



TEXAS A&M
UNIVERSITY

Texas A&M University Department Head Guide

A Guide to University Policies and Procedures

*Office of the Dean of Faculties and Associate Provost
1126 TAMU, Suite 108 YMCA Building | College Station, TX 77843-1126
Tel. 979.845.4274 | Fax. 979.845.1822
<http://dof.tamu.edu/>*

Rev (February, 2016)

INTRODUCTION	7
THE ROLE OF THE DEPARTMENT HEAD	7
<i>DEPARTMENT HEAD COUNCIL</i>	7
CHARACTERISTICS OF AN EFFECTIVE DEPARTMENT HEAD	7
SELECTION AND REVIEW OF DEPARTMENT HEADS	8
APPOINTMENT OF ASSOCIATE OR ASSISTANT DEPARTMENT HEADS	8
ALLEGATIONS OF CIVIL RIGHTS VIOLATIONS	8
<i>CONSENSUAL RELATIONSHIPS</i>	9
DIVERSITY, EQUAL EMPLOYMENT OPPORTUNITY, AND AFFIRMATIVE ACTION	10
DISCRIMINATION AND BIAS REPORTING	10
AMERICANS WITH DISABILITIES ACT	11
TEXAS A&M STRUCTURE AND ORGANIZATION	11
GOVERNANCE AND ADMINISTRATION OF TEXAS A&M	11
<i>THE TEXAS A&M UNIVERSITY SYSTEM</i>	11
PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS	12
SENIOR VICE PRESIDENT FOR THE HEALTH SCIENCE CENTER	12
ACADEMIC COLLEGES AND DEANS	12
SYSTEM POLICIES AND REGULATIONS, UNIVERSITY RULES, AND STANDARD ADMINISTRATIVE PROCEDURES	13
<i>NUMBERING SYSTEM</i>	13
THE OFFICE OF GOVERNMENT RELATIONS	14
COLLEGE/DEPARTMENT GUIDELINES AND BYLAWS	14
<i>TENURE, PROMOTION, AND REVIEW GUIDELINES</i>	14
<i>ANNUAL EVALUATION GUIDELINES</i>	14
DEAN OF FACULTIES GUIDELINES CONCERNING FACULTY PROCEDURES	15
STUDENT RULES	15
<i>CLASSROOM DISRUPTION OR DANGEROUS BEHAVIOR</i>	15
SPECIAL RESOURCES	16
TELL SOMEBODY: REPORTING STUDENT, FACULTY, OR STAFF BEHAVIORAL PROBLEMS	16
OFFICE OF UNIVERSITY RISK AND COMPLIANCE	16
<i>COMPLIANCE</i>	16
ETHICSPPOINT	17
MEDIATION SERVICES	17
ENVIRONMENTAL HEALTH AND SAFETY	18
<i>MANUALS AND TRAINING GUIDES</i>	18
UNIVERSITY POLICE DEPARTMENT	18
<i>REPORTING CRIMES</i>	18
<i>CLERY ACT</i>	18
<i>REGISTERED SEX OFFENDERS</i>	18
PERSONNEL – GENERAL EMPLOYMENT INFORMATION	19
BENEFITS	19
FLEXIBLE WORK ARRANGEMENTS (NON-FACULTY)	19
ALTERNATIVE WORK LOCATION	19

LEAVE	20
SICK LEAVE	20
VACATION	20
SALARY	20
PAYROLL	21
TIME REPORTING	21
PAYROLL PREPARATION REPORT (PPR)	21
COMMUNICATION ALLOWANCES	21
OUTSIDE EMPLOYMENT	21
EMPLOYMENT IN EXCESS OF 100%	22
CONFIDENTIALITY OF RECORDS AND INFORMATION	22
STUDENT RECORDS: FERPA	22
MEDICAL INFORMATION: HIPAA	23
FINANCIAL INFORMATION SECURITY: GRAMM-LEACH-BLILEY ACT	23
CONFIDENTIAL FILES AND PERSONAL INFORMATION	23
RECORDS RETENTION AND MANAGEMENT	23
RETENTION OF TENURE AND PROMOTION FILES	24
OPEN RECORDS REQUESTS	24
HRCONNECT	25
PERSONNEL – FACULTY	25
FACULTY SEARCH	25
FACULTY HIRING AND APPOINTMENTS	25
ANNUAL REVIEW, REAPPOINTMENT, AND TERMINATION	26
TENURE AND PROMOTION	26
MID-TERM REVIEW	26
POST TENURE REVIEW	27
DUAL CAREER PROGRAM (A.K.A. PARTNER PLACEMENT)	27
INTERNATIONAL FACULTY, STAFF, AND VISITING SCHOLARS	27
FACULTY DEVELOPMENT LEAVE	28
ADMINISTRATIVE LEAVE FOR DEPARTMENT HEADS	28
PERSONNEL – NON-FACULTY RESEARCH	28
PERSONNEL – STAFF	29
HIRING PROCESS	29
POSITION DESCRIPTIONS	29
PROMOTIONS/TRANSFERS/RECLASSIFICATIONS	29
PERFORMANCE EVALUATION FOR NON-FACULTY EMPLOYEES	30
EMPLOYEE RELATIONS	30
DISCIPLINE AND DISMISSAL PROCEDURES FOR NON-FACULTY EMPLOYEES	30
EMPLOYEE ASSISTANCE PROGRAM	30
MEDIATION PROCEDURES FOR NON-FACULTY EMPLOYEES	31
HUMAN RESOURCES	31
EMPLOYEE SERVICES LIAISONS	31

PERSONNEL – STUDENT EMPLOYEES	31
STUDENT EMPLOYMENT	31
<i>UNDERGRADUATE STUDENT EMPLOYMENT</i>	31
CURRICULAR – DEPARTMENT, COLLEGE AND PROGRAMMATIC ISSUES	32
ACADEMIC ADVISING	32
COURSE SCHEDULING	33
COURSE OR PROGRAM CHANGES	34
ACADEMIC PROGRAM REVIEW	34
INTERDISCIPLINARY PROGRAMS	34
MINORS AND CERTIFICATE PROGRAMS FOR STUDENTS	35
<i>MINORS</i>	35
<i>CERTIFICATE PROGRAMS</i>	35
CURRICULAR – STUDENT ISSUES AND SERVICES	35
ACADEMIC MISCONDUCT	35
<i>AGGIE HONOR SYSTEM OFFICE</i>	35
STUDENT APPEALS	36
<i>DISCRIMINATION</i>	36
<i>SEXUAL HARASSMENT AND RELATED RETALIATION</i>	36
<i>GRADE DISPUTES</i>	36
<i>ACADEMIC MISCONDUCT APPEALS</i>	36
<i>ACADEMIC SUSPENSION AND BLOCKS</i>	36
OFFICE OF GRADUATE AND PROFESSIONAL STUDIES	36
OMBUDSPERSON FOR GRADUATE EDUCATION	37
INTERNATIONAL STUDENT SERVICES	37
STUDENT TRAVEL	38
STUDY ABROAD PROGRAMS	38
SCHOLARSHIPS AND FINANCIAL AID	39
HONORS AND UNDERGRADUATE RESEARCH	39
UNIVERSITY STUDIES DEGREE	40
RESEARCH	41
DIVISION OF RESEARCH	41
RESEARCH DEVELOPMENT SERVICES	41
RESEARCH, INTEGRITY, AND COMPLIANCE	41
RESEARCH STUDIES INVOLVING HUMAN SUBJECTS	41
RESEARCH, TEACHING, AND TESTING ACTIVITIES INVOLVING ANIMALS	42
RESEARCH, TEACHING, AND TRAINING INVOLVING BIOHAZARDS	42
BIOSAFETY OCCUPATIONAL HEALTH PROGRAM	42
SCIENTIFIC MISCONDUCT	42
RESPONSIBLE CONDUCT OF RESEARCH	43
GUIDELINES FOR AUTHORSHIP AND PUBLICATION PRACTICES	43
EXPORT CONTROLS	43
FINANCIAL CONFLICT OF INTEREST	43
NEPOTISM IN SPONSORED RESEARCH	44
GOOD LABORATORY PRACTICES	44
SPONSORED CONTRACTS AND GRANTS ADMINISTRATION	44

VISITING RESEARCH SCHOLARS AND ACCESS TO TEXAS A&M RESEARCH FACILITIES	44
RESEARCH TITLES AND STAFFING	44
BUDGETING AND FISCAL ACTIVITIES	44
ANNUAL BUDGETS	44
TEXAS STATE BUDGET	45
DELEGATION OF FISCAL APPROVAL AUTHORITY	45
SEGREGATION OF DUTIES	46
ACCOUNT OVERSIGHT	46
GRANT FUNDS	46
WORKING/PETTY CASH FUNDS	46
PAYMENT CARD INDUSTRY DATA SECURITY STANDARD	47
TAXES	47
SALES TAX EXEMPTION	47
TAX EXEMPTION EXCEPTIONS	48
UNRELATED BUSINESS INCOME TAX (UBIT)	48
PURCHASING	48
DISBURSEMENTS	49
PURCHASE ORDERS	49
PAYMENT CARD (FORMALLY KNOWN AS THE PROCUREMENT CARD (PRO-CARD))	49
INTERDEPARTMENTAL TRANSFER (IDT)	50
VOUCHER	50
GIFTS	50
TRAVEL	51
REIMBURSEMENTS	51
STATE TRAVEL MANAGEMENT PROGRAM	51
FOREIGN TRAVEL	51
TRAVEL TO WASHINGTON, D.C.	51
FACILITIES AND PROPERTY	52
FACILITIES SERVICES	52
BUILDING PROCTERS	52
NEW FACILITIES	52
PROPERTY MANAGEMENT	52
STUDENT AFFAIRS AND STUDENT SERVICES	53
CAMPS AND ENRICHMENT PROGRAMS	53
REC CENTER	53
RESIDENCE LIFE	53
STUDENT MEDIATION SERVICES	54
STUDENT CONDUCT OFFICE	54
STUDENT COUNSELING SERVICE	54
STUDENT HEALTH SERVICES	54
STUDENT ORGANIZATIONS	54
INFORMATION TECHNOLOGY	55
INFORMATION TECHNOLOGY - SECURITY	55

MARKETING AND COMMUNICATIONS 56

BRANDING 56

MEDIA 56

RESPONDING TO ELECTED OFFICIALS..... 56

TRADEMARKS AND LICENSES..... 56

DEVELOPMENT 57

TEXAS A&M FOUNDATION 57

ASSOCIATION OF FORMER STUDENTS..... 57

TEXAS A&M LIBRARIES 57

LIBRARY SERVICES..... 57

ELECTRONIC RESOURCES 57

SUBJECT CONSULTATIONS..... 58

TOURS..... 58

LIBRARY LIAISONS..... 58

LIBRARY PRIVILEGES FOR VISITING SCHOLARS 58

GEORGE BUSH PRESIDENTIAL LIBRARY AND MUSEUM 58

STUDENT ATHLETICS 58

RESOURCES AND WEB LINKS..... 59

INTRODUCTION

The Role of the Department Head

A department head is the leader of a community of scholars, and represents the department to college and university administration. They also represent the administration to the department, and are responsible for the pursuit and maintenance of excellence in that department (see University Rule 12.99.99.M6). Department heads are managers and leaders with multiple responsibilities; they must be able to mentor, resolve conflict, build consensus, administer policies, manage departmental resources, and promote the scholarly activities of the faculty. They oversee teaching, research, and service activities of the department including recruitment, hiring, and retention of faculty. Department heads speak for the department within and outside of Texas A&M; they find ways to attract new sources of funding, decide how to allocate resources, and establish the future directions of the department. In addition, they are responsible for seeing that students are receiving a quality education.

Department Head Council

The Department Head Council was created to provide a forum for department heads to solve problems and share best practices. All sitting department heads at Texas A&M, whose deans report to the provost and executive vice president for academic affairs, are members of the Department Head Council.

The Executive Committee of the council is comprised of one department head representative from each college and selects a convener of the council from among Executive Committee members. Fifty percent of the department heads are elected to the Executive Committee on alternating years, to sustain continuity. The rotation is as follows:

- Agriculture and Life Sciences, Mays Business School, Education and Human Development, Geosciences, and Science begin terms in September of even-numbered years.
- Architecture, Bush School, Look College of Engineering, Liberal Arts, and Veterinary Medicine and Biomedical Sciences begin terms in September of odd-numbered years.

For more information:

⇒ [University Rule 12.99.99.M6, Faculty Participation in the Selection, Evaluation, and Retention of Department Heads](#)

Characteristics of an Effective Department Head

(Adapted From "The Enlightened Department Head" by Robert Armstrong, Ann Kier, Way Kuo, Douglas Palmer, Dorothy Shippen, Rick Street, Evelyn Tiffany-Castiglioni, and Jennifer Welch)

Several traits that characterize an effective department head:

- **Personal Leadership Ability:** knowledge and experience; leading by example; able to recognize and exhibit excellence and achievement; integrity; dependability; trustworthiness; motivation to serve faculty; ability to advocate for faculty.
- **Good Judgment, Decision-Making, and Action:** patience to act; able to build faculty support for decisions; sense of responsibility; able to create continuity in the midst of change; has the courage of his/her convictions.
- **Ability to Communicate and Listen Well:** solicits constructive criticism; respects confidentiality; manages conflicts within the department effectively.
- **Interpersonal Skills:** can penetrate and analyze the needs, intentions, values, and motivation of others; values the extraordinary dedication and commitment of minority faculty (as evidenced by their achievements in an adverse system); avoids panic.
- **Ability to Interpret Personal Actions Within the Leadership Context:** understanding the significance of the image of the department head; furthering the values of the department through actions and symbols; recognizing that department tone and climate are set by the department head; employing processes that are gender and ethnicity neutral.

This area especially concerns the need for the department head to set the ethical tone for the department. The Texas A&M University System Board of Regents set forth standards (see System Policy 07.01) for the following areas: principles of ethical conduct; conflicts of interest; A&M System property and services; benefits, gifts, and honoraria; dual office holding; public officials and political activities; travel; and employment. In addition, all new employees are to receive ethics training within 30 days of hire, and all current employees are to retake the ethics training every two years (see System Policy 33.05). The department head must embrace this area of

leadership as a role model in establishing the willingness of Texas A&M employees to serve the State with the highest ethical standards.

- **Capacity to Build on Strengths and Seek Assistance When Needed:** recognizes and continues to develop own strengths and to strengthen weaknesses; seeks the advice of others; routinely hires/appoints people of superior abilities and skills to his/her own.
- **Creativity and Vision:** explores new areas of thought, new approaches, and different perspectives; is committed to gender and ethnic equity; understands and values diversity in the faculty.

For more information:

⇒ [System Policy 07.01, Ethics](#)

⇒ [System Policy 33.05, Employee Training](#)

Selection and Review of Department Heads

Department heads are appointed and serve at the pleasure of the dean of their college, however, the selection and continuation of a department head is significantly influenced by the faculty of his/her department. In accordance with University Rules, the search committee for the department head must be predominantly composed of faculty from the department, and the process of selection must include a vote and ranking opportunity for the entire eligible faculty (in accordance with University definition or approved departmental guidelines) of the department. The search committee recommendation and faculty votes are considered by the dean in making his/her selection of a department head. Appointment of a department head requires approval by the dean of faculties and associate provost and the provost. In seeking this approval the dean must distinctly communicate the base budget commitments and administrative commitments (base salary, administrative stipend, duration of annual appointment, duration of term, load expectations, other compensation granted due to the administrative load, and possibly exit commitments).

Once appointed, department heads are reviewed after the second and fourth years of their initial appointment, then once every 4 years thereafter if they are reappointed for subsequent terms. The dean's office will initiate the review by sending a correspondence to the department head (letting him/her know that it is time for the review) and to the department faculty. The dean of faculties and the provost are copied on the memo to faculty, and reappointment by the dean requires their approval.

For more information:

⇒ [University Rule 12.99.99.M6, Faculty Participation in the Selection, Evaluation, and Retention of Department Heads](#)

Appointment of Associate or Assistant Department Heads

Appointment of an associate or assistant department head requires approval by the dean of the college with a copy sent to the Office of the Dean of Faculties for their records. The appointment letter should clearly communicate the base budget commitments and administrative commitments. (Base salary, administrative stipend, duration of annual appointment, duration of term, load expectations, other compensation granted due to the administrative load, and possibly exit commitments).

For more information:

⇒ [SAP 01.03.99.M0.01, Incremental Pay and Appointment Status for Administrators with Faculty Appointments](#)

Allegations of Civil Rights Violations

Any faculty member who believes they have been the victim of discrimination, sexual harassment, and/or related retaliation should report it to their department head or supervisor.

All formal complaints against faculty must be filed with the Office of the Dean of Faculties. If the allegations are against a student, they should be filed with the Office of the Dean of Student Life. If the allegations are against a staff member, they should be filed with Human Resources, Policy, and Practice Review. These offices have

information about University rules and procedures, System policy, applicable laws, options available for complaint resolution, and confidentiality requirements.

Consensual Relationships

Section 5 of System Regulation 08.01.01 governs the issue of consensual relationships and establishes the obligation of all employees with the hiring, supervisory, evaluative, teaching, coaching, grading or advisory responsibilities, or the employee providing benefits to (or obtaining benefits from) the third party to promptly self-report.

In addition, the Texas A&M University Faculty Senate passed the following guidelines in 2005:

Consensual Relationships:

The Policy Documents of the American Association of University Professors state that: *"In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student"* (2001). Texas A&M adopts this definition and expands it to include consensual relationships between other individuals as well as students (e.g. faculty/staff, administrator/faculty, senior faculty/junior faculty, etc.)

