the same discipline or closely related disciplines. The findings of the committee are reviewed by the division/department head, who combines his/her finding with those of the committee and submits a summary report to the dean. The portfolio is also reviewed by a college-level committee of at least three tenured peers. The findings of the committee are reviewed by the dean, who combines his/her finding with those of the department head and departmental and /or college committee and submits a summary report to the provost with recommended actions proposed and/or approved at each step along the way.

Appeal Process for Post-Tenure Reviews

A faculty member who receives an unfavorable review may submit a rebuttal, with any additional documentation, to the department/division head, who must meet with him/her to attempt to effect a resolution. The department/division head may convene the original review committee to address the faculty member's grievance. If there is no resolution, or if the unfavorable review began at the dean's level, the faculty member may appeal to the dean who may establish an *ad hoc* post-tenure review panel to review the appeal. If there is no resolution, or if the unfavorable review began at the provost's level, the faculty member may appeal to the provost, who may refer the matter to a review panel whose members are selected from among the Faculty Senate or whose members are appointed jointly by the provost and the speaker of the Faculty Senate.

TERMINATION OF EMPLOYMENT

The employment of a faculty member may be terminated under three possible conditions. Any non-tenured faculty member may be denied renewal of an appointment, and any faculty member, regardless of tenure, may be dismissed for good cause or due to *bona fide* financial exigency.

Non-Renewal of Tenure-Track Faculty

The institution is not required to give a reason for a decision not to renew a faculty member's appointment at the end of its term, but certain procedures must be followed for non-renewal of a tenure-track faculty member's appointment during the probationary period. These procedures involve the timing for notification of non-renewal and the processing of appeals.

- **Notice of Non-Renewal** A tenure-track faculty member must be provided with written notice of a decision not to reappoint him/her after the termination of an appointment term. If the decision of non-renewal applies to the end of the first year of the probationary period, notification must be provided no later than March 1 (or three months before the termination of an appointment that ends in the middle of the academic year). If the decision applies to the end of the second year of the probationary period, notification must be provided no later than December 15 (or six months before the termination of an appointment that ends in the middle of the academic year). After the second year of the probationary period, notification of non-renewal must be provided twelve months before the termination of an appointment term.
- **Appeal Process** The institution is not required to provide a reason for a decision of non-renewal, but a tenure-track faculty member may appeal such a decision within 20 business days of receiving notification if he/she believes that the decision constitutes a violation of academic freedom, a violation of protected First Amendment rights, or an act of illegal discrimination. Within 15 business days of the filing of the appeal, a preliminary hearing must be held by a faculty committee to determine whether the faculty member has presented sufficient cause for the appeal. If the committee affirms the appeal, then an evidentiary hearing will be promptly held wherein the evidence provided by the faculty member is weighed against any contrary evidence provided by the administration. Both the faculty member and the administration have the right of representation at this hearing.

Non-Renewal of Non-Tenure Track Faculty (Fixed-Term Appointments)

The institution is not required to give a reason for a decision not to renew a non-tenure track faculty member's appointment at the end of its term. Appointments of this type are provided for a specified fixed term, usually one semester, one summer session, or one academic year; there is no implied guarantee or promise of continued employment beyond the specified term.

- **End-of-Contract** All non-tenure track faculty will receive an end-of-contract letter prior to the end of the fixed-term appointment.
- **Notice of Non-Renewal** Full-time non-tenure track faculty whose contracts will not be renewed for the next term will be provided with a notice of non-renewal prior to the end of the fixed-term appointment.
- **Grievance Process** There is no formal appeal process for non-tenure track faculty members who are non-renewed; however, a full-time non-tenure track faculty member has a right to present a grievance to the Provost on an issue related to the non-renewal or termination of his/her employment.

Dismissal for Good Cause

Any faculty member, regardless of tenure, may be dismissed for good cause. Any good cause for dismissal must relate directly to the performance of professional duties. A long, but not fully exhaustive, list of legitimate causes for dismissal is provided in [TAMUS Policy 12.01](#) (Article 4.3). Within ten business days of receiving notification of dismissal, a faculty member may request a hearing that shall be conducted in accordance with the guidelines set forth in [TAMUS Policy 12.01](#) (Article 8). The hearing shall be presided over by a faculty committee that makes recommendations to the President who, in turn, makes recommendations to the Chancellor of the TAMU System.