It is the policy of Texas A&M that a romantic or sexual relationship between a faculty member and a student who is enrolled in the faculty member's course, or who is otherwise under the supervision of the faculty member, constitutes unprofessional conduct and is unacceptable. This policy is intended to clarify relationships that could lead to accusations of exploitation, sexual harassment, misconduct, conflicts of interest, favoritism, and low morale. It is not intended to discourage the interaction of faculty with students or colleagues where it is appropriate or where such interactions already are governed by the rules on nepotism and supervision of relatives (see System Policy 33.03).

Procedures (Executive Committee Approved 10/03/2005)

Even though such relationships constitute unprofessional and unacceptable conduct, some cases may occur. If the procedure outlined below has not been followed, then it will be assumed that such relationships are not consensual. Furthermore, if a conflict arises that indicates the need for investigation Texas A&M's policy and procedures on Sexual Harassment will be employed (see System Policy 08.01.01). The individual with the power or status advantage in the relationship will bear the burden of accountability. As such, that individual will:

- Inform his/her superior.
- Take action to ensure unbiased evaluation or supervision of the other person involved.

Failure to follow this procedure may result in accusations of unprofessional conduct. A faculty member accused of unprofessional conduct will be investigated under University Rule 12.01.99.M2, Section 3.

Allegations of Civil Rights violations are governed by:

- ⇒ [System Regulation 08.01.01, Civil Rights Compliance](#)
- ⇒ [University Rule 08.01.01.M1, Civil Rights Compliance](#) (under review)
- ⇒ [SAP 08.01.01.M1.02, Investigation and Resolution of Complaints Against Faculty Members for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges](#) (under review)

For more information:

- ⇒ Contact the Office of the Dean of Faculties at dof@tamu.edu
- ⇒ Contact the Office of the Dean of Student Life at studentlife@tamu.edu
- ⇒ Contact Human Resources, Policy, and Practice Review at hrpolicy@tamu.edu

- ⇒ [System Policy 33.03. Nepotism](#)
- ⇒ [University Rule 12.01.99.M2, University Statement on Academic Freedom, Responsibility, Tenure, and Promotion; Academic Ethics and Responsibility](#)

Diversity, Equal Employment Opportunity (EEO), and Affirmative Action

[From Dr. Mark A. Hussey, Interim President, Texas A&M, March 3, 2015] *“Texas A&M University is committed to providing equal opportunity and access to the programs, services and employment offered through our university. A top priority of this administration is to create an environment which supports diversity campus wide and increases awareness of the globally connected world in which we live for faculty, staff and students. To help meet this priority, all university employees have the responsibility to create an environment in which individuals are treated with dignity and respect and are afforded equal treatment under the law. Moreover, we must all be held accountable for achieving this goal.*

To promote this commitment, 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 not to 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 for Diversity coordinates a variety of programs aimed at making Texas A&M a welcome and supportive environment that promotes the success of all faculty, staff and students regardless of background. Measuring and assessing the campus climate and organizing workshops to improve communication and open dialogs, especially about difficult situations, are important endeavors from this office.

If you have specific questions related to equal employment opportunity, access, or affirmative action regarding staff, please direct them to the interim vice president of Human Resources Operations, or the dean of faculties regarding faculty issues.

For more information:

- ⇒ [Office for Diversity website](#)
- ⇒ Contact the Interim Vice President of Human Resources Operations at janelle@tamu.edu or 979.862.1723
- ⇒ Contact the Office of the Dean of Faculties at dof@tamu.edu or 979.845.4298

DISCRIMINATION AND BIAS REPORTING

Texas A&M is committed to creating and maintaining a climate that affirms, welcomes, and supports diverse individuals and opinions. All students and employees are encouraged to report incidents of discrimination, hate, or bias to the supervisor in charge of the units where the incidents occur. Such incidents may also be reported to the Office of the Vice President and Associate Provost for Diversity, the Office of the Dean of Student Life if the allegations are against a student, Human Resources if the allegations are against a staff member, or the Office of the Dean of Faculties if the allegations are against a faculty member. Individuals may also report incidents on the Texas A&M Stop Hate webpage.

Bias/Hate related events are defined in the following way:

"...those actions or behaviors committed that involve the intentional selection of a victim based on their membership in a group identified by race, ethnicity, disability, religion, national origin, ancestry, age, gender, or sexual orientation. " (Texas A&M Stop Hate webpage)

It is the responsibility of everyone at Texas A&M to make this campus a welcoming community.

For more information:

⇒ [Stop Hate webpage](#)

Americans with Disabilities Act

Texas A&M provides employment opportunities, accommodations, and campus access for individuals with disabilities. American with Disabilities Act (ADA) services are distributed among various campus officers. The Office of the Dean of Faculties and Human Resources oversee faculty and staff ADA issues, respectively. Disability Services provide services to students with disabilities. Physical Plant handles ADA facility requirements for new construction, renovation of older buildings, and other infrastructure. Transportation Services provides disability parking and Paratransit provides shared rides.

University Risk and Compliance (URC) serves as the ADA Coordinator to support and facilitate comprehensive responses to ADA issues that involve multiple offices. An ADA Compliance Committee with cross divisional representatives facilitates communication and response to ADA initiatives.

For more information:

⇒ The [URC ADA webpage](#) provides an automated method to report ADA issues, a list of ADA contacts, a quick reference, and additional ADA information links.

⇒ [Student Rule 46, Disability Accommodations in Academic Programs](#)

⇒ [System Regulation 08.01.01, Civil Rights Compliance](#)

⇒ For reporting incidents or making inquiries regarding discrimination based disability, contact the ADA Coordinator at ADA.Coordinator@tamu.edu.

⇒ [Disability Services website](#)

⇒ [Transportation Services website](#)

⇒ [Paratransit webpage](#)

TEXAS A&M STRUCTURE AND ORGANIZATION

Governance and Administration of Texas A&M

The Texas A&M University System

The **Board of Regents** is the governing body over the A&M System. A Chancellor oversees the entire A&M System, reviews A&M System guidelines, and makes recommendations to the Board of Regents. The Board delegates operational control of Texas A&M to the University president, who follows A&M System policies and regulations. In turn, the president delegates certain authority to other officers of the University. Therefore, governance of Texas A&M University resides in the Board of Regents, the president, and designated officers.

The **Faculty Senate** is an elected body of faculty members that reports to and advises the president of Texas A&M. They play an influential role in its governance through the recommendation of policy, providing advice, facilitating discussion, and disseminating information to the academic community. The general election for the Faculty Senate

is held in the spring semester of each academic year, at which time nomination information will be distributed to all faculty members. (Individuals must be at the rank of lecturer or above to qualify for nomination.)

For more information:

⇒ [Faculty Senate website](#)

Provost and Executive Vice President for Academic Affairs (Karan Watson)

The provost and executive vice president for academic affairs is the chief academic officer of Texas A&M. Those units and officers reporting to the provost and EVP are:

- Vice-Provost (Michael Benedik)
- Associate Provost for Academic Affairs (Michael Stephenson)
- Associate Provost for Undergraduate Studies (Ann Kenimer)
- Associate Provost for Graduate and Professional Studies (Karen Butler-Purry)
- Dean of Faculties and Associate Provost (John August)
- Associate Vice-President for Academic Services (Joe Pettibon)
- Associate Vice-President for External Relations (Chad Wooton)
- Associate Vice-President for Administration and Academic Affairs (Deena McConnell)
- Vice President and Associate Provost for Diversity (Christine Stanley)
- Vice President for Research (Glen Laine)
- Deans/colleges, schools and libraries (see Academic Colleges and Deans)
- Branch Campuses
- Texas A&M University at Galveston
- Texas A&M University at Doha, Qatar

⇒ [Academic Units Organizational Chart](#)

Senior Vice President for the Health Science Center

The Senior Vice President for the Texas A&M Health Science Center serves as the Chief Academic Officer for the Health Science Center. Those units reporting to the SVP of the HSC are:

- Vice President for Academic Affairs
- Vice President for Public Health Preparedness and Response
- Vice President for Governmental and Public Affairs
- Associate Vice President for Public Affairs
- Interim Vice President for Research
- Vice President for Finance and Administration
- Director of the Institute of Biosciences and Technology
- Deans of the five colleges (see list below)

Academic Colleges and Deans

The faculty of Texas A&M work in one of 19 units: there are eleven academic colleges or schools, and the University Libraries (each of which is headed by a dean), plus two branch campuses - one at Galveston (headed by a vice-president/CEO) and one at Qatar (headed by a dean/CEO). In addition, there are five colleges comprising the Texas A&M Health Science Center. The typical term of a dean is four years renewable for up to 2 additional terms.

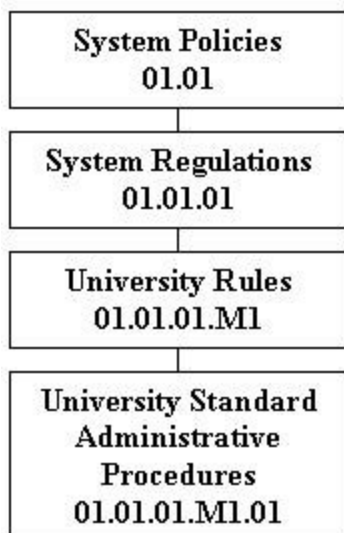
Texas A&M University (Provost and EVP: Karan Watson)

- College of Agriculture and Life Sciences (Dean: Mark Hussey)
- College of Architecture (Dean: Jorge Vanegas)
- College of Education and Human Development (Dean: Joyce Alexander)
- College of Geosciences (Dean: Kate Miller)
- College of Liberal Arts (Dean: Pamela Matthews)
- College of Science (Dean: Meigan Aronson)
- College of Veterinary Medicine (Dean: Eleanor Green)
- Dwight Look College of Engineering (Dean: M. Katherine Banks)

- George Bush School of Government and Public Service (Dean: Ryan Crocker)
- Mays Business School (Dean: Eli Jones)
- School of Law (Dean: Andrew Morris)
- Texas A&M University Libraries (Dean: David Carlson)
- Texas A&M University at Galveston (Exec. Assoc. VP of Academic Affairs: Patrick Louchouart)
- Texas A&M University at Qatar (Interim Dean and COO: Ann Kenimer)
- Texas A&M Health Sciences Center (Interim Senior Vice President: Paul Ogden)
- College of Medicine (Interim Dean: Paul Ogden)
- College of Nursing (Dean: Sharon Wilkerson)
- College of Pharmacy (Dean: Indra Reddy)
- School of Public Health (Dean: Jay Maddock)
- Baylor College of Dentistry (Dean: Lawrence Wolinsky)

System Policies, System Regulations, University Rules, and Standard Administrative Procedures

System policies and regulations are supplemented by University rules and procedures. Collectively, these formal governance documents provide boundaries and direction for University operations. The University Rule Team disseminates information to obtain University-wide input on new and revised rules and procedures. These documents are continuously reviewed and updated to address regulatory requirements and current business practices.



Therefore, it is important to periodically review the policies and rules that pertain to your operations and procedures. Rules specifically governing faculty begin with the number 12. (e.g. University Rule 12.01.99.M2, *University Statement on Academic Freedom, Responsibility, Tenure and Promotion*).

Numbering System

The numbering system for System Policies, System Regulations, University Rules and University Standard Administrative Procedures (SAPs) has been designed to simplify references to each document.

System Policies have four-digit numbers. The first two digits refer to the subject area (e.g. 01-governance). The second two digits identify the sequential number of the System Policy within that subject area (e.g. 01.01, *Score and Authority of policies*).

System Regulations have six-digit numbers. The first four numbers indicate the System Policy which the System Regulation supplements; the last two digits indicate the sequential number of the System Regulation (e.g. 01.01.01, *Development and Publication of Rules and Regulations*).

University Rules have six digits followed by an alphabetic character and a numeric digit. The first six digits identify which **System Policies** and **System Regulations** that are supplemented by the University Rule (e.g. 01.01.01.M1, *Development and Approval of Texas A&M University Rules*). The following alphabetic characters will identify the component parts associated with each rule:

- M - Texas A&M University
- Q - Texas A&M University at Qatar
- G - Texas A&M University at Galveston

System Regulations that do not have a specific controlling System Policy are numbered as follows:

01.99.01 (the first two digits denote the general subject and the second two digits of "99" denote the absence of a specific controlling System Policy).

University Rules that do not have a specific controlling System Policy or System Regulation are numbered as follows:

01.99.99.M1 (the first two digits denote the general subject, the second two digits of "99" denote the absence of a specific controlling System Policy, and the third two digits of "99" denote the absence of a System Regulation).

University Standard Administrative Procedures (SAPs) are numbered to correspond with University Rules. SAPs have six numeric digits, an alphabetical character, and a numeric digit plus two numeric digits (for purpose of this example we use a number sequence that corresponds with the above examples, however, there is not an SAP which actually occupies this number 01.01.01.M1.01). University SAPs that do not have a specific controlling University Rule are numbered as follows:

01.01.01.M0.01 (the first two digits denote the general subject, the second two digits denote the controlling System Policy, the third two digits denote the controlling System Regulation, and the fourth two digits "M0" denote the absence of a University Rule).

For more information:

- ⇒ Visit the [University Rules webpage](#) for Texas A&M, Texas A&M at Qatar, and Texas A&M at Galveston rules and SAPs
- ⇒ For System policies, see the [System Policy Office webpage](#)
- ⇒ Contact the Management Advisor for SAPs at jkuder@tamu.edu or 979.845.8116

The Office of Government Relations

The Office of Governmental Relations is the link between Texas A&M and our state government. The office also makes sure that state policies are being followed within Texas A&M. Their website provides links to state offices and leaders, and links to state legislative activity.

For more information:

- ⇒ [Office of Government Relations website](#)

College/Department Guidelines and Bylaws

Tenure, Promotion, and Review Guidelines

University Rule 12.01.99.M2 requires that each college and the University Libraries develop written guidelines describing their own evaluation criteria in accordance with those specified for Texas A&M. In units where goals and objectives differ significantly from the college, departments should also have written guidelines. Guidelines should be redistributed to faculty at least every three years, and steps should be taken to ensure that faculty are thoroughly familiar with these guidelines. It is also advisable to announce the names of members of college and departmental evaluation committees on an annual basis. Guidelines must be approved by the college dean and the dean of faculties, and will also be posted on the Office of the Dean of Faculties website.

**A copy of each department's and college's guidelines for tenure and promotion should be forwarded electronically to the Office of the Dean of Faculties whenever there is a change, and for periodic review.*

Annual Evaluation Guidelines

Each department must publish its annual performance review procedures on paper or electronically, and the annual review procedures for the department must be approved by the respective college dean and the dean of faculties, for the sake of consistency. The creation and modification of the annual review document should be a product of joint deliberation by faculty members and the department head. If there is no need for department-specific guidelines, a college-wide document developed jointly by faculty and administrators and reviewed by the dean of faculties is sufficient. The annual review procedure document must include the following information:

- **Period of Evaluation:** may be longer than one year (see University Rule 12.01.99.M2, Section 2.5.2)
- **Aspects of Performance:** to be evaluated, as appropriate, for each job title
- **Annual Activity Report:** format and content expectations

Examples of possible content of the Annual Activity Report include:

- a statement of assigned duties consistent with the appointment letter or position description
- a list of activities, accomplishments, and awards.
- documentation including such items as course syllabi, evidence of student learning, published papers or books, evidence of effectiveness in service, teaching portfolio, etc.

- self-evaluation in the context of the assigned duties of the faculty member and the missions of the department and Texas A&M.
- a statement of goals
- **Basis for Evaluation:** All sources of information to be used for the evaluation must be specified (e.g. annual activity report, personal observation by evaluator, discussions with colleagues, students or others, student evaluations of teaching, peer evaluations of teaching, etc.)
- **Timeline and Procedures for Evaluation**
- **Complaint Procedures**

Some colleges and departments also publish a set of bylaws defining their governance and structure, mission, core values, strategies, and goals.

**A copy of each department's and college's guidelines for annual reviews or governance should be forwarded electronically to the Office of the Dean of Faculties whenever there is a change, and for periodic review.*

For more information:

⇒ [University Rule 12.01.99.M2, University Statement on Academic Freedom, Responsibility, Tenure, and Promotion \(SAFRT\)](#)

Dean of Faculties Guidelines Concerning Faculty Procedures

The Office of the Dean of Faculties publishes and distributes guidelines for Annual Review, Mid-Term Review, Tenure and Promotion, Search and Hiring Procedures, Distinguished Professor Nominations, Faculty Development Leave, and University Level Awards. They can be found on the Office of the Dean of Faculties website.

For more information:

⇒ [Office of the Dean of Faculties website](#)

Student Rules

When students join the Texas A&M community, they assume responsibility for upholding Student Rules that address academics, student life, and grievance procedures. Department heads need to be aware and inform their faculty and staff that Student Rule 20 specifies academic misconduct issues are to be directed to the Aggie Honor System Office.

Classroom Disruption or Dangerous Behavior

Student Rule 30 requires departments to refer students with apparent psychological problems to Student Counseling Services (primarily) and Student Health Services (secondarily). A formal process has been established to determine whether the referred student should be considered for medical withdrawal or handled through the student disciplinary process. Other inappropriate student conduct may also be of concern to departmental personnel. Student Rule 24 provides notice of prohibited conduct.

To Respond To Inappropriate Student Conduct:

⇒ Contact the dean of Student Life at 979.845.3111 for a consultation

⇒ Report troubled or at-risk students (or faculty or staff) at the [Texas A&M Tell Somebody website](#)

⇒ [Student Rules website](#)

⇒ [Student Rule 20, Academic Misconduct](#)

⇒ [Student Rule 30, Administrative Response To Dangerous or Disruptive Behavior Which May Be Caused by Manifestations of a Serious Psychological Problem](#)

⇒ [Student Rule 24, Student Conduct Code](#)

SPECIAL RESOURCES

TELL SOMEBODY: Reporting Student, Faculty, or Staff Behavioral Problems

In an effort to enhance already existing processes, and as a means to align Texas A&M with emerging national standards relative to dealing with troubled and/or at risk faculty, staff, and students, Texas A&M has created the Special Situations Team and the Tell Somebody campaign.

The charge of the Special Situations Team is to assess circumstances, enhance communication, and initiate appropriate responses to specific behavioral problems that may involve threats to the safety and security of the Texas A&M community.

If a member of the Texas A&M community observes any behavior that is concerning and that needs to be brought to the attention of the Special Situations Team, individuals may report the behavior using the online Tell Somebody Report Form or by contacting one of the team members during business hours.

This is not a system to be used for emergencies. If you are in an emergency situation that requires medical, psychological, or police services, call 9-911 from a campus phone. Off-campus and cell phones call 911.

Even when there is no threat to harm, it is recommended to involve others to discuss concerning behavior. Below is an additional list of contacts with whom you may consult:

- ⇒ If you don't know whether to be concerned about a student's behavior, contact the dean of Student Life at 979.845.3111 for guidance and support.
- ⇒ If you need to consult with someone about a student in emotional distress, contact the Student Counseling Service at 979.845.4427.
- ⇒ If you need to consult with someone about a student's disruptive behavior and the Texas A&M conduct system, contact Student Conflict Resolution at 979.847.7272.
- ⇒ If you don't know whether to be concerned about a faculty member's behavior, contact the dean of faculties at 979.845.4274 for guidance and support.
- ⇒ If you don't know whether to be concerned about a staff member's behavior, contact the Employee Assistance Program at 979.845.3711 for guidance and support.
- ⇒ Texas A&M [Tell Somebody website](#)

Office of University Risk and Compliance

The Office of University Risk and Compliance (URC) assists all levels of management to strengthen regulatory compliance, identify and manage risks, and provide consulting services designed to add value, improve operations, and help accomplish Texas A&M's objectives. In addition, the associate vice president for University Risk and Compliance acts as Texas A&M's compliance officer, fraud contact, and audit liaison. All services are provided free of charge to Texas A&M departments.

University Risk and Compliance consists of:

- University-wide Compliance Program
- Office of Rules and Standard Administrative Procedures
- University-wide Risk Management Program
- Management Advisory Services
- Audit Liaison Services
- Fraud Contact

Compliance

Each member of the Texas A&M community is responsible for workplace integrity and compliance with regulatory requirements. Compliance requirements are not always easy to interpret. Department heads should encourage

employees to make inquiries if there is uncertainty about a compliance requirement or related action. There are several options to obtain guidance. Where to make an inquiry depends on the nature of the concern and the situation. Inquiries can be directed to the following:

- Your department, through the appropriate supervisory channels
- An outside department with specialized expertise (e.g., HR, Finance, Research Compliance, Student Life, Environmental Health and Safety, etc.)

For More Information:

⇒ [University Risk and Compliance website](#)

EthicsPoint

Each employee at Texas A&M has a responsibility to maintain a safe and ethical work environment. To this end, Texas A&M has participated in implementing The A&M System's Risk and Misconduct Hotline for interested parties to submit anonymous tips on suspected wrongdoings or ethics violations. The hotline is a telephone call center and web-based reporting service hosted by a third-party vendor, EthicsPoint, Inc. The service is available to faculty, staff, students, vendors, and members of the public to anonymously report suspected violations in a variety of topics, such as financial, research, human resources, athletics, risk and safety, medical, information technology, and academic/student affairs. The hotline is not intended as a grievance or complaint line and faculty and staff are encouraged to address such concerns with their supervisor, the Division of Student Affairs, the dean of faculties, or Employee Services as appropriate. The Risk and Misconduct Hotline may be accessed online or by calling 888.501.3850

Department heads are encouraged to provide information about the hotline's availability to their staff and provide links on departmental websites if possible. The hotline is administered System-wide by the A&M System Internal Audit Department and on the A&M, Galveston and Qatar campuses by Employee Services. Reports submitted through the hotline are routed to appropriate Texas A&M officials who have expertise in the topic area (e.g., reports about issues in the academic area are routed to the Office of the Dean of Faculties). Additionally, representatives from the Provost, VP Operations, and VP Finance offices provide oversight of the hotline reports for A&M and monthly reports are disseminated to the President's Office. Personnel at EthicsPoint can answer your questions concerning the hotline service or assist you with marketing it to your departments.

For More Information:

⇒ [A&M System Risk, Fraud and Misconduct Hotline](#)

Mediation Services

The Office of the Dean of Faculties coordinates a mediation service for faculty and staff, which can be requested through the office. Mediation is an opportunity for individuals who are in conflict with one another to work to resolve or manage their conflict through a confidential facilitated forum. In a mediation, trained campus mediators come together with the primary parties and facilitate their efforts to work out a mutually agreeable resolution to their conflict. Mediators are all Texas A&M employees (including staff members, lecturers, professors at all levels, and administrators) who have received a minimum of 40-hours of mediation training as recommended by the Alternative Dispute Resolution Section of the State Bar of Texas. Mediation is a voluntary, confidential process, and it does not limit or preclude the pursuit of any other action related to the grievance (such as filing a formal grievance).

For More Information:

⇒ [List of Campus Mediators](#)

To Request Mediation Services, call:

⇒ Faculty: Contact the Office of the Dean of Faculties at 979.845.4274

⇒ Staff: Contact the Employee Assistance Program at 979.845.3711

Environmental Health and Safety

Environmental Health and Safety (EHS) provides services that promote a healthy and safe environment for the Texas A&M community through identifying hazardous conditions, developing safety instructions and guidelines, monitoring compliance, providing training, and supporting departments with assistance and advice. EHS staff work in a coordinated effort to address health and safety issues in several areas: agricultural safety, biological safety, emergency preparedness, environmental management and hazardous waste, fire and life safety, food safety, hazardous material shipping, industrial hygiene and chemical safety, laboratory safety, occupational health, occupational safety, radiological safety, and scientific driving safety. The Office of Research Compliance and Biosafety assists in the oversight of research involving select agents and toxins, recombinant DNA, and biohazardous materials.

EHS offers a wide variety of programs and services to assist departments to fulfill their health and safety responsibilities. Many of these programs are associated with specific federal, state, and/or local regulations. These programs and services are listed on the EHS website.

Manuals and Training Guides

EHS has developed a wide range of safety manuals and training guides, which are listed on the EHS website. One of the most useful guides is the Texas A&M Safety Manual that provides departments, managers, supervisors, and employees with information on a variety of health and safety topics. It is also designed to serve as a general reference document and guide to assist safety managers in the development and implementation of their departmental health and safety programs.

For more information:

- ⇒ [EHS website](#)
- ⇒ [Office of Research Compliance and Biosafety](#)
- ⇒ [Texas A&M Safety Manual](#)
- ⇒ [University Rule 24.01.01.M4, Environmental Health and Safety Programs](#)

University Police Department

Department heads can communicate to faculty, staff, and students the importance of maintaining a secure campus community.

Reporting Crimes

Faculty, staff, and students are encouraged to report any criminal offenses within the campus environment directly to the University Police by telephone, in person, by e-mail, or by dialing 9-911 from any campus phone. The email address for the University Police Department (UPD) is websubmit@police.tamu.edu. University police or security officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly. Anonymous reporting of crimes can be made via the online form found on the UPD website or by contacting Crime Stoppers.

Clery Act

The Jeanne Clery Act of 1996 requires universities to report certain crimes that occur on Texas A&M property. Certain campus authorities, called Campus Security Authorities (CSA) in the Act, are required to report crimes they become aware of to UPD. Campus security authorities include directors, deans, department heads, and other Texas A&M officials with substantial student contact. If one of these campus security authorities becomes aware of a crime, he or she should contact UPD. The Annual Security Report required by the Clery Act can be found on the UPD website.

Registered Sex Offenders

The University Police Department has received notification of registered sex offenders that currently work, teach, volunteer, visit, or attend classes on the campus of Texas A&M at College Station. Information about these registered sex offenders may be found in the Annual Security Report.

For more information:

- ⇒ For non-emergencies from a campus phone, call 5-2345

- ⇒ Contact the University Police Department at websubmit@police.tamu.edu or 979.845.2345
- ⇒ Contact Crime Stoppers at 979.775.8477
- ⇒ [Texas A&M Annual Security Report](#)
- ⇒ [Texas A&M Police Department website](#)

PERSONNEL – General Employment Information

[Note: Those employed by Agriculture or Engineering who are subject to human resources guidelines that differ from those of Texas A&M should consult their HR manager for proper procedures and guidelines in the following areas. See the Resources and Web Links section for contacts.]

Benefits

The A&M System provides a full package of benefits to protect employees and their families during their working years as well as after retirement. Employees and their dependents are eligible for A&M System benefits if they work at least 50% time for at least 4½ months or for a semester of more than 4 months.

For More Information:

- ⇒ [Benefit Services webpage](#)
- ⇒ Contact the Employee Service Center at 979.845.4141

Flexible Work Arrangements (Non-Faculty)

Flexible work arrangements include a flexible work schedule, an alternate work location, educational release time, leave programs, and TAMU holidays.

For More Information:

- ⇒ [SAP 33.06.01.M0.03, Flexible Work Schedule](#)
- ⇒ [SAP 31.99.01.M0.01. Educational Release Time Program](#)
- ⇒ [System Regulations 31.03 thru 31.03.06 Leave Programs](#)
- ⇒ [Employee Leave webpage](#)
- ⇒ [System Regulation 31.04.01 System Holidays](#)
- ⇒ [Employee Services' listing of annual holidays](#)
- ⇒ Contact Total Compensation at 979.845.4192

Alternative Work Location

If a position requires an employee to work at a different location than the rest of the unit, it should be clearly stated when the position is created and the individual is hired. If an employee requests permission to work at an alternative location, the process in SAP 33.06.01.M0.01 must be followed.

For faculty, approval must be granted by the department head, the college dean, and the dean of faculties.

For More Information:

- ⇒ [SAP 33.06.01.M0.01 Alternate Work Location for Non-Faculty Employees](#)
- ⇒ [SAP 33.06.01.M0.02 Alternate Work Location – Faculty](#)

Leave

Information, forms and tutorials on leave issues such as LeaveTraQ, vacation accrual, the Family Medical Leave Act (FMLA), sick leave, leave without pay, educational release time, parental leave, holidays, and workers' compensation are available at the Employee Benefits webpage.

Sick Leave

A faculty member is eligible to use and accrue sick leave as long as the member is in a 50% position for at least four and one-half months. A faculty member may accrue and use sick leave as per System Regulation 31.03.02.

Vacation

Vacation leave will only be accrued by faculty with twelve-month appointments.

A faculty member with an appointment of fewer than twelve months, as stated in the annual appointment letter that reflects terms and conditions of his/her appointment for the next fiscal year, does not accrue vacation leave unless official action is taken to revise his or her appointment to twelve-month. A faculty member with an appointment of fewer than twelve months, even if they happen to be employed during the summer (e.g. to teach a summer session course), will not be considered a twelve-month employee unless his/her annual appointment letter (or revised letter) states the length of their employment to be twelve-month.

Faculty members who are eligible to accrue vacation leave must request approval to utilize accrued vacation leave whenever the vacation days requested occur during days when Texas A&M is open for normal business.

However, any faculty member with a less than twelve-month appointment may take time off during scheduled Texas A&M holidays, or on days when no classes are meeting on the University (including reading days, Spring Break, and inter-semester days when Texas A&M is open but classes do not meet) without an obligation to request or report the leave.

For More Information:

- ⇒ [System Regulation 31.03.01, Vacation](#)
- ⇒ [System Regulation 31.03.02 Sick Leave](#) (under review)
- ⇒ Contact Benefit Services at benefits@tamu.edu or 979.862.1718

For faculty leaves, such as administrative leaves during investigations or faculty development leaves, consult with the Office of the Dean of Faculties.

Salary

Salaries are set annually during the budget process or at the time of initial hire. University rules prohibit salary adjustments more frequently than once every 6 months, except within the initial six months after hiring (University Rule 31.01.01.M7). Special circumstances may allow a temporary salary adjustment (University Rule 31.01.01.M4). One time merit adjustments can be made in accordance with University Rule 31.01.01.M5.02. Any salary adjustment not made during the annual budget cycle must be routed by academic department heads through the college dean, the dean of faculties, and the provost and executive vice president.

For More Information:

- ⇒ [University Rule 31.01.01.M7, Employee Compensation Administration](#)

- ⇒ [SAP 31.01.01.M4, Temporary Salary Increases](#)
- ⇒ [SAP 31.01.01.M5.02, One-Time Merit Payments](#)

Payroll

Time Reporting

Timesheets for hourly paid employees should be completed in a timely manner to ensure compliance with federal, payroll, and tax regulations. Work hours should consistently reflect the employee's work schedule as agreed upon with their supervisor. Each department might use a different format for the timesheet or a computerized timekeeping system. Regardless, the principles of recording hours worked are the same.

For More Information:

- ⇒ [Biweekly timesheet and instructions](#)
- ⇒ [Compensatory Time at Texas A&M](#)
- ⇒ [Timekeeping training](#)
- ⇒ Contact Payroll Services at payroll@tamu.edu or 979.845.2711

Payroll Preparation Report (PPR)

The PPR is used to report the number of hours worked by hourly paid employees during a biweekly pay period. Each PPR must be certified by the dean, director, department head or an authorized representative with signature card authority on the account.

Communication Allowances

Texas A&M recognizes that the performance of certain job responsibilities may be enhanced by the provision of personal communication devices. The department head may select an allowance plan that corresponds to the employees work related communication requirements.

For More Information:

- ⇒ [Monthly Communication Allowance Enrollment Form](#)
- ⇒ [SAP 25.99.09.M0.01, Communication Allowances](#)

Outside Employment

Permission to engage in external employment may be granted in accordance with regulations and rules adopted by the A&M System and the employing component, so long as all of the following conditions are met:

- ⇒ Permission to engage in the employment is requested and received prior to the time the employee accepts external employment.
- ⇒ Activities related to the external employment are not reasonably expected to interfere with the regular work of the employee.
- ⇒ The employee complies with all applicable laws and professional standards of conduct.
- ⇒ The employee certifies that research performed in connection with the external employment will be conducted in an objective and scientific manner, and in accordance with the highest ethical standards of the employee's profession.

System Regulation 31.05.02 governs all Texas A&M employees' outside employment except for faculty consulting, which is governed by System Regulation 31.05.01. Special approval may also be required if an employee serves as a witness in judicial actions or legislative investigations as regulated by System Regulation 31.05.03.

For More Information:

- ⇒ [SAP 31.05.02, External Employment](#)
- ⇒ [SAP 31.05.01, Faculty Consulting and External Professional Employment](#)
- ⇒ [SAP 31.05.03, Witness in Judicial Actions or Legislative Proceedings](#)

Employment in Excess of 100%

SAP 31.01.99.M0.02 governs the ability of an employee serving in two different capacities within the A&M System (such as a staff member working security at football games, or a faculty member teaching short courses for an agency) to receive pay beyond his/her full time pay for this second activity, and specifically for continuing education offerings by Texas A&M (see University Rule 11.99.99.M2).

In addition, the dean of faculties can grant staff and faculty permission to receive in excess of 100% pay for teaching. Such permission requires concurrence from the employee's supervisor or department head, the head of the department in which the course is offered, and the dean of the college in which the course is offered. Such requests must state the duration of the in-excess period, the extent (e.g. percentage time) of the in-excess expectation, and the compensation for the in-excess effort. For more information see the "Faculty Hiring Guidelines for Deans and Department Heads" on the Office of the Dean of Faculties website.

Occasionally, a faculty member may need to be granted in-excess permission for research. This should only be done with funding agency concurrence as well as agreement from the parties mentioned above. The circumstances that caused this short-term need should be very clear and time constrained. Specifically, in-excess time for research will not be approved as a method to routinely increase the pay of faculty members who are very proficient at receiving external grants and funding.

For More Information:

- ⇒ [SAP 31.01.99.M0.02 Approval Procedures for Supplemental Compensation and Dual Employment](#)
- ⇒ [University Rule 11.99.99.M2 Continuing Education Activities Conducted by the University](#)
- ⇒ [Faculty Hiring Guidelines for Deans and Department Heads](#)

Confidentiality of Records and Information

Student Records: FERPA

FERPA stands for the Family Educational Rights and Privacy Act of 1974 (as amended). It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

FERPA allows release of certain data termed "directory information." Directory information includes such things as Name, Local and Permanent Address, Telephone Number, Classification, and Major. The full list of allowed information can be viewed at the Office of the Registrar website. Students may place a directory hold on any or all of this information.

Items that can never be released as directory information are a student's Social Security number or UIN, Race/Ethnicity, Citizenship, Nationality, Gender, Grades, GPR, or Class Schedule.

NOTE: Grades may be released to a student's parents only if the student has completed a Certification of Dependency Form. An educational institution may disclose personally identifiable information from an education record

to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes releasing information to school officials at another institution. A record must be made of the disclosure.

Medical Information: HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) regulates the ways in which Protected Health Information or PHI (that is, medical information containing personally identifiable data) can be stored, released, and used. The privacy rules apply only to certain "covered entities" including health plans and health care providers. Emergency Medical Services is the only "covered" function at Texas A&M.

NOTE: Covered entities may disclose PHI if they believe it is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. Such disclosures may be made to someone they believe can prevent or lessen the threat, including the target of the threat or law enforcement authorities.

Financial Information Security: Gramm-Leach-Bliley Act

The Gramm-Leach-Bliley Financial Services Modernization Act (GLBA) contains a requirement for organizations which retain financial information to restrict access to certain types of information. Known as the "Safeguards Rule", financial organizations are required to adopt an information security program to protect non-public personal information. At Texas A&M, compliance with GLBA is accomplished through our compliance with Texas Administrative Code, Chapter 202.

Confidential Files and Personal Information

Texas A&M departments and units are entrusted with many types of sensitive information which, should it fall into the wrong hands, could put our constituencies (students, faculty, staff, and customers) at risk for identity theft.