Financial Exigency or Academic Restructuring

A tenured faculty member may be dismissed in cases of *bona fide* financial exigency or the reduction or discontinuance of an academic program based on educational considerations. A case of *bona fide* financial exigency involves the basic financial stability of the institution and must be confirmed by the Chancellor of the TAMU System and the Board of Regents. Educational considerations that could result in the reduction or discontinuance of a program may include:

- a substantial decrease in program enrollment;
- the need to shift substantial resources to other programs; or
- a substantial modification or redirection of a unit's mission.

When faculty dismissals are contemplated on the grounds of financial exigency or program termination or reduction, there should be early, careful, and meaningful sharing of information and views with appropriate faculty representatives. Recommendations from such faculty representatives shall be sought on alternatives available to the university to ensure continuation of a strong academic program and to minimize the losses sustained by affected students and faculty members. Careful consideration should be given to the possibility of reappointing affected faculty members to related areas.

Any faculty member selected for termination based on financial exigency or academic restructuring may request a hearing before a faculty committee at which the burden of proof lies with the University to demonstrate that the dismissal is justified.

ACCESS TO EMPLOYMENT RECORDS

By state law, all current and former employees are entitled to access their personnel files from the Office of Human Resources, which contain all documentation related to employment, promotion, and termination. The employee may be required to cover copying costs.

COMPLAINTS AND APPEALS

Open communication between faculty members and administrators is strongly encouraged; when a breakdown in communication occurs, faculty members have the right to file a complaint and/or appeal. The University provides a fair, internal complaint and appeal process for all faculty members. [UAP 32.01.01.P0.01](#), *Complaint and Appeal Procedures for Faculty Members*, supplements [System Regulation 32.01.01](#) and applies to all members of the faculty including but not limited to faculty holding tenure, those on tenure track, and instructors.

DISCRIMINATION AND SEXUAL HARASSMENT

Complaints related to issues of discrimination, sexual harassment, and related retaliation, tenure, promotion, dismissal, and/or reduction in force are subject to specific [System Policies 08.01](#), *Civil Rights Protections and Compliance*, and [12.01](#), *Academic Freedom, Responsibility, and Tenure*.

CONSENSUAL RELATIONSHIPS

[System Regulation 07.05.01](#), *Consensual Relationships*, 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. A system university employee is prohibited from pursuing or having a consensual relationship with an undergraduate student at that institution. Unless alternative arrangements are approved under Sections 4.1 and 4.2 of System Regulation 07.05.01, a consensual relationship is prohibited between a member employee and another individual (graduate student, staff, faculty, or third party) who is under the employee's authority or supervision. A consensual relationship in violation of this section may result in disciplinary action against the member employee, up to and including dismissal. The Texas A&M University System and Prairie View A&M University are committed to maintaining work and educational environments that are free from conflicts of interest, favoritism, and abuse of authority.

Faculty Responsibilities

INSTRUCTOR RESPONSIBILITIES

All PVAMU instructors, regardless of their rank/title, are expected to:

- keep abreast of the latest teaching and learning theories and tools within the teaching field, and update courses to reflect changes in the field of study;
- prepare comprehensive syllabi for all courses taught and adhere to the course descriptions in the University Catalog;
- observe the Faculty Office Hours, Campus Presence, and Online Presence requirements;
- meet their classes regularly and promptly, at times and places scheduled; classes should be canceled only for the most serious reasons, and students should be given advance notice, if at all possible, of instructor's absences;
- be helpful and fair to all students, and consider the wide range of factors and physical challenges that can affect student learning;
- return graded work to students promptly;
- schedule assessments to ensure that the final course grade is an accurate indicator of each student's knowledge and performance;
- be cognizant of the student learning outcomes and the established performance targets for the core curriculum and/or the academic program to which course being taught is related; ensure that agreed upon assignments are administered, evaluated, uploaded to [Canvas](#), and used as a basis for improving student learning which is commonly referred to as [closing the loop](#);
- observe the University Final Examination Schedule;
- post attendance and grades in Panthertracks as required;
- maintain the privacy and confidentiality of students' examinations, assignments, and grades;
- meet all internal deadlines relevant to proper management of the program, dept./division, and school/college (such as, ordering textbooks with OER designation, ordering regular textbooks, publishing courses in e-Courses, updating professional records in [PantherFolio](#), etc.);
- be aware that instructors represent the University, and they are bound by the University's sexual harassment policies and University policies that prohibit any consensual relationships with students (such as romantic, sexual, or financial relationships) that might compromise the objectivity and integrity of the teacher-student relationship.