Each department head should work with their faculty and staff to obtain an understanding of the information needing protection in each area, and review plans to protect sensitive information. Best practices for safeguarding Texas A&M constituents include:

- Maintaining all hard copies of sensitive data locked in file cabinets, desks, and/or safes.
- Encrypting sensitive data that is stored in an electronic format.
- Having electronic information resources periodically assessed for potential vulnerabilities.
- Developing internal practices that restrict taking protected data out of the office either in hard copy or electronically unless absolutely necessary.
- Restricting the electronic transmission of sensitive data in an unencrypted format.
- Destroying all sensitive data prior to disposing.
- Restricting the transfer of sensitive data (either in person, file transfer, or phone info) to any third party until they have been properly identified and have established proper authority to take possession of the sensitive data.
- Training faculty, staff, and student workers to be security conscious with all data.

Records Retention and Management

"Records" are any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency that documents the activities of the organization. Records include books, papers, letters, documents, printouts, photographs, film, tape, microfiche, microfilm, photostats, sound recordings, maps, drawings and a voice, data, or video representation held in computer memory.

A "record copy" must be maintained for the period designated on the records retention schedule and destroyed at the end of the specified amount of time along with all convenience copies. It is usually the "original" copy, or it may be the copy that is in the possession of the office to which it is most applicable or that needs it for the longest period of time.

Texas A&M has an approved Records Retention Schedule which is updated every three years. Generally, all documents must be retained according to the schedule. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the schedule, whichever is later.

- A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.
- Personnel records should be retained by the department until five years after an employee has terminated.

Retention of Tenure and Promotion Files

The Office of the Dean of Faculties retains copies of Tenure and Promotion files that are forwarded to it for five years. However, third year review files do not go beyond the college and therefore, the dean's office should maintain that record for three years. For promotion or tenure cases where the candidate withdraws, the file should be shredded but a copy of the letter of withdrawal kept.

Open Records Requests

The Texas Public Information Act states that, unless expressly prohibited by law, all persons are entitled to "full and complete information" regarding the affairs of government and the official acts of public officials and employees who represent them. The Act specifies that almost all information collected, assembled, or maintained in connection with official business by or for a governmental body is public information and must be available to the public during normal business hours. There are several categories of information that are excepted from disclosure requirements. These can be found in System Policy 61.01.02. Only records already in existence fall under the Act. Agencies are not required to perform research, only to produce records that already exist at the time of the request.

Time is critical when a request is received. Some information may be excluded from release, but Texas A&M is required to request the opinion of the State Attorney General to determine if the information requested may be legally withheld from release. This request for an opinion must be made within 10 days of receiving the written request for information.

For more information:

- ⇒ [Office of the Registrar website](#)
- ⇒ [SAP 13.02.99.M0.01, Student Records](#)
- ⇒ [Texas A&M Emergency Care Team HIPAA webpage](#)
- ⇒ Contact the Emergency Medical Services Privacy Officer at 979.845.1525
- ⇒ [SAP 29.01.03.M1.17, Information Resources – Privacy](#)
- ⇒ [Texas Administrative Code, Chapter 202, Information Security Standards](#)
- ⇒ Contact the Information Policy Committee at j-mccabe@tamu.edu or 979.845.8438
- ⇒ [System Regulation 61.99.01, Retention of State Records](#)
- ⇒ [Texas A&M Records Management webpage](#)
- ⇒ [Texas A&M Records Retention Schedule](#)
- ⇒ Contact the Records Center at RMDesk@library.tamu.edu or 979.458.1470
- ⇒ Contact the director of Open Records at s-yeager@tamu.edu or 979.862.4571
- ⇒ [System Policy 61.01.02, Public Information](#)
- ⇒ [SAP 61.01.02.M0.01, Public Information](#)
- ⇒ [Open Records website](#)

HRConnect

This online system allows employees to update their personal data; complete W-4 forms; sign-up for direct deposit, obtain electronic pay stubs and electronic W-2 forms; view benefits and retirement information; and access insurance documents. They can also find out how much they need to save to meet their retirement goals. First time users must log on at HR Connect, click on the First Time User link and follow the directions. They will need to know their UIN, SSN and ADLOC code. If they do not know this information, they should contact their departmental Employee Services Liaison.

For More Information:

- ⇒ [HR Connect](#)
- ⇒ Contact the Employee Service Center at 979.845.4141

PERSONNEL – Faculty

Faculty Search

Faculty searches are initiated by obtaining approval from the dean of the college to recruit and submitting the approval and a sample of the advertisement to the Office of the Dean of Faculties. Submission of these documents is done through the DOF Hiring Portal. Upon receipt, the Office of the Dean of Faculties will review, approve, and post the advertisement with the Texas Workforce Commission. Information about this process can be found in the "Faculty Hiring Guidelines for Deans and Department Heads".

The department will maintain all records of the search in compliance with EEO requirements in the event a complaint is filed with the EEO Commission. Normally these records are maintained for 2 years, but in the event of an appointment of a non US citizen or non-permanent resident, the INS may audit the records up to 5 years after the initial appointment.

The Office of the Dean of Faculties offers trainings on faculty recruitment and selection. Department heads and chairs of search committees are required to take training on faculty recruitment and selection every 2 years. "Recruitment and Retention for Faculty Diversity, a Handbook for Search Committees" can be found on the Office of the Dean of Faculties website.

For more information:

- ⇒ [Search Committee Handbook](#)
- ⇒ [DOF Hiring Portal](#)
- ⇒ [Faculty Hiring Guidelines for Deans and Department Heads](#)

Faculty Hiring and Appointments

For all newly hired faculty, the department is required to submit through the DOF Hiring Portal including the necessary administrative forms for approval.

The Office of the Dean of Faculties is required to verify the terminal degree of the candidate, who must sign an agreement concerning his/her tenure status, and must disclose any criminal convictions and permit a criminal background check. Remember, an offer to a candidate for a position is pending until the completion of the criminal background check, and thus no one can be placed in a position until the background information has been collected and processed as required.

All faculty hires require the college dean and the dean of faculties approval. Faculty hires involving a salary over \$150,000/year also require approval from the provost and executive vice president.

All hires involving tenure on arrival require all approvals through the provost and executive vice president before the recommendation for tenure is submitted through the president, and chancellor, for approval by the Board of Regents.

The Office of the Dean of Faculties website contains specific information and requirements on faculty appointments. In particular it covers specific situations such as joint appointments, appointments to teach in excess of full-time-effort, appointments with changes in title, and alike. This information and requirements as well as information about the hiring process can be found in the "Faculty Hiring Guidelines for Deans and Department Heads"

Annual Review, Reappointment, and Termination

Every faculty member must receive a written annual review in accordance with University Rule 12.01.99.M2 and the approved departmental guidelines for annual reviews. After such reviews are completed and salary adjustments are approved through the budget cycle, all faculty should be given an appointment letter annually. This should clearly state their rank, salary, length of appointment during the year (i.e. 9-month, 10.5 months...), and any special duties or assignments. If any of these items are not stated, then the assumption is that there is no change from the last appointment letter. (Some colleges rather than departments generate these letters annually). Any decision to not reappoint or terminate a faculty member must follow the requirements and procedures in section 2.3 of University Rule 12.01.99.M2.

For more information:

⇒ [University Rule 12.01.99.M2, SAFRT](#)

Tenure and Promotion

The Office of the Dean of Faculties publishes a guide to the Tenure and Promotion Process, which is updated every year and sent out electronically in March. This guide, along with other related forms and instructions can also be found on the Office of the Dean of Faculties website. In addition, the dean of faculties provides workshops for administrators and staff who manage the processes in the spring and August, after the completion of the latest cycle of tenure and promotion considerations is completed through the Board of Regents.

For faculty who want to know more about the process, a panel presentation and Q&A session on tenure and promotion for faculty is part of the New Faculty Orientation each fall, and a talk called "Demystifying the Tenure and Promotion Process" is presented by the dean of faculties in the spring.

Texas A&M faculty who earn tenure and/or promotion at this institution are honored at a reception each fall, and are featured in a yearly booklet with a photograph and a brief biography.

For more information:

⇒ [Office of the Dean of Faculties website](#)

Mid-Term Review

These are often referred to as "3rd year reviews" because many tenure track faculty are hired with a 7 year probationary period (see chart in the "Probationary Period" section), therefore, the mid-term review occurs in the third year. Tenure track faculty hired with a probationary period of 7 years are required (by University Rule 12.01.99.M2) to have a mid-term review. Tenure track faculty with a probationary period of between 4 and 6 years are encouraged to have a mid-term review.

The mid-term review should be similar to the tenure and promotion review process, including the submission of dossier materials, however, no outside letters are sought. Items reviewed should include those contributed by the candidate as well as internal letters of recommendation. Departmental and college-level committees should review the materials.

Note: It is not necessary to conduct an independent annual review for a faculty member in the year that their mid-term review is taking place. (The mid-term review can count as the annual review for that year.) However, each department has the option of conducting its annual review as a separate process from the mid-term review. The

college and department guidelines should be clear about the manner in which annual review is handled during the mid-term review year.

The mid-term review package goes only to the dean's level (it is not forwarded to the provost, president, chancellor or Board of Regents). The review should not begin before March of the academic year prior to the target academic year, and should be completed before December of the target year. (e.g. If the mid-term review is scheduled to take place during the 2008-09 academic year, it may occur anytime between March 2008 and December 2009.

For More Information:

⇒ [Annual and Mid-Term Review Guidelines](#)

Post Tenure Review

The State of Texas as well as the A&M System mandates a Post Tenure Review Process. At Texas A&M this process is entirely dependent upon the required annual review process. Each department must have an approved guideline for determining whether the overall annual performance of the faculty member is satisfactory or unsatisfactory. (Normally this determination is stated in the departmental guidelines for annual review, but absent such statements the department head must determine his/her evaluation of the faculty member as overall satisfactory or not. A faculty member who receives three overall unsatisfactory annual reviews in a row, or an unsatisfactory comprehensive peer review, must undergo the Professional Development Review from SAP 12.06.99.M0.01)

For More Information:

⇒ [SAP 12.06.99.M0.01, Post Tenure Review](#)

Dual Career Program (a.k.a. Partner Placement)

At Texas A&M, attracting and retaining exceptional employees often depends on meeting the needs for two careers. The Dual Career Program is designed to assist the partners of faculty and professional staff members in their job search. While it does not guarantee employment, Dual Career Program is both a recruiting and a retention tool.

In some cases, limited, short-term funding from the dean of faculties is available to facilitate partner faculty hires. To make a funding request, department heads must get approval from the dean of faculties and complete the Partner Placement Agreement Form found on the Office of the Dean of Faculties website.

For more information:

⇒ For spouses/partners interested in pursuing faculty positions, Contact the Office of the Dean of Faculties at dof@tamu.edu or 979.845.4712

⇒ [Partner Placement Agreement Form](#)

⇒ For spouses/partners interested in pursuing *non-faculty* positions at Texas A&M or in the community, Contact the ADVANCE Center Dual Career Program manager at career@tamu.edu or 979.845.7038

International Faculty, Staff, and Visiting Scholars

Immigration Services for Faculty and Scholars assists and supports department heads and departmental hiring personnel in attaining and maintaining the appropriate immigration status for the employment of their international faculty, scholars, and staff and also provides guidance on employment related immigration matters. Complex and numerous compliance issues require advance planning as the immigration process timeline can be both lengthy and unpredictable. Compliance issues may arise in the visa application process, offers of employment, work eligibility, termination, change in non-immigrant status, extensions of status, travel overseas, sponsorship of immigrant status for permanent residency, etc. Being aware of and anticipating international personnel issues may avoid or minimize delays that can significantly impact departmental operations.

For More Information:

- ⇒ [System Regulation 33.99.09, Employment of Foreign Nationals](#)
- ⇒ [Immigration Services for Faculty and Scholars website](#)

Faculty Development Leave (FDL)

Texas A&M does not have an official sabbatical program, however, Texas A&M with the assistance of the Association of Former Students, funds a Faculty Development Leave Program. Faculty development leaves are 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 Office of the Dean of Faculties website.

Qualifications for receiving a development leave include the following:

- A minimum of two years of consecutive academic service in a tenured or tenure track full-time faculty position and full-time tenured faculty status at the time the leave is to begin.
- The expectation that the faculty member will resume full-time faculty status at Texas A&M for at least one academic year at the conclusion of the leave period.
- The faculty member has not received a faculty development leave in the five-year period immediately preceding the requested start date for the leave. (This rule does not apply to funded leaves other than the Faculty Development Leave.)

Proposals for leave are endorsed by the college dean and submitted to the Office of the Dean of Faculties for further review by the Faculty Development Leave Committee. The committee makes their recommendations to the provost. The Board of Regents has final approval of all Faculty Development Leaves.

After their return, leave recipients must submit a 1-3 page report on their leave activities to the college dean or director of the library by the conclusion of the first long semester after returning from leave.

Applications are generally due at your college dean's office early in the fall semester. Please check with your college for their internal deadline.

For More Information:

- ⇒ [Faculty Development Leave webpage](#)
- ⇒ [System Policy 12.99.01, Faculty Development Leave](#)

Administrative Leave for Department Heads

When a department head is stepping down from that administrative role, he or she is eligible for a Faculty Development Leave. As stated in System Policy 12.99.01, "Leave may be granted for a full year at full salary for a faculty member who has held an administrative position at the institution for more than four years." By State Law, the administrator must commit to returning to Texas A&M for at least one full year of service after the leave.

PERSONNEL – Non-Faculty Research

Note: Those employed by Agriculture or Engineering who are subject to human resources guidelines that differ from those of Texas A&M should consult their HR manager for proper procedures and guidelines in the following areas. See the Resources and Web Links section for contacts.

Texas A&M non-faculty research personnel must have an appropriate degree and relevant professional experience. Clerical, business, or other administrative support personnel assigned to a research project are not normally considered to have specific duties pertaining to research activities and should not carry a research title.

Continued employment in non-faculty research positions is considered temporary and is contingent upon the competitive success and funding of the project to which non-faculty research personnel are assigned.

Appointments, reviews, merit increases, and promotion guidelines for all research titles must be approved by the respective principal investigator, department head, dean, and the vice president for research. (Except in the case of the vice president for research, the authority for the above referenced approvals may be delegated.) All approvals must be in accordance with individual college guidelines. College guidelines for the appointment and personnel position changes shall be established for all non-faculty research personnel, approved by the vice president for research, and shall remain consistent with related University Rules and System Regulations.

Undergraduates employed in research positions for which student status is required are not covered under the provisions of this rule.

For More Information:

⇒ [Hiring and Promoting Research Personnel](#)

⇒ Contact the Office of the Vice President for Research at 979.845.8585

PERSONNEL – Staff

Note: Those employed by Agriculture or Engineering who are subject to human resources guidelines that differ from those of Texas A&M should consult their HR manager for proper procedures and guidelines in the following areas. See the Resources and Web Links section for contacts.

Hiring Process

Information about the hiring process for staff can be found on the Manager Resources webpage. You will find forms and resources used in the hiring process, such as the Hiring Matrix, Interview Resources, Sample Confirmation Letters, etc. It also contains a tutorial providing a brief overview of information for hiring departments on Portal Access for Total Human Resources (PATH) for staff positions.

Position Descriptions and Requests

Position Management is an enhancement to PATH. This service provides Texas A&M departments the ability to create, store, and update position descriptions in a paperless environment.

Promotions/Transfers/Reclassifications

Classification and Compensation assists departments with staff positions to establish/modify job position descriptions, reclassify employees, job titles, salary and wage increases, compensatory and overtime (FLSA), and pay rates. They also assess and design career ladders/paths for staff positions.

For More Information:

⇒ [Texas A&M Titles and Salaries webpage](#)

⇒ [Manager Resources webpage](#)

⇒ [PATH Help website](#)

⇒ [Position Management](#)

⇒ [Classification and Compensation](#)

⇒ Contact PATH at 979.845.4170

Performance Evaluation for Non-Faculty Employees

In accordance with University Rule 33.99.03.M1, the performance of each non-faculty employee (except graduate assistants and temporary employees) will be evaluated each year by the department or unit head, or designee. This annual evaluation shall be completed between March 1 and May 31, in accordance with System Regulation 33.99.03.

For More Information:

- ⇒ [University Rule 33.99.03.M1, Performance Management and Evaluation for Non-Faculty Employees](#)
- ⇒ [System Regulation 33.99.03, Performance Evaluations for Non-faculty Employees](#) (under review)
- ⇒ [PATHways: Performance Management Process webpage](#)
- ⇒ Contact Performance Management at HRPATHways@tamu.edu or 979.845.4153

Employee Relations

The Employee Relations office is available for those times when work issues begin to erode the productivity of your office. They clarify how workplace issues should be handled and provide guidance with employees having performance problems. An Employee Relations staff member will meet with you to discuss your problems and concerns, identify possible solutions, and if necessary, refer you to others who can help.

For More Information:

- ⇒ [Employee Relations webpage](#)
- ⇒ Contact Employee Relations at employee-relations@tamu.edu or 979.862.4027

Discipline and Dismissal Procedures for Non-Faculty Employees

"All non-faculty positions in the A&M System are 'at will,' meaning that any non-faculty employee may be dismissed at any time without cause" (System Policy 32.02.02). Dismissals must be in compliance with state law. Progressive discipline is encouraged as a good management practice. In progressive discipline, an employee whose job performance is not consistent with accepted standards, and whose conduct or job performance does not warrant dismissal, is notified of the performance deficiencies and given a reasonable time to correct those deficiencies. With progressive discipline, an employee faces progressively stricter disciplinary measures if satisfactory improvement does not occur after the disciplinary process is initiated. This process does not apply to probationary, temporary, or wage employees.

Terminations of non-faculty employees are to be reviewed by Employee Relations. Terminations of temporary and wage employees (including student workers) do not have to be reviewed.

For More Information:

- ⇒ [System Regulation 32.02.02, Discipline and Dismissal Procedure for Non-faculty Employees](#)
- ⇒ [SAP 32.02.02.M0.02, Discipline and Dismissal Procedure for Employees Other than Faculty](#)

Employee Assistance Program

The Employee Assistance Program (EAP) assists faculty and staff with personal and workplace problems through educational workshops, problem identification, crisis intervention, assessment, and referral to appropriate clinical resources. Services provided by the EAP staff are confidential and available without charge. The EAP also manages the Prevention of Workplace violence Program and the Rehabilitation Program for Alcohol and Drug Abuse.

For More Information:

- ⇒ [EAP website](#)
- ⇒ Contact the Employee Assistance Program at 979.845.3711 to make an appointment

Mediation Procedures for Non-Faculty Employees

Mediation services are offered through the Employee Assistance Program (EAP). Employees and supervisors may benefit from informal mediation services provided by the EAP staff. It is recommended that you consult with EAP to determine the appropriate mediation process in order to resolve workplace issues. The mediation is provided as a service for faculty, staff, coworker, and manager/supervisor.

Human Resources

Human Resources (HR) is the primary resource for Texas A&M employees on employment-related information and services. Employees can contact HR for: benefits information, leave questions, payroll matters, employee development and training, online applications, workers' compensation, and much more. In addition to assisting employees, the center's staff will work with retirees and prospective employees.

NOTE: The role and functions of the Office of the Dean of Faculties, however, remain unchanged; that office is the point of contact for faculty matters other than payroll and benefits.

For More Information:

- ⇒ Contact the Employee Service Center at HR-feedback@tamu.edu or 979.845.4141

Employee Services Liaisons

Employees responsible for human resources and payroll functions in Texas A&M departments, colleges, and divisions are officially appointed by their department head. Texas A&M is required to train employee services liaisons on all aspects of human resources, and payroll administration and compliance to assure they have adequate knowledge and understanding. These liaisons are knowledgeable and can assist employees with questions.

For More Information:

- ⇒ Contact the HR Liaison Administrator at hrnetwork@tamu.edu or 979.862.3854.

PERSONNEL – Student Employees

Note: Those employed by Agriculture or Engineering who are subject to human resources guidelines that differ from those of Texas A&M should consult their HR manager for proper procedures and guidelines in the following areas. See the Resources and Web Links section for contacts.

Student Employment

General administration of student employment within Texas A&M is the responsibility of the assistant provost for student financial aid. The department of Student Financial Aid serves as the human resources unit for undergraduate student and work study employees of Texas A&M.

Undergraduate Student Employment

Students are eligible to work for both on and off-campus jobs. The employing department pays 100% of all student wages and partner sites pay applicable taxes.

Federal and Texas College Work Study Programs provide funding for on-campus, part-time employment. Eligible undergraduate students employed under this program are paid at least minimum wage and work an average of 20 hours per week (depending on financial aid and class schedule). Hiring departments pay 25% of each student's

wages plus all applicable taxes (such as Worker's Compensation and Unemployment Insurance). The remaining 75% of wages are paid directly through work study funds. See Jobs for Aggies for more work study information.

The Student Employment Office welcomes employers both on- and off-campus to register for access to post local part-time employment opportunities on our 24-hour on-line database, Jobs for Aggies. See Jobs for Aggies to set up your department account.

For More Information:

- ⇒ [System Regulation 33.99.08, Student Employment](#) (under review)
- ⇒ [University Rule 33.99.08.M1, Student Employment](#)
- ⇒ [SAP 33.99.08.M1.01, Student Employee Grievance and Appeal Procedures](#)
- ⇒ [SAP 33.99.08.M1.03, Procedure for Hiring Student Employees](#)
- ⇒ [SAP 33.99.08.M1.02, Work Study Procedures](#)
- ⇒ [Student Employment opportunities for Texas A&M System members](#)
- ⇒ [International Student Employment Information](#)
- ⇒ Contact the Office of Student Employment at jobsforaggies@tamu.edu or 979.845.0686
- ⇒ [Jobs for Aggies](#)

CURRICULAR – Department, College and Programmatic Issues

Academic Advising

"Academic advising provides the direct liaison between the curriculum and the student, and serves to ensure that the student's passage through academic requirements is planned and purposeful " (Texas A&M University Advisors and Counselors). Some departments include academic advising among the duties of faculty members, some are staffed with full-time professional academic advisors, some have graduate assistant advisors, and others utilize a combination. Department heads usually supervise the academic advising program or provide oversight to the faculty member supervisor.

In addition to departmental advising programs, many colleges have advising offices charged with coordination of college-level services and policies (such as academic probation and dismissal), college programs at new student conferences, first-year students, special programs, or to provide training and support for department-level advising operations. These operations typically report to the associate dean responsible for undergraduate programs.

Academic advisors are professional staff positions which are part of the Academic Advising Career Ladder administered by Human Resources. The Career Ladder includes four positions: Academic Advisor I, Academic Advisor II, Senior Academic Advisor I, and Senior Academic Advisor II (see the Human Resources website for more information on the Career Ladder). Because of the importance of good academic advising, academic advisors are expected to meet professional standards, in both level of education, and years and type of experience. Those who supervise department advising operations should assure appropriate classification of advisors based on job duties and responsibilities, and an annual performance assessment and review of job responsibilities. Departments should also consider supporting professional development for academic advisors.

Department heads may want to be familiar with resources for academic advisors at the department, college and university level. Those who supervise academic advising operations are welcome to avail themselves of these resources.

The Office of the Associate Provost for Undergraduate Studies provides support for academic advising through the programs and services described:

- Assessment of Academic Advising – Texas A&M’s assessment of academic advising follows the recommendations issued by the Texas Higher Education Coordinating Board in the “Report on Methods for Increasing Student Success” and “Degree Completion at Public Institutions of Higher Education”. The process includes directions and resources (including sample materials) on the assessment of student learning through advising and the assessment of advising programs.
- Advisor Recognition – Texas A&M honors up to five advisors every year with the President’s Award for Academic Advising. A call for nominations goes out in the spring and the awards are announced at the University Advisors and Counselors (UAC) Awards Breakfast in May. Recipients receive a plaque and a cash award. The UAC also has awards for advisors. Information on those award programs can be found on the UAC website.
- Professional Development for Academic Advisors – Undergraduate Studies maintains resources for advisors, sponsors local workshops and webinars, and funds stipends for advisor travel to regional and national conferences on advising. These programs are announced through the UAC list serve, UAC Bull.

For More Information:

- ⇒ [Undergraduate Studies website](#)
- ⇒ [Human Resources website](#)
- ⇒ [UAC website](#)
- ⇒ [THECB website](#)

University Advisors and Counselors (UAC)

UAC 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. Department Heads supervising academic advising functions should be familiar with the programs offered by UAC and supported by the associate provost for undergraduate programs.

UAC offers a number of programs throughout the year. A brief explanation of regular programs is shown.

- UAC Bull – a listserv moderated by University Advisors and Counselors. It’s a common forum for communicating university information to academic advisors, announcing professional development opportunities, and seeking input on proposed academic policies.
- Advisor Briefing Days – held in September to update academic advisors on new university academic policies and student programs and services.
- Symposium – held in the spring, this full-day program focuses on professional development, programs updates, and issues affecting academic advising.
- Monthly Programs – UAC offers monthly professional development programs designed to provide increased awareness of university academic policies, student programs and services, and academic advising issues.
- Advisor Recognition – UAC sponsors several annual awards to recognize outstanding advisors, advising teams, and new advisors. Information on the awards can be found on the UAC website.

Course Scheduling

Department heads should be aware of the cycle for scheduling your department’s course offerings. For example, fall and summer semester class schedules must be submitted to the Registrar in January or February. Spring class schedules must be submitted in September. You will receive a letter from the Registrar’s Office when it is time for course scheduling for upcoming semesters. For more information about the timeline and process of scheduling courses, see Faculty/Staff section on the Office of the Registrar website.

For More Information:

- ⇒ [Office of the Registrar website](#)

Course or Program Changes

In order to change the characteristic of an approved and established course, such as the name, description, number, or number of credit hours, the request must be approved by the college, then to either the University Curriculum Committee (for undergraduate courses) or the Graduate Council (graduate courses) for review, the Faculty Senate, and the president.

New courses that are not part of the core curriculum must be approved by the college, University Curriculum Committee or Graduate Council, the Faculty Senate, and the president.

In order to make a course part of the core curriculum, to remove a course from the core curriculum, or to make changes in a core course, a form must be completed and sent through the college to the Core Curriculum Council for approval, then to the Faculty Senate, then to the president.

Changes in curricula, including new degrees, must be sent for approval through the college to the University Curriculum Committee or Graduate Council, to the Faculty Senate, the president, and the Board of Regents for approval. Degree program changes then go to the Texas Higher Education Coordinating Board for final approval.

Forms for these actions can be found on the Curricular Services webpage on the Office of the Registrar website.

For More Information:

- ⇒ Contact the assistant to the director of Academic Support Services at swilliams@oar.tamu.edu or 979.845.8201
- ⇒ [University Curriculum Committee website](#)
- ⇒ [System Policy 03.02.02, Approval Procedures for Degree Programs](#)
- ⇒ [Curricular Services webpage](#)

Academic Program Review

The purpose of academic program review is the improvement of the quality of an academic program at Texas A&M. It is a comprehensive discipline-wide review, which includes bachelors, masters, and doctoral programs, if applicable. Review of the whole unit should result in data that has a meaningful effect on student learning. External examiners assist with program review by providing another perspective on the department/program.

Academic program review also provides academic leaders critical information about the quality and size of a program, establishes need for future resources, student market, strengths and weaknesses, and overall contribution to the mission of Texas A&M. The academic program review establishes goals and directions for the future of the program and ensures that general academic plans and budget decisions are based on solid information and priorities. Based upon evidence from outcomes-based assessment, all decisions should align closely with the goals of Texas A&M's Vision 2020, and meet the guidelines set forward by the Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACS). Recent studies by ABET, the engineering accrediting body, have demonstrated that the application of outcomes-based assessment improved the quality of graduates. Whereas outcomes based assessment is just one measure of effort, this activity will aid departments in achieving missions and goals.

For More Information:

- ⇒ [Academic Program Review webpage](#)

Interdisciplinary Programs

To learn the definition of interdisciplinary programs and how to establish them, see University Rule 03.02.99.M1 Administrative Framework for Interdisciplinary Programs.

For More Information:

- ⇒ [University Rule 03.02.99.M1, Administrative Framework for Interdisciplinary Programs](#)

Minors and Certificate Programs for Students

[From the 2014-15 Undergraduate Catalog, Texas A&M]

Minors

A minor focuses on a single area or interdisciplinary perspective as developed by the department or program that offers the minor. Course work consists of 15-18 hours with a minimum of six in residence at the 300-400 level. Texas A&M currently offers 30 minors spread out across several disciplines.

Certificate Programs

Many colleges and interdisciplinary programs offer a certificate option for undergraduate or graduate students. Most certificate programs require between 12 and 21 hours of coursework. Individual colleges should be consulted regarding the certificate programs offered and their requirements. See a list of Certificate Programs on the Curricular Services webpage.

For More Information:

⇒ [Certificate Programs](#)

CURRICULAR – Student Issues and Services

Academic Misconduct

“An Aggie does not lie, cheat or steal, or tolerate those who do.” (Aggie Honor Code)

Aggie Honor System Office

It is the Mission of the Aggie Honor System Office to serve as a centralized system established to respond fairly to academic violations of the Aggie Code of Honor. Upholding that code involves a collaborative effort in which departments and individual instructors play an important role:

“Instructors are expected to take proactive steps to promote academic integrity including, but not limited to, adding language to their syllabi that describes prohibited behavior and the consequences of such activity, and having an open discussion about academic integrity with students in their courses early in the semester. Instructor and staff share in the responsibility and authority to challenge and make known acts that violate the Aggie Code of Honor. Additionally, instructors are expected to adhere to the policy pertaining to the reporting and adjudication of violations of the Aggie Code of Honor. Initiating formal procedures is a necessary and obligatory component of this shared responsibility.” University Rule 20.1.2, Honor System Rules

Departments may set up their own system of internal reporting for violations of the honor code, but in addition, it is important the following processes set forth by the Aggie Honor System Office be followed:

Upon encountering an alleged violation of the Honor Code, the instructor has the option of handling the case himself/herself or referring the case to the Honor Council. If the instructor decides to handle the case autonomously, the instructor meets with the student. After this meeting, the instructor will determine if there has been a violation of the Honor Code. If no violation is found, the case is dropped and no action is taken. The instructor only need notify the director of Honor System that the meeting occurred.

If the instructor determines that there has been a violation of the Honor Code, the instructor determines the severity of the violation, and assesses a sanction (see Aggie Honor System website for options). The instructor must then complete an Honor Code Violation Report Form.

Department Heads should try to ensure that their faculty are aware of the Aggie Honor System and its processes. Reporting violations is one of the most important components of the process, even if an instructor elects to handle a case autonomously. Reporting is the only method through which a future instructor of the student can be made aware, upon reporting a new violation, which the student has been found guilty of prior violations of the Aggie Honor Code. Cases involving a student with prior violations will be automatically sent to the Honor Council.

For More Information and Process Details:

⇒ [Aggie Honor System website](#)

Student Appeals

All student-related grievance procedures are covered in the Student Rules, Part III. Students may seek assistance from the Office of the Dean of Student Life to get advice on resolving many disputes informally.

Discrimination

Formal complaints related to discrimination will come in the form of a written complaint (within 20 working days of the incident) to the head of the department, college, or office in which the alleged discrimination took place. The administrative head must investigate and attempt to resolve the grievance by following the steps in Student Rule 45, *Discrimination and Discrimination Appeals Rule*.

Sexual Harassment and Related Retaliation

Formal complaints related to sexual harassment are handled under Student Rule 47: *Sexual Harassment*. Formal complaints are initiated with a written request for an investigation by the complainant, the institution, the alleged offender, or anyone else involved. Section 47.9 of the rule indicates to what office the letter should be directed.

Grade Disputes

[From Student Rule 48: *Grade Disputes*] *"A student who believes that his/her final grade reflects a capricious, arbitrary, or prejudiced academic evaluation should first discuss the matter with the instructor. If no satisfactory resolution is reached, or if the instructor is unavailable, the student may speak to the department head. The student then has the option of appealing in writing to the course instructor or (if the instructor is unavailable) the department head within 180 days (six months) of the last day of the semester or summer session in which the disputed grade was earned. The department head will determine if the student has established a prima facie case of capricious, arbitrary, or prejudiced academic evaluation. If not, the department head will so inform the student and the instructor. If such a case exists, the department head will then secure statements and other appropriate information in order to issue his/her findings and remedies, if any. The student or the instructor may appeal the department head's decision to the dean of the college in which the course is offered. The dean will attempt to resolve the matter by informal means within a reasonable period of time. If no resolution can be reached, the student and/or the instructor may file a formal appeal with the appropriate appeals panel."*

Note: This process does not apply to academic dishonesty/misconduct cases, which are handled through the Aggie Honor System.

For More Information:

- ⇒ [Student Rules Part III](#)
- ⇒ [Student Rule 45, Discrimination and Discrimination Appeals](#)
- ⇒ [Student Rule 47, Sexual Harassment and Related Retaliation](#)
- ⇒ [Student Rule 48 Grade Disputes](#)

Academic Misconduct Appeals

The appeals procedure for a student found responsible for a violation and who has been assessed a sanction allows five University business days from the date of notification of the sanction to file an appeal with the Honor System Office. For details, see the Aggie Honor System website.

Academic Suspension and Blocks

An undergraduate student who is blocked from continued enrollment in his/her college, has been suspended, or dismissed may appeal to the Undergraduate Academic Appeals Panel. Graduate students may appeal to the Graduate Appeals Panel.

Office of Graduate and Professional Studies

The Office of Graduate and Professional Studies (OGAPS) maintains the official record for each graduate student, and in this role serves as the primary administrative body and overarching source of information for graduate education. Once a graduate student is accepted by an academic department or college, OGAPS assists and facilitates progression towards completion of a graduate degree through maintenance of all official documents. Clearance for graduation, including final review of theses and dissertations when required, is performed by OGAPS, but the

Registrar's Office is responsible for issuing all transcripts.

For More Information:

⇒ [Office of Graduate and Professional Studies website](#)

Ombudsperson for Graduate Education

Graduate students may serve in many roles during their academic careers such as students, teachers, co-workers, colleagues, employees, or technicians. Varying rules/policies apply for the many roles. As long as the expectations for behavior are understood and accepted by all parties, there is rarely a problem.

However, challenges can arise when there are differing expectations or conflicting policies, or when one group is accused of violating the rules. The ombudsperson advocates for the processes of graduate education by being equally open and accessible to all parties - students, faculty, staff, and administrators. The ombudsperson for graduate education assists graduate students, faculty, staff, and administrators by serving as a neutral listener, information resource, advisor, intermediary, and mediator.

For More Information:

⇒ [Graduate Ombudsperson webpage](#)

⇒ Email the Graduate Ombudsperson at ombuds@tamu.edu

International Student Services

International Student Services (ISS) facilitates support services for international students at Texas A&M including advising international students, departmental faculty, and staff about federal regulations governing non-immigrant student visas, and facilitating federal applications that allow international students to remain in legal status. ISS also works closely with graduate advisors and departmental admission staff in the initial immigration document issuance for newly admitted international students, ensuring their ability to enter the U.S. to study.