TRAINING AND PROFESSIONAL DEVELOPMENT

All faculty members must complete all mandatory trainings relevant to their position and duties by the assigned deadlines. Mandatory trainings ensure that faculty members are aware of important campus procedures and processes as well as federal, state, and institutional guidelines for legal and ethical behavior. Many mandatory and optional trainings are available through the TrainTraq system accessed through Single Sign-On, and others are available as face-to-face or web-assisted sessions. Faculty members are also expected to engage in regular professional development activities on and off-campus related to best practices in teaching, research, and service within their field and in general.

SINGLE SIGN-ON

Single Sign-On provides access to the following employee management systems:

Concur travel requests and expenses

Workday employment information, payroll information, employment benefits, leave requests, etc.

Maestro grants and sponsored projects

TrainTraq online training sessions

[Single Sign-On Login Page](#)

OFFICE HOURS AND CAMPUS PRESENCE

Office Hours

All faculty members are required to hold regular office hours during regular business hours (unless otherwise approved by the department/division head). All faculty members, regardless of their assignments, are expected to maintain an absolute minimum of three (i.e., adjunct faculty), and an absolute maximum of nine (i.e., full-time faculty) office hours per week. Faculty office hours must be submitted to the department/division head before the start of the semester and must be clearly posted on the faculty member's office door and online in eCourses. Faculty members teaching *only* online courses may fulfill the office hours requirement using virtual hours only but are encouraged to include some face-to-face hours. For more information on office hours, see the [Provost's Memo on Faculty Office Hours](#).

Campus Presence

Faculty members must be present for all face-to-face class sessions, all listed office hours, and all mandatory trainings and departmental or college-level meetings. Faculty members are not required to be present on campus when classes are not in session except for any special cases that are indicated on the employment contract (e.g., commencement ceremonies). Deans and department heads may also require attendance for vital departmental/college business, such as advising students during the two-day registration period before the beginning of each term or completing assessment tasks after final exams. Aside from such special cases, faculty members may be encouraged or incentivized to be present for work-related activities while classes are not in session (e.g., recruitment events, committee meetings, professional development meetings), but they may not be penalized for missing such activities. If a faculty member must miss any mandatory activities, he/she must apply for leave through the Time Off system in Workday.

For detailed information about the different types of leave, including extended leave through the Family Medical Leave Act, visit the Leave Information page provided by the Office of Human Resources. [HR: Leave Information](#)

Online Presence

All courses have a designated online course management site through eCourses, the institution's learning management system. At the minimum, every faculty member must update their course sites with their contact information, textbook information, and course syllabus before the start of the semester. Faculty members are also expected to monitor their email regularly and reply promptly to student queries. For more information about online presence, see the [Provost's Memo on Minimum Online Presence](#).

PVPlace is an online portal that integrates a range of web tools, including tools for course management (eCourses), advising (PantherTracks), communication (Panther Email), institutional notifications, personal calendars, and more. [PVPlace Login](#)

SYLLABUS & CV POSTING

By state law, all teaching faculty must upload a current, one-page curriculum vitae as well as a syllabus for each undergraduate course section through the [HB2504 Resource Site](#) provided by the Office of Academic Affairs. While not required by HB2504, beginning Fall 2021, the Office of Academic Affairs requires graduate courses to upload syllabi to the HB2504 site to assist graduate students with access to important course information.

PANTHERFOLIO

Effective Fall 2022, all mid-tenure reviews, tenure and promotion reviews (including NTT faculty promotion reviews), and post-tenure reviews will be conducted in [PantherFolio](#). Faculty will prepare and submit their review portfolios via PantherFolio, and committee reviewers will access and review them in PantherFolio.

FACULTY RESPONSIBILITIES FOR ATTENDANCE REPORTING

Federal regulations require schools to have a process in place to determine a student's enrollment status for federal aid. PVAMU determines this status by taking attendance during the attendance reporting period as established by the Office of the Registrar. Students will only receive financial aid funding based on their enrollment status and the type of aid awarded as determined by documented and reported attendance in their registration schedule. It is the responsibility of each faculty member during the beginning of the term to accurately record and report student attendance for each course section assigned. This information is submitted electronically via Panthertracks and is used to properly distribute student financial aid awards.

Inaccurate attendance reporting or not reporting attendance may result in delays in the student refund or financial penalties to the University.