Faculty and department assistance is needed in a variety of compliance issues including providing verification of student progress in such situations as obtaining extensions of legal documents, falling below full-time enrollment, co-enrolling at multiple schools simultaneously, degree level changes, working full-time, and reinstatements to legal status. Each of these requires authorization facilitated through the ISS office prior to being undertaken by the student so that ISS can enter data in the Student and Exchange Visitor Information System (SEVIS), an interactive, real time federal database that monitors student visa compliance. Information feeds from the Student Information System (SIMS) into SEVIS, and it is not possible to correct situations retroactively once data uploads have occurred. Therefore, it is critically important for departments to work with ISS in advance of making many academic decisions such as authorizing a student to enroll less than full time, work off campus, change from one degree level to another, enroll in more than 3 distance education courses per semester, or take classes somewhere other than Texas A&M in College Station. Taking such actions without prior authorization and proper notification through the SEVIS system can result in the loss of a student's legal status, the inability to be employed, and the potential that the student will need to leave the US without completing the academic program.

Many rules govern the stay of an international student that interrelate with academic decisions and processes, such as full time enrollment, co-enrollment, and participating in required internships and co-ops. Regulations are complex and can change, so questions about these issues should be addressed to International Student Services. Departments are responsible for entering their international students into the online Employment Eligibility Center (EEC) database to request permission for students to be employed on campus. Authorization of on campus employment is granted when ISS staff can assess that the students have maintained their legal non-immigrant status and are still eligible for employment. Students and employing departments who start international students in jobs prior to a department obtaining authorization risk causing a student to fall out of legal status for having been illegally employed in the US.

Additional information can be found on the ISS website, including what forms or paperwork are needed to complete many of these processes.

For More Information:

- ⇒ [System Regulation 33.99.09, *Employment of Foreign Nationals*](#)
- ⇒ [System Regulation 26.99.01, *Student Health Insurance*](#)
- ⇒ [International Student Services website](#)

Student Travel

System Policies, University Rules, and SAPs must be followed by Texas A&M students presently enrolled at Texas A&M who are traveling to an activity or event organized or sponsored by the institution that is:

- located more than 25 miles from campus; and
- funded by the institution and students use a vehicle owned or leased by the institution; or
- required by a student organization recognized at the institution; or
- undertaken under the scope, direction, or election of a college, department, class, Texas A&M office, learning community, study abroad program, recognized student organization, or their representatives.

SAP 13.04.99.M1.01 specifies it is the responsibility of the entity (e.g., Texas A&M department, recognized student organization, academic program, etc.) that sponsors the organized student travel to ensure compliance with the procedures. For example:

- Departments using Texas A&M owned or leased vehicles are responsible for ensuring drivers attend required training and are approved to drive the vehicles.
- Departments sponsoring organized travel outside the U.S. are to ensure that no State Department Travel Advisory restricts travel by U.S. citizens to the destination country.
- Written notification for all organized student travel must be provided to the sponsoring Texas A&M department and Student Affairs Critical Incident Response Team (CIRT) prior to departure.

For more information:

- ⇒ [SAP 13.04.99.M1.01, *Student Travel Procedures*](#)
- ⇒ [University Rule 21.01.03.M0.02, *Foreign Travel*](#)
- ⇒ [SAP 24.01.06.M0.01, *Camps and Programs for Minors*](#)

Study Abroad Programs

The Study Abroad Programs Office (SAPO) provides support services for students, faculty, and staff that participate in, facilitate, or lead programs abroad that involve students. In addition to general pre-departure orientations open to all students, SAPO can advise students on the mechanics of earning academic credit while outside the US taking classes, conducting research, interning, or volunteering. Staff can also guide students to the types of programs that best fit their career and academic interests, and work in conjunction with departmental academic advisors on whether these will fit into a student's degree plan. One of the largest roles played by the office is in advising students, as well as their faculty and staff in academic departments, about federal, state, and Texas A&M regulations governing student programs outside the US.

For example, faculty taking one or more students abroad who will earn credit through the experience must have special authorization through the Texas Higher Education Coordinating Board so the weighted semester credit hours generated can earn formula funding from the state. Such authorization is obtained by submitting a proposal to the Study Abroad Program Policy Committee (SAPPC). In addition, SAPPC can assist departments with state regulations related to reciprocity in reciprocal exchange programs, setting up dual degree programs, and faculty and student travel related to study abroad. University regulations also exist in each of these areas, as well as the use of working funds on programs with students. Students wanting to transfer credit from foreign institutions need to complete paperwork in advance of going abroad through the SAPO Office, or it is possible it will not count to their degree programs. Such paperwork is also required to facilitate student use of any state or federal financial aid.

SAPO is also an important partner for academic departments in facilitating health and safety processes for students going abroad, as well as 24/7/365 emergency on call staff and crisis management when students are outside the US. Texas A&M has a foreign travel policy that prohibits undergraduate student travel to a country where a Department of State travel warning is in effect. Students have access to low cost insurance through an A&M System health insurance plan when properly registered through the SAPO Office. It is critically important that faculty and staff in departments advising students to go abroad, or arranging trips abroad with students, explore these resources prior to departing the US.

Departments wanting to arrange programs abroad for their students should contact SAPO for the most up to date information and processes about how to arrange these types of activities since policies and regulations constantly change.

Additional information can be found on the SAPO website, including what forms or paperwork are needed to complete many of these processes.

For More Information:

⇒ [SAPO website](#)

Scholarships and Financial Aid

The Department of Student Financial Aid (SFA) plays a vital role in a student's college education. Financial aid programs include scholarships, grants, loans, and student employment. Additional services include counseling and advising, veteran services, online resources, and outreach services.

Each academic department manages their own scholarships and is able to enter them into the 3T7 system. Care should be taken to meet any donor restrictions. Training is provided by SFA in order to access and maintain accounts on the system. 3T7 users can access additional information and forms at the Student Financial Aid website.

If students are to receive a tuition waiver as a result of a department competitive scholarship, the department must request that waiver through SFA.

For More Information:

⇒ [Scholarships & Financial Aid website](#)

⇒ [SAP 13.03.99.M0.02, Scholarship and Financial Aid](#)

⇒ [SAP 13.03.99.M0.01, Centralization of All Student Loan Funds within the University](#)

⇒ [SAP 13.03.99.M0.04, Scholarships and Awards Program Coordination](#)

⇒ [SAP 13.03.99.M0.03, Non-Resident Tuition Exemption for Competitive Scholarship Recipients](#)

⇒ Contact the Scholarships Unit at scholarships@tamu.edu or 979.845.3236

Honors and Undergraduate Research

Honors and Undergraduate Research (HUR) aspires to serve and benefit the Texas A&M community by focusing attention on outstanding undergraduate education and academic excellence, contributing to the recruitment and retention of high-achieving students, and enhancing the public perception of Texas A&M as a place where superior scholarship is recognized and encouraged. This mission encompasses five distinct areas of responsibility: Honors programming, National Fellowship preparation and nomination, Undergraduate Research programming, publication of the undergraduate journal *Explorations*, and coordination of capstone experiences.

Honors programs are available at the institutional, college, and departmental level. Students may participate in more than one program as their choice of major allows. A department which would like to initiate an Honors program should contact HUR to obtain guidelines, get input, and gain approval of their program by the Honors and Undergraduate Research Advisory Committee.

Honors classes across Texas A&M (approximately 150 every semester) are generally limited to a maximum of 25 students (averaging 20 per class) of proven academic ability and motivation. All Honors courses completed are designated on a student's permanent transcript. Honors students have priority course registration. Non-Honors students who have earned at 3.5 GPR or better may register for Honors courses during their assigned registration periods.

Students of all majors may apply to the University Honors Program as incoming freshmen, in which case they must live in Freshman Honors Housing unless a rare exemption is granted. Students may also apply as second semester freshmen or sophomores until they have earned 60 credits at Texas A&M. Requirements include 30 credits of Honors coursework and a capstone experience. Some college and departmental honors programs require a freshman application, whereas others are open to continuing students.

Additionally, HUR administers the Undergraduate Research Scholars Program, a year-long, faculty mentored student research program that culminates in a thesis or scholarly product, open to any student with a GPR of 3.0 or better. HUR provides workshops and training opportunities for undergraduate research and graduate or faculty mentors, as well as speakers through the Undergraduate Research Ambassadors program, and organizes summer research opportunities to support NSF-REU programs.

HUR also provides National Fellowship advising, preparation, and nomination support. HUR sponsors yearly publication of *Explorations*, a student-authored, student and faculty run journal highlighting the best in undergraduate research, scholarly, and creative work. HUR coordinates additional capstone programs that provide year-long experiences under the mentorship of faculty or community leaders with a focus on teaching, service, or leadership. All capstone programs are open to any student with a GPR of 3.0 or better.

For More Information:

⇒ [Honors and Undergraduate Research website](#)

⇒ [Texas A&M Honors Programs website](#)

OFFICE OF THE REGISTRAR

The Office of the Registrar provides service to students who need to register for classes, order transcripts, or apply for graduation. They also prepare and distribute the Undergraduate and Graduate Catalogs each year. For more information, see the Office of the Registrar website.

University Studies Degree

The University Studies Degree is an innovative, interdisciplinary degree with an area of concentration and two minors, at least one of which is in a different college from that of the area of concentration. The degree serves two main groups of students: (a) students who are in good academic standing (GPA of 2.0 or above) but who are unable to find or gain access to a major of interest and (b) students who specifically seek a broad interdisciplinary combination of coursework that is unavailable through existing degree programs. The educational objective of the University Studies Degree is to provide students with an interdisciplinary academic degree that will prepare them for a successful life and career or graduate school.

Areas of concentration are developed by departments or (if interdisciplinary) by colleges. For an area of concentration to be approved as a University Studies Degree Program, it must be routed from the department, to the college, to the University Core Curriculum Committee, and to the Faculty Senate. Each college determines whether the course of study will lead to a B.A. or a B.S. degree.

Consult your college for further information about the University Studies Degree.

For More Information:

⇒ [Office of the Registrar website](#)

RESEARCH

Note: Those employed by Agriculture or Engineering are subject to research guidelines and procedures that may differ from those of Texas A&M. Researchers in Agriculture should contact Texas A&M AgriLife Research and researchers in Engineering should consult the Texas A&M Engineering Experiment Station in addition to the information.

Division of Research

The Division of Research carries out its commitment to supporting creative scholarship and sponsored research at Texas A&M through several internal units and a variety of external units and centers that are focused on exciting new fields of scientific inquiry. The division is overseen by the VPR who provides leadership and direction for research at Texas A&M.

For more information:

- ⇒ [Division of Research website](#)
- ⇒ [Texas A&M AgriLife Research website](#)
- ⇒ [Texas A&M Engineering Experiment Station website](#)

Research Development Services

The Division of Research, 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 resubmission based on reviewers' comments; coordinating, planning, and developing strategies for proposal development efforts; administering internal international grants programs and the Program to Enhance Scholarly and Creative Activities (PESCA); supporting the University Research Council and Council of Principal Investigators; and facilitating contacts for teams working on large-scale multidisciplinary proposals.

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 of Research provides information and guidance in areas such as biosafety, animal care and use, human subjects research, conflict of interest, biosafety occupational health, export controls, good laboratory practices, scientific misconduct, and responsible conduct in research. The Red Flag List has potential key words for activities that may require compliance review. 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.

For more information:

- ⇒ [Red Flag List](#)

Research Studies Involving Human Subjects

The Human Subjects Protection Program (HSPP) is a resource for anyone involved with human subjects research at Texas A&M: potential research participants, current research participants, investigators, administrators, or interested community members. In conjunction with the federally mandated Institutional Review Board (IRB), the HSPP works to assure the protection of human research participants and to ensure Texas A&M's compliance with laws and regulations governing human subjects research. Any human subjects research conducted by Texas A&M faculty, staff, or students must be reviewed and approved prior to being initiated. Also, any party wishing to conduct research using Texas A&M employees or students as subjects must secure authorization prior to recruiting participants. For detailed explanations, see University Rule 15.99.01 M1.

For more information:

⇒ [University Rule 15.99.01 M1, Human Subjects in Research](#)

Research, Teaching, and Testing Activities Involving Animals

Texas A&M has established an Institutional Animal Care and Use Committee (IACUC) that meets all federal requirements, as defined in the Animal Welfare Act (AWA), the Public Health Service Policy (PHS), on Humane Care and Use of Laboratory Animals. The IACUC is responsible for the oversight, evaluation, and assurance of compliance for the institution's animal care and use program and A&M System members as outlined in the PHS Assurance (Texas A&M), AWA, and the Guide for the Care and Use of Laboratory Animals. The IACUC serves Texas A&M researchers and educators, as well as researchers and educators from A&M System members. Clinical research conducted in the College of Veterinary Medicine and Biomedical Sciences using client-owned animals must be approved by the Clinical Research Review Committee (CRRC) 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 more information:

⇒ [Animals in Research and Teaching webpage](#)

Research, Teaching, and Training Involving Biohazards

All research, teaching, and training activities conducted by a member of the faculty or staff of Texas A&M involving any of the agents/materials listed must be approved by the Texas A&M Institutional Biosafety Committee (IBC) prior to initiation: pathogens and potential pathogens of humans, animals, or plants; materials potentially containing human pathogens (including human blood, tissue, and cell lines); non-human primate blood, tissue, and cell lines; recombinant DNA (and RNA), including creation or use of transgenic plants and animals; select agents and toxins, including strains and amounts exempted from the select agent regulations; and any material requiring a Centers for Disease Control and Prevention (CDC) import license or a U.S. Department of Agriculture (USDA) permit. The IBC serves Texas A&M employees, as well as employees from the A&M System members. For detailed explanations, see University Rule 24.01.01.M8.

For more information:

⇒ [Biohazards in Research, Teaching and Training webpage](#)

⇒ [University Rule 15.99.06.M1, Use of Biohazards, Biological Toxins, and Recombinant DNA](#)

Biosafety Occupational Health Program

The Biosafety Occupational Health Program (BOHP) is an integral part of Texas A&M's commitment to provide a safe and healthy work environment. Its mission is to ensure that all people potentially exposed to hazardous biological agents in the course of activities at Texas A&M institutions are offered the best possible information regarding those hazards and access to competent occupational medical services and providers.

For more information:

⇒ [Biosafety Occupational Health webpage](#)

Scientific Misconduct

The A&M 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 honest 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:

⇒ [Scientific Misconduct fact sheet](#)

Responsible Conduct of Research

Texas A&M is responsible for promoting academic practices that encourage honesty, scientific integrity, and developing rules and procedures for dealing with allegations or other indications of fraud or serious misconduct. All members of Texas A&M share responsibility for maintaining ethical standards of research and scholarship and reporting suspected abuse of these standards. Reports of scientific misconduct are reviewed by Texas A&M's designated officer to determine whether there is sufficient information to warrant review of the allegation by a faculty committee. The designated officer may recommend to the provost that an inquiry committee be organized to evaluate the allegation and to recommend whether a formal investigation should be conducted. The provost, as Texas A&M's deciding officer, makes the final determination on whether to organize an inquiry committee and, if warranted, an investigation committee.

For more information:

⇒ [Responsible Conduct of Research Plan webpage](#)

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:

⇒ [SAP 15.99.03.M1.02, Guidelines for Authorship and Publication Practices](#)

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 US 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 criminal and civil penalties. To learn more about export controls, see University Rule 15.02.99.M1 as well as the Export Control Compliance Program Manual found on the Export Control Programs Resources webpage.

For more information:

⇒ [Export Controls webpage](#)

⇒ [University Rule 15.02.99.M1, Export Controls](#)

⇒ [Export Control Resources webpage](#)

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 file or submit online an Annual Financial Disclosure Statement to the FCOI office: 1) within 30 days of employment and 2) annually, not later than August 31 and within 30 days after acquiring a new significant financial interest requiring disclosure.

For more information:

⇒ [Conflict of Interest webpage](#)

Nepotism in Sponsored Research

The VPR 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.

Good Laboratory Practices

Following Good Laboratory Practices (GLPs) means more than practicing good science when conducting research experiments. GLPs are federal regulations that apply when conducting in-vitro or in-vivo safety studies and in some cases efficacy studies on certain human or animal products regulated by the Environmental Protection Agency (EPA) or the Food and Drug Administration (FDA). Investigators are strongly encouraged to contact the Good Laboratory Practices Program well in advance of committing to conduct GLP studies to receive assistance and ensure the requirements can be met by their other organization and avoid delays in initiating research.

For more information:

⇒ [Good Laboratory Practices webpage](#)

Sponsored Contracts and Grants Administration

Texas A&M does not perform these services in-house but uses The Texas A&M University System Office of Sponsored Research Services (SRS) for sponsored grant administration. SRS coordinates with the Division of Research regarding research compliance as listed above, time and effort reporting, cost sharing administration, institutional research reporting, and research data management. Additionally, the Division of Research coordinates with the A&M System and SRS for MAESTRO research accounting and assists the A&M System in MAESTRO training for Texas A&M users.

Visiting Research Scholars and Access to Texas A&M Research Facilities

The Division of Research is responsible for approving invitations to visitors to Texas A&M who may be given access to Texas A&M resources or facilities, contingent upon any immigration requirements for international visitors administered through the Immigration Services for Faculty and Scholars of the Office of the Dean of Faculties. The Division of Research requires procedures and training to assure that the research and the research laboratories are secure and intellectual property is protected.

Research Titles and Staffing

The Division of Research administers research position titling and compensation procedures. This includes all requests for new research staff positions, new hires and transfers, reclassifications and promotions, salary increases, and one-time merit payments. A Research Personnel Action (RPA) form is used to help departments administer research staffing and compensation. The form includes a checklist, applicable rules, and a research position matrix. A completed RPA is required for most requests that require an EPA document.

For more information:

⇒ [Research Titles and Staffing webpage](#)

⇒ [Research Personal Action form](#)

BUDGETING AND FISCAL ACTIVITIES

Annual Budgets

The Division of Finance, Department of Budget Services provides information and guidance regarding Texas A&M budgets and serves as an advisory role on various financial issues. The Division of Finance, Department of Budget

and Planning webpage contains links to budget forms, guidelines, and reports. They also offer training classes and materials.

Letters are sent annually from the associate vice president for finance to department heads and other administrators, informing them about each year's budget process and letting them know what changes are occurring for the upcoming year. The budget process currently consists of two phases. Phase I involves entering lump sum format budgets into FAMIS. (Lump sum categories are Faculty and Non-Faculty Salaries, Longevity Pay, Wages, Fringe Benefits, Utilities, Scholarships and Fellowships, Capital Equipment, and Operations & Maintenance.) Individual salary recommendations are not addressed in Phase I. Phase II involves entering all salary increases online into the BPP Prep Budget.

For More Information:

- ⇒ [Division of Finance website](#)
- ⇒ [Department of Budget and Planning website](#)

Texas State Budget

The Texas Legislature meets every other year to determine the amount of funding granted by the state to Texas A&M for the next two fiscal years. More than two-thirds of state appropriations to Texas colleges and universities comes as enrollment-driven formula. A Legislative Primer on Financing Higher Education in Texas can be found on the Texas Legislative Budget Board website. (The section relevant to General Academic Institution Funding can be found on pp. 10-14.)

For More Information:

- ⇒ [Request FAMIS access to the Budget System form](#)
- ⇒ [Texas Legislative Budget Board website](#)

Delegation of Fiscal Approval Authority

Department heads who delegate their approval authority must ensure the designee understands the approval requirements and uses sound judgment to protect Texas A&M's best interests. While it is acceptable to delegate tasks, a department head is ultimately accountable for all aspects of how a budget is managed and funds are spent. A signature of approval means you understand, agree with, and are accountable for the transactions.

While a number of people may be delegated the authority to submit approvals via various administrative systems, be granted signature authority to sign paper forms, or be delegated the responsibility to monitor day-to-day transactions, the department head has the ultimate financial oversight and is responsible for the appropriateness of all expenses and any budget over-runs.

All departmental staff that will have fiscal authority delegated to them must have a valid signature card on file with Financial Management Operations. Please see the current FD-860 Notice of Change Information and/or Authority

All departmental staff that will have disbursement approval authority delegated to them MUST complete the disbursement training provided by Financial Management Operations – Training and FAMIS Security group. This is available for registration through your SSO TrainTraQ.

For More Information:

- ⇒ [FD-860 Notice of Change Information and/or Authority](#)
- ⇒ [Disbursement Training](#)

Segregation of Duties

Department heads are responsible for internal controls that safeguard assets. Segregating duties (custody, record-keeping, and authorization) among different people is an effective control to reduce the risk of error or fraud. This is a critical component of Texas A&M's internal financial controls. Duties such as opening mail, preparing deposits, and reconciling financial reports should be handled by different staff members. Other tasks to be segregated include billing and collection functions; purchasing duties such as ordering goods or services; receiving items and authorizing payment; payroll; and inventory control.

Segregating duties in small departments can be difficult due to a limited staff size and will necessitate implementing compensating controls to reduce the risk of error or fraud. Department heads who find themselves in this situation should contact University Risk and Compliance at 845-1323 for guidance.

Account Oversight

The department head is responsible for maintaining proper departmental fiscal records for all accounts belonging to his/her department. These records shall be reconciled to Texas A&M's accounting system (FAMIS) regularly and any discrepancies should be resolved as soon as possible (SAP 21.01.01.M1.01). This process provides assurance that fiscal resources are monitored and maintained in accordance with rules, regulations, policies and procedures; transactions are processed correctly; and expenditures and/or encumbrances do not exceed budget allocations.

The department head may designate another individual to perform the reconciliations as long as that individual does not have any custody or authorization duties. Reconciliations shall be reviewed by the department head or designee. The review should be documented by signing and dating the reconciliations.

Grant Funds

Department heads typically sign off on research grants indicating that funds will be spent appropriately, however, the principal investigator on the grant is the individual held accountable for the way project funds are spent.

For More Information:

- ⇒ [System Regulation 21.01.01, Financial Accounting and Reporting](#)
- ⇒ [SAP 21.01.01.M1.01, Accounting Procedures for Departmental Fiscal Record Keeping](#)
- ⇒ Contact Financial Management Operations (Reconciliations) at 979.845.6707

Working/Petty Cash Funds

Departments may request working funds from the Texas A&M Fiscal Office for making change or paying for items, which cannot be expeditiously handled through regular disbursement procedures. A disbursement from a working fund for goods and services is subject to the same approval and documentation requirements as a regular disbursement. For more information on how to request and account for a working fund, see A&M System Regulation 21.01.11. If obtaining a working fund in connection with a study abroad program and/or international field trip, also see SAP 21.01.03.M0.01.

Petty cash funds pose a significant financial risk and department heads should eliminate them unless a compelling reason to retain the fund can be established. Many petty cash transactions can be eliminated by using a payment card.

For More Information:

- ⇒ [Financial Management Operations website](#)
- ⇒ [System Regulation 21.01.11, Working Funds](#)

⇒ [SAP 21.01.03.M0.01, Guidelines for the Use of Working Funds for Student Programs Conducted Outside the United States](#)

⇒ Contact the Division of Finance at vpfn@tamu.edu or 979.845.8145

Payment Card Industry Data Security Standard

In recent years, the credit card industry has established minimum standards for maintaining security over credit card data accepted by merchants (see PCI Data Security Standards).

Texas A&M is required to prepare an annual self-assessment certifying compliance with each of the data security standards. In order to prepare the University-wide self-assessment, Texas A&M Financial Management Operations (FMO) requires each department accepting credit card payments to complete a self-assessment questionnaire. Each department must immediately correct any security deficiencies noted during the self-assessment. Depending on a department's payment system complexity and transaction volume received, the self-assessment process can be time consuming. Failure or refusal to complete the self-assessment in a timely manner may result in the termination of a department's privilege to accept further credit card payments.

Department heads should be aware that in April 2004, SAP 21.01.02.M0.01 was implemented, requiring that Ag-giE-Pay be used to transact online payments. The system ensures that no credit card data is stored, processed, or transmitted on a Texas A&M computer system, and therefore exempts the department/unit from the compliance certification process and the potential impacts associated with security breaches.

Other considerations that can enhance data security include:

- Maintain concise documentation of credit card payment acceptance procedures. The documentation will be a valuable staff training tool as well as a management tool to identify and correct emerging weaknesses.
- Prohibit the storage of any credit card data in an unencrypted format on any Texas A&M computing system.
- Train staff to be security conscious.
- Maintain tight security over all credit card data accepted by mail, fax, and telephone. Be sure that all conference registration forms, merchandise purchase forms, and receipts containing cardholder data are locked away each time the responsible personnel leave the work area.
- Limit physical access to fax machines that may receive credit card payment data.
- Prohibit the receipt of credit card data by email. Immediately delete any emails received with credit card data after notifying the sender this is not a secure media for transmission of data.
- Ensure that credit card swipe terminals are connected to a dedicated phone line. If the swipe terminal is connected through a computer system, ensure that the computer is used exclusively for credit card processing (NO email or internet access through the machine), and it has been secured according to the industry mandated data security standards.
- For those departments completing the data security self-assessment, ensure that only personnel with the appropriate level of competence and authority are involved in the process.

For More Information:

⇒ [FMO E-Commerce webpage](#)

⇒ [PCI Data Security Standards](#)

⇒ [PCI Self-Assessment Questionnaire](#)

⇒ [SAP 21.01.02.M0.01, Online Payments](#)

⇒ [New Merchant Service Request form](#)

Taxes

Sales Tax Exemption

As a nonprofit educational organization, Texas A&M is considered an exempt organization under the Texas sales and use tax laws. Exempt organizations may buy, lease, or rent taxable items without paying sales and use tax if those items are necessary to their function as an exempt organization. However, an exempt organization which

sells taxable items must obtain a sales tax permit and is responsible for collecting and remitting tax on all sales of taxable items made by the organization, unless such sales are otherwise exempt from the tax.

When a Texas A&M department sells a taxable item, it is responsible for collecting the sales tax, unless proof of tax exemption is obtained. Sales tax exempt certificates should be kept on file by the selling department following the retention schedule. The department must collect the tax and deposit it, with the cashier, into the University's Sales Tax Payable Account – 034998-2110. Financial Management Operations is responsible for remitting the sales tax collected by the entire University to the State Comptroller's Office as required.

For More Information:

- ⇒ [A&M System Tax Manual](#)
- ⇒ [Texas A&M Sales Tax Manual](#)
- ⇒ Contact Financial Management Operations (Sales and Receivables) at fms@tamu.edu or 979.845.8104

Tax Exemption Exceptions

With the exception of Texas hotel occupancy taxes, sales tax can be reimbursed to an employee who has purchased goods for Texas A&M. However, reimbursements can only be paid from gift accounts. State employees should carry a tax exemption form with them when making a purchase. See the Texas Sales and Use Tax Exemption Certification form. Individuals may be reimbursed for sales tax on business meals at restaurants with any account that is allowed to purchase business meals. Business meals that are direct billed to Texas A&M are tax-exempt. Business meals charged to the payment card are considered direct billed.

For More Information:

- ⇒ [Texas A&M Guidelines for Disbursement of Funds](#)
- ⇒ [Texas Sales and Use Tax Exemption Certification form](#)

Unrelated Business Income Tax (UBIT)

Even though Texas A&M is a tax-exempt organization, the University still may be liable for tax on its unrelated business income. Unrelated business income is a) income from a trade or business, that is b) regularly carried on, and c) not substantially related to the furtherance of the exempt purpose of the organization.

Department heads should evaluate activities within their department for UBIT implications. To assist in this process, an Unrelated Business Income Tax Questionnaire should be completed and submitted to Financial Management Operations for all activities with a potential for generating unrelated business income.

For More Information:

- ⇒ [Unrelated Business Income Tax Questionnaire](#)

Purchasing

Texas A&M departments have delegated authority to make purchases of goods and commodities without competitive bid for \$10,000 or less (including freight and/or postage). This limited authority was delegated to allow departments to expedite the purchase of items needed immediately without having to prepare a purchase requisition. Departments may not separate purchase orders into smaller dollar orders in order to meet the specified dollar limit associated with the delegated purchasing authority. Any purchases from a single vendor within a single fiscal year where the total of purchases can be reasonably anticipated to exceed the \$10,000 limit are not exempt from the purchasing process, and a requisition must be prepared. (Note: the \$10,000 limit applies not only to a single purchase but is also a cumulative total.)

Departments are encouraged to purchase goods and commodities from Historically Underutilized Businesses (HUB) and/or from persons with disabilities (Texas Industries for the Blind and Handicapped (TIBH)). See the online HUB Directory and TIBH catalog.

For More Information:

- ⇒ [SAP 25.07.03.M2.01, Purchasing Procedures](#)
- ⇒ [University Rule 25.07.03.M0.01, Procurement Services Administration](#)
- ⇒ [SAP 07.01.99.M0.01, Purchasing Guidelines](#)
- ⇒ [University Rule 25.06.01.M1, Historically Underutilized Business \(HUB\) Program](#)
- ⇒ [Texas Council on Purchasing from People with Disabilities, Human Resource Code Chapter 122](#)
- ⇒ [Texas Administrative Code, Chapter 189](#)
- ⇒ [Texas A&M Procurement Services Website](#)
- ⇒ [HUB Directory and TIBH catalog](#)
- ⇒ Contact Department of Procurement Services at 979.845.4570

Disbursements

Departments personnel are responsible for paying expenditures in accordance with the Texas A&M Guidelines for Disbursement of Funds. A disbursement may be made only when it is certified as a valid claim and is approved for payment by authorized personnel. All personnel making certifications on payment documents will be held accountable for any loss sustained by the state because of false certification. Payments to vendors should be made within thirty calendar days in accordance with the Prompt Payment Act of the State of Texas.

Departments may purchase goods and services using one of the following approved buying methods:

Purchase Orders

A properly executed requisition with appropriate signature approvals is authority for the Purchasing Department to proceed with the procurement process. Purchasing personnel will review the requisition, solicit bids (if necessary), select the vendor, and generate a purchase order. Purchase orders must be used for high-dollar, high-volume, or capital purchases.

The Purchasing Department has negotiated a number of vendor contracts that ensure Texas A&M has obtained goods or services at favorable terms and pricing. Additional information on purchase orders can be found in the Purchasing Section of this handbook.

Payment Card (formally known as the Procurement Card (Pro-Card))

The payment card is a MasterCard credit card that departments are encouraged to use for most purchases under their delegated authority. All purchases must follow the guidelines appropriate to the account being charged. All purchase voucher requirements apply to procurement card transactions. Itemized invoices, receipts, and other supporting documentation must be attached to the Citibank Expense Report (or transaction log). The payment card's receipts must be reconciled to the monthly Citibank statement and then signed by the department head or designee and the cardholder. The cardholder is not allowed to sign as department head approval. Someone else with signature authority on that account has to sign as department head approval.

Examples of allowable charges on payment cards include student travel expenses for required field trips; business meals; janitorial and lab supplies; tools/hardware; memberships on local funds; conference registration fees; florist on allowable accounts; subscriptions; and books and controlled equipment. Under no circumstances is the card to be used to buy items for personal use; capital equipment; printing; fuel for state owned vehicles; employee travel and travel related expenses (except while in Qatar); cash advances, instruments or refunds; student tuition or fees; and controlled/hazardous/radioactive materials.

For More Information:

- ⇒ [Payment and Travel Cards webpage](#)
- ⇒ [Texas A&M Guidelines for Disbursement of Funds](#)

Interdepartmental Transfer (IDT)

An interdepartmental transfer form can be used to charge another Texas A&M (02) account for goods or services. Additional information on IDTs can be found in the Accounts Receivables Procedures webpage.

Voucher

A voucher is typically used in cases where it is necessary to reimburse an individual or issue a check for an approved departmental expense when a purchase order, payment card, or IDT cannot be used.

All vendors and employees should be encouraged to use direct deposit. Once established, payments will be sent directly to their bank account by electronic transfer/ACH. Once payment is released, the reimbursement will be in the specified bank account within two business days.

Additional information on voucher payments can be found in the Texas A&M Guidelines for Disbursement of Funds.

For More Information:

- ⇒ [Accounts Receivables Procedures webpage](#)
- ⇒ [System Regulation 21.01.03, Disbursement of Funds](#)
- ⇒ [Financial Management Operations Contacts](#)

Gifts

Gifts include support from private sources bestowed voluntarily and without expectation of any tangible compensation or expectation of a private benefit. The term "gift" includes gifts, donations, grants and endowments.

All gifts received by Texas A&M must be processed through the Texas A&M Foundation. Texas A&M departments are responsible for notifying the Texas A&M Foundation manager of Gift Processing of all cash and non-cash gifts. The Texas A&M Foundation is a private, nonprofit corporation that solicits, receives, acknowledges, invests, and disburses private gifts for Texas A&M. The Foundation directs University-wide, major gift fund-raising activities and provides asset management services in support of educational excellence at Texas A&M. In order to fund their operations, the Foundation applies a one-time, five percent development fee to all gifts.

Texas A&M has specific policies concerning who may accept certain types of gifts. Prior to any formal announcement, a gift must be reviewed in accordance with System Policy 21.05 and System Regulation 21.05.01. The Board of Regents retains the authority and responsibility for final acceptance of all gifts.

For More Information:

- ⇒ [System Policy 21.05, Gifts, Donations, Grants and Endowments](#)
- ⇒ [System Regulation 21.05.01, Gift, Donation, Grant and Endowment Administration](#)
- ⇒ [SAP 21.05.01.M1.01, Procedures for Preliminary Acceptance of Gifts, Donations, Grants, and Endowments](#)
- ⇒ [Texas A&M Foundation website](#)
- ⇒ [Listing of Texas A&M Foundation College Development Directors](#)
- ⇒ Contact Financial Management Operations (Sales and Receivables) at fms@tamu.edu or 979.845.8104

Travel

[Note: Those employed by Agriculture or Engineering who are subject to human resources guidelines that differ from those of Texas A&M should consult their HR Manager for proper procedures and guidelines in the following areas. [See Resources section for contacts.]

Reimbursements

Reimbursements for travel from Texas A&M educational and general accounts will be made in compliance with System Regulation 21.01.03 , and the State of Texas Travel Allowance Guide. See more information at Financial Management Operations' Travel website.

Department heads or designees may approve exceptions to the State of Texas Travel Allowance Guide if the reimbursements for travel are being paid from Texas A&M non-educational and general accounts.

The A&M System has contracted with Concur allowing to book travel and track expenses from booking to reimbursement. This will also allow our universities and agencies to better manage the travel and reimbursement accounting process. Concur will automatically route employee travel requests via email notification to the department heads and travel approvers, and will allow for online approval from the pre-trip to post-trip reimbursement cycle. Expenses incurred on behalf of the state and submitted for payment should be reasonable, necessary, and appropriate for the account being charged as determined by the department head or designee.

State Travel Management Program

The State of Texas has developed the State Travel Management Program in an effort to reduce the cost of travel expenditures. All travel expenditures paid on State Accounts are required to adhere to the Program guidelines, unless a specific exception applies.

Foreign Travel

All foreign travel by state employees on state business, except for travel to Canada, Mexico, or any state or possession of the United States, must be approved in advance. Policy details can be found in University Rule 21.01.03.M1.

Travel to Washington, D.C.

State agency personnel are required to inform the Office of State-Federal Relations (OSFR) and the Vice Chancellor for Research and Federal Relations of any business travel to Washington, D.C., or to an area directly surrounding Washington, D.C. (including Virginia and Maryland) if the traveler is conferring "*on legislative or appropriation issues with the U.S. Congress or Federal Government, staff, or officials.*" The notification must occur at least 7 days in advance of the departure.

The travel information should be submitted electronically via a "Texas Office of State-Federal Relations Report of State Agency Travel to Washington, DC" form. A copy of the confirmation page should be sent to the Vice Chancellor for Research and Federal Relations and be attached to the travel voucher before submission to Financial Management Operations.