ACADEMIC INTEGRITY

Faculty are responsible for being aware of the university's [Academic Integrity Policy](#) and contributing to student development by promoting academic integrity, addressing dishonesty, and assisting in the development of ethical reasoning. The Academic Integrity Policy applies to all undergraduate and graduate students enrolled at PVAMU, and a copy of the policy is housed in the Office of Academic Affairs.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Faculty members must provide reasonable accommodations to students with registered disabilities. To request accommodations from a faculty member, the student must register with the [Office of Disability Services \(ODS\)](#) and provide all relevant paperwork to the instructor early in the semester. Consequently, every course syllabus must provide a statement informing students about the availability of accommodations for disabilities. The ODS can help individual instructors develop adequate accommodations for students with disabilities and can also provide resources for instructors with disabilities (see phone numbers on next page).

Office of Disability Services	936-261-3583
Office of Human Resources	936-261-1730

INFORMATION SECURITY

Faculty members have an important responsibility to protect the private information of their students and the overall integrity of the institution’s information systems.

Student Information

The privacy of a college student’s academic record is protected under the Family Educational Rights and Privacy Act (FERPA). Faculty members must have consent from the student to share such information with anyone else, including the student’s parents, spouse, or other family members. Written consent forms are collected and maintained by the Office of Enrollment Management. Students may designate specific individuals who are eligible to receive information and can specify a security question that must be answered before the information is released. Once given, consent can be revoked at any time. Security information is noted on the student’s record and may be accessed by department heads or administrative associates. Any questions regarding a student’s records should be directed to the Office of Enrollment Management. In addition to exercising common sense caution with student information, faculty members should observe the following recommendations for using email to communicate about a student:

- **Use PVAMU Email** When using email to communicate with a student about their academic performance or record, it is recommended that faculty members use only the student’s official PVAMU email address rather than an alternative address that may not be private.
- **Protect the UIN** When communicating by email with other faculty or staff about a student, it is important that unauthorized viewers cannot connect the student’s University Identification Number (UIN) to their name. It is recommended that faculty members use one or the other to refer to the student; or, when necessary, use only the last four digits of the UIN.

GENERAL SECURITY

Universities and their employees must be constantly vigilant about malware, phishing scams, and other increasingly sophisticated attempts to gain access to private information and systems. A mistake by one person can compromise a whole system and make everyone vulnerable to abuses. Vigilance and common sense can go a long way in protecting ourselves and others, but sometimes this is not enough. To learn more about best practices for information security, visit the [Information Security site](#) provided by Information Resources Management Services.

Information Resource Management Services	936-261-9354
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CAMPUS SECURITY

The University Police Department is responsible for responding to emergencies and investigating any alleged criminal activity on campus. It can also be contacted to defuse any potentially violent encounter in the classroom or elsewhere.

Emergency Number (from a campus phone)	4911
Non-Emergency	936-261-1375
Anonymous Tips	936-261-2222

FRAUD, WASTE, & ABUSE

A faculty member who becomes aware of any form of fraud, abuse, or waste related to university property or funds, is obligated to report it to his/her department/division head or dean. If the offense is endemic to the department, division, or college, the faculty member may notify the [Office of University Compliance](#) so that an internal audit may be initiated. In extreme cases, an employee may find it necessary to contact the [TAMUS Office of Internal Audit](#).

PVAMU Office of University Compliance	936-261-2144
TAMUS Office of Internal Audit.....	979-458-7100
TAMUS Risk, Fraud & Misconduct Hotline	888-501-3850

CAMPUS CARRY

Effective August 2016, SB 11 (Campus Carry) allows for concealed handgun license holders to carry concealed handguns in most campus buildings with certain reasonable restrictions established by the university and approved by the Board of Regents. Concealed handguns may not be restricted in classrooms or in faculty member’s offices; but, because concealed handgun license holders must be at least 21 and have gone through proper training, most undergraduate students are not eligible to carry concealed weapons.

Because handguns must remain concealed, any member of the campus community may contact the campus police if they witness a handgun openly displayed or otherwise advertised. In such cases, it should be left to the police to determine whether the weapon is properly licensed.

A faculty member may not ask students whether they are carrying a concealed handgun since to answer such a question in the affirmative would be, effectively, to display the weapon. Nevertheless, if a faculty member has sufficient reason (from firsthand or secondhand information) to believe that a student or any other individual is carrying a handgun, they are within their rights to contact Campus Security to determine whether the weapon is properly licensed.

Campus Security officials hold regular trainings and informational sessions to help all members of the campus community better understand the law, how to respond to active shooter scenarios, and how to conduct oneself as a concealed handgun carrier. For more information, visit [Campus Carry at PVAMU](#).

If you are planning for a year, sow rice; if you are planning for a decade, plant trees; if you are planning for a lifetime, educate people.

– Chinese Proverb