For More Information:

- ⇒ [Texas A&M Guidelines for Disbursement of Funds](#)
- ⇒ [System Regulation 21.01.03 Disbursement of Funds](#)
- ⇒ [State of Texas Travel Allowance Guide](#)
- ⇒ [Financial Management Operations' Travel webpage](#)
- ⇒ [University Rule 21.01.03.M0.02 Foreign Travel](#)
- ⇒ [Texas Office of State-Federal Relations Report of State Agency Travel to Washington, DC](#)
- ⇒ [Travel and Individual Payment and Reimbursement Contacts](#)

FACILITIES AND PROPERTY

Facilities Service

Facilities Services provides the following types of services:

- Custodial
- Maintenance requests – routine repairs to your space
- Construction and Renovation
- Landscape

Utilities and Energy Management provides the following types of services:

- Utility Services (meter hookups, locates, leak repair, solid waste and recycling)
- Energy Services (hot/cold calls, HVAC scheduling, building automation)
- Energy Stewardship (energy/water conservation and efficiency improvement)

To request a service use the Aggie Works website.

For More Information:

⇒ [System Policy 51.04 Delegation of Authority on Construction Projects](#)

⇒ [AggieWorks website](#)

⇒ Contact Aggie Works at tamuaggieworks@sscsev.com or 979.845.4311

Building Proctors

The designated Proctor for each building is the main contact for emergencies, fire drills, evacuation, repairs, maintenance, and related issues. Your college should have a list of building proctors for your area.

New Facilities

Outside of funding issues, before a new facility can be built on Texas A&M property, a multi-step process must be followed. If the building is to be associated with a particular college, the dean's approval must be obtained, and the request must go through our Council of Built Environment. This must be followed by the approval of Texas A&M's president. The proposal is then sent to the Chancellor and Board of Regents. If approved at the A&M System level, the request must be brought to the Texas Higher Education Coordinating Board's Committee on Strategic Planning.

Property Management

Each department head is the accountable property officer for his/her department and as such, is responsible for the physical possession and control of all property entrusted to their department. Department heads are under financial liability for the loss or damage to items under their control if the loss or damage results from their negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service the items.

A department head may appoint, in writing, a departmental property contact to act on his/her behalf. Although the departmental property contact may perform the daily functions of property management for the department, the department head is ultimately responsible for all property in the department.

The department head is responsible for the following:

- Physical possession and control of all equipment entrusted to the activities within his/her respective unit (college, department, etc.)
- Appointment of a responsible departmental property contact, if necessary, and timely notification to the Texas A&M property manager of any departmental property contact changes.
- Verifying that all departmental property contacts have attended Departmental Property Contact Training and FAMIS training and have a signed FDP-421 Departmental Property Contact Responsibility Statement to remain on file in the department.

- Ensuring that all unit employees are trained such that each has an awareness of their respective responsibilities for property processing and/or custodianship.
- Establishment and maintenance of property records for his/her respective unit.
- Establishment of inventory management procedures within his/her unit in compliance with all applicable state regulations, System policies, University rules, and standing operating procedures.
- Timely (within 24 hours of discovery) notification and report of missing or stolen property to the Texas A&M property manager.
- Physical verification and certification of current inventory on an annual basis.
- Management of equipment that is assigned or on loan at a location outside the respective unit.
- Physical verification of assets assigned to terminating employees to ensure proper reassignment, transfer, or disposal of all pertinent inventory.

For More Information:

- ⇒ [A&M System Asset Management Manual](#)
- ⇒ [Texas A&M Departmental Property Management Procedures Manual](#)
- ⇒ [Capital Assets Guide](#)
- ⇒ Contact Property Management at property@tamu.edu or 979.845.8147

STUDENT AFFAIRS AND STUDENT SERVICES

Camps and Enrichment Programs

SAP 24.01.06.M0.01 governs camps and enrichment programs, including orientation camps, which are held on Texas A&M property and involve individuals under the age of 18. These programs must operate under the administrative purview of a Texas A&M department, college, or recognized student organization, and must be approved annually. All application materials should be submitted to the Department of Student Activities, Texas A&M entity charged with the administration of the review and approval process. As outlined in the University Rule and SAP, each camp or enrichment program is required to maintain adequate general liability and accident medical insurance coverage. Additionally, a background screen must be conducted on employees or volunteers who will work with a camp or enrichment program.

For More Information:

- ⇒ Contact the Department of Student Activities at camps@stuact.tamu.edu or 979.862.2842
- ⇒ [Texas A&M Sponsored Camps and Enrichment Programs](#)
- ⇒ [SAP 24.01.06.M0.01 Campus Programs for Minors](#)

Rec Center

The Student Recreation Center was opened in 1995. Almost all currently enrolled Texas A&M Students are automatic members of the Rec and employees are also eligible to purchase a membership.

For More Information:

- ⇒ [Rec Sports website](#)

Residence Life

The Department of Residence Life includes the Housing Assignments Office (for on-campus residence hall living), University Apartments Office (for on-campus apartment living), and Conference Services.

For More Information:

⇒ [Residence Life website](#)

Student Mediation Services

Student Legal Services offers free mediation services to all Texas A&M students as an option to help resolve conflicts and disagreements. Mediation is a problem solving process facilitated by a neutral third party who promotes understanding and settlement in a safe and confidential environment. Student issues that benefit from mediation range from civil and commercial disputes to family and interpersonal disagreements.

For More Information:

⇒ [Student Legal Services website](#)

Student Conduct Office

The Student Conduct Office (SCO) serves students by promoting concepts of fairness and due process in conduct settings throughout the Texas A&M community, while striking a balance between community standards and individual behavior through the educational development of students.

For More Information:

⇒ [Student Conduct Office website](#)

Student Counseling Service

Student Counseling Service offers individual and group counseling, workshops, peer counseling, and self-help resources. They can provide classroom presentations on a variety of topics (i.e. stress management, eating disorders, diversity, and others), and also provide grief counseling and other services in a crisis (such as the death of a student or faculty member).

For More Information:

⇒ [Counseling Service website](#)

⇒ Contact the Student Counseling Service at 979.845.4427

⇒ For emergencies outside general business hours: **Student Counseling Helpline: 979.845.2700**

Student Health Services

Student Health Services is an accredited ambulatory health care provider serving the Texas A&M student body by providing primary health care services, and promoting health through prevention and education. Services include a medical clinic, a women's clinic, specialty clinics, physical therapy, immunizations, travel consults, allergy injections, dietitian services, radiology services, a medical laboratory, and a pharmacy.

For More Information:

⇒ [Student Health Services website](#)

⇒ Contact Student Health Services at 979.458.8316

⇒ Emergencies: (on-campus phone) 9-911; (off-campus/cell phone) 911

Student Organizations

Texas A&M has over 1,000 recognized student organizations from which to choose. Information about them can be found on the Department of Student Activities website.

For More Information:

⇒ [Department of Student Activities website](#)

INFORMATION TECHNOLOGY

Information Technology - Security

In order to ensure the availability and integrity of Texas A&M electronic information resources, formalized guidelines and procedures relating to the use and security of Texas A&M computing systems have been established.

University rules and SAPs have been developed to provide a comprehensive set of safe computing practices and to ensure compliance with the Texas Administrative Code Security Standards. While many of the University rules and SAPs provide technical guidance that is instructive to computing system administrators, department heads should be aware of the following:

- [University Rule 29.01.03.M1, Security of Electronic Information Resources](#) – requires departments that have ownership or custodial responsibility of electronic information systems to perform an annual system security assessment using the ISAAC system.
- [University Rule 29.01.03.M2, Rules for Responsible Computing](#) – outlines the responsibilities and limitations relating to the use of University computers, using passwords to prevent unauthorized access, and defining illegal use.
- [University Rule 29.01.99.M3, Incidental Computer Use](#) – defines the limitations on personal use of University computer systems.
- [SAP 29.01.03.M1.02, Information Resources – Acceptable Use](#) – identifies those policies and procedures that define acceptable use of information resources.
- [SAP 29.01.03.M1.14, Information Resources – Password-based Authentication](#) – defines when passwords are required, password complexity, mandatory password changes, and password management procedures.
- [SAP 29.01.03.M1.16, Information Resources – Portable Devices: Information Security](#) discusses security for portable computing and storage devices including required encryption for confidential information.
- [SAP 29.01.03.M1.19, Information Resources – Security Awareness and Training](#) – requires all employees to complete security awareness training within 30 days of employment to acknowledge that they understand and will comply with computer security policies and procedures, and to complete security awareness training annually.

Computing and Information Services also provides helpful hints and information on current threats to computing systems so that departments are better equipped to safeguard their computing infrastructure and data.

Department heads may designate personnel with specialized knowledge and skills to enforce and monitor the computing systems under their purview.

For More Information:

⇒ [SAPs 29.01.03.M1.02 thru 29.01.99.M0.01, Information Resources](#)

⇒ [Computing and Information Services - Security webpage](#)

⇒ [IT Policies](#)

⇒ [Texas Administrative Code, Chapter 202](#)

⇒ [ISAAC System](#)

MARKETING AND COMMUNICATIONS

Branding

The Division of Marketing and Communications is responsible for establishing and maintaining the consistency of the Texas A&M brand, ensuring consistency between the brand and overall Texas A&M goals, maximizing and leveraging the A&M brand, and promoting the brand and its benefits.

For More Information:

- ⇒ [Marketing and Communications website](#)
- ⇒ [Texas A&M Brand Guide](#)

Media

The Division of Marketing and Communications has the ultimate responsibility for interaction between Texas A&M and the media (University Rule 61.99.99.M0.01) Faculty, staff, and students who have ideas that may be potentially newsworthy are encouraged to contact the designated communications person at their college/division level. They also may contact the associate vice president for Communications or the director of News and Information Services at 845-4641. Other information is available on the Marketing and Communications website.

Media inquiries should be handled by the individual who is responsible for activities in the area concerning the inquiry or the person with the most expertise in that field. If the inquiry is of a policy-related or legal matter, the inquiry should be referred to the appropriate person at the level of at least a dean or vice president. Faculty and staff are under no obligation to respond directly to media inquiries, but if they do not respond, they should direct the inquiring media representative to an appropriate institutional representative. If faculty and staff do respond to media inquiries, they are requested to advise their department head or other administrative official as soon as possible.

For More Information:

- ⇒ [University Rule 61.99.99.M0.01, Marketing and Communications](#)

Responding to Elected Officials

Faculty and staff should use their discretion in assessing the urgency of responding to contacts from elected officials and/or their staff. If the question asked is a basic factual question, then a straight forward response directly to the legislator is appropriate. Faculty and staff should make the department head aware of what transpired and Governmental Affairs should be informed. If the question appears to be politically charged or otherwise sensitive, contact Governmental Affairs at (979) 845-2217 for assistance before a response is made.

Trademarks and Licenses

Texas A&M's trademarks/logos may be used to support the University's mission by all Texas A&M departments without the approval of the Office of Trademark Licensing. For other than official business, Texas A&M prohibits the use of any of its registered symbols, insignia, or other identifying marks without express written approval. This prohibition includes but is not necessarily limited to all registered marks to the University's name, abbreviations, symbols, emblems, logos, mascot, slogans, official insignia, uniforms, landmarks, or songs.

For More Information:

- ⇒ [Texas A&M Trademark Licensing](#)
- ⇒ [University Rule 09.02.99.M0.03, Licensing and Trademark Usage](#)
- ⇒ Contact the Trademark Licensing Officer at rosa-rodriquez@tamu.edu or 979.845.4621.

DEVELOPMENT

Texas A&M Foundation

[From the Texas A&M Foundation website] *“Since 1953, the Foundation has served as one of Texas A&M’s three, nonprofit fund-raising organizations. The Foundation allows donors to make gifts that are designated for the educational or leadership programs of their choice. While they process gifts of all sizes, their focus is on major gifts and endowments. They also manage donated assets for Texas A&M.*

Every gift goes into an endowed or non-endowed account, as specified by the donor. The Foundation disburses funds from accounts as defined by donors’ preferences. If the gift is non-endowed, the Foundation disburses the entire gift as designated by the donor and when requested by the University. If the gift is endowed, they invest it until there is enough income to fund the endowed program, and until the benefiting University office requests a disbursement.”

For More Information:

⇒ [Texas A&M Foundation website](#)

Association of Former Students

The four objectives of the Association of Former Students are:

- Strengthen The Association of Former Students
- Promote the interests and welfare of Texas A&M
- Perpetuate ties of affection and esteem formed in university or college days
- Serve the student body

The Association recognizes outstanding students, faculty, and staff through its award programs, funds many important programs and services at Texas A&M, manages the Aggie Ring program and muster ceremonies, directs annual giving, offers an online directory of former students, coordinates reunions, and much more.

For More Information:

⇒ [Association of Former Students website](#)

⇒ [Association of Former Students 2013 Resource Guide](#)

TEXAS A&M LIBRARIES

The Texas A&M University Libraries includes five branches:

- Sterling C. Evans Library on the main campus (this is the General Library)
- West Campus Library
- Cushing Memorial Library and Archives
- Policy Sciences and Economics Library
- Medical Sciences Library (on West Campus)

Library services include:

Electronic Resources

You can access over 60,000 electronic resources including databases, e-books, and e-journals from your campus or home computer. You can also locate library holdings using the online catalog. With the Edocs service, you can request photocopies of materials (delivered to your email address in PDF format). There is no charge for most requests (For full details, go to the University Libraries website).

Subject Consultations

Subject Specialist librarians will set up consultations with individual faculty, staff, or students to provide an overview of the resources available for a particular discipline.

Tours

The library offers walk-in tours lasting about 50 minutes for faculty, staff, and students. A list of tour times is created at the beginning of each semester (see the library website). No registration is required. Faculty can also arrange group tours and library orientations for their students that can be focused on the specific types of resources and assignments the students will be working with in class.

Library Liaisons (Subject Specialists)

Library subject specialists are assigned to departments and/or subject areas, and can provide individual research consultations; specialized instructional sessions for classes, groups; or individuals; help with library procedures (such as course reserves); and other services. See the Library Directory for a list of liaisons and their department/specialty area. Note that faculty in Medicine and Veterinary Medicine are served by librarians at the Medical Sciences Library. There are also some subject specialists in cross-disciplinary areas such as Genetics, Environmental Studies, and Transportation.

For More Information:

- ⇒ [University Libraries website](#)
- ⇒ [Library Directory](#)
- ⇒ Contact the Instructional Services Department at 979.862.1060

Library Privileges for Visiting Scholars

Library checkout privileges can be set up for visiting scholars by providing a letter of sponsorship on departmental letterhead. The letter should indicate the individual's name and the planned duration of the visit. In the event that the visiting scholar leaves Texas A&M with library materials, the sponsoring department is expected to assist in locating the faculty member by providing a forwarding address or home institution information.

George Bush Presidential Library and Museum

Texas A&M is home to the George Bush Presidential Library and Museum which is located on West Campus. The library is also a research institution. Holdings include 38,000,000 pages of official and personal papers, 1,000,000 photographs, 2,500 hours of videotape, and 70,000 museum objects that document George Bush's distinguished public career. A special section of the museum is dedicated to former First Lady Barbara Bush. The museum is operated by the National Archives and Records Administration (NARA). The George Bush Presidential Library and Museum is the tenth Presidential Library in the United States. There is an admission fee for using the library.

For More Information:

- ⇒ [George Bush Presidential Library website](#)

STUDENT ATHLETICS

The Department of Athletics includes a Center for Student Athlete Services (Academics) headed by Associate Athletics Director for Academics, Ingrid Villar-Woods. Their mission is "to help the student-athletes achieve their maximum potential through academic, personal, and career enhancement while upholding the standards of honor, integrity, and professionalism at Texas A&M University." Their services include a learning center and tutorial assistance for student athletes. The Director of Athletics is Eric Hyman.

For More Information:

- ⇒ [Center for Student Athlete Services website](#)

RESOURCES AND WEB LINKS

- [Association of American Universities](#)

The Association of American Universities (AAU) is an organization of research universities devoted to maintaining a strong system of academic research and education. The primary purpose of the AAU is to provide a forum for the development and implementation of institutional and national policies promoting strong programs in academic research and scholarship and undergraduate, graduate, and professional education.

<http://www.aau.edu/>

- [Council on Governmental Relations](#)

The Council on Governmental Relations (COGR) is an association of research universities involved in the development of all major financial and administrative aspects of federally-funded research. COGR's primary function is to provide advice and information to its membership and to make certain that federal agencies understand academic operations and the impact of proposed regulations on colleges and universities.

<http://www.cogr.edu/>

- [National Association of College and University Business Officers](#)

The National Association of College and University Business Officers (NACUBO) provides conferences, professional development, and governmental representation for chief administrative and financial officers of over 2,500 colleges and universities.

<http://www.nacubo.org/>

- [National Council of University Research Administrators](#)

The National Council of University Research Administrators (NCURA) serves its members and advances the field of research administration through education and professional development programs, the sharing of knowledge and experience, and by fostering a professional, collegial, and respected community.

<http://www.ncura.edu/>

- [Texas A&M AgriLife – Human Resources](#)

Texas A&M Agriculture Human Resources serves the College of Agriculture and Life Sciences, Texas A&M AgriLife Research, and Texas A&M AgriLife Extension Service.

<http://aghr.tamu.edu/>

- [Texas A&M University System Internal Audit Department](#)

System Internal Audit provides financial, compliance, operational, and information system reviews of A&M System members to assist the Board of Regents, Chancellor, and Chief Executive Officers. A&M System Internal Audit also provides a fraud hotline to report fraud or misconduct within the A&M System.

<http://www.tamus.edu/iaudit/>

- [Texas A&M University System Office of General Counsel](#)

The Office of General Counsel provides legal services and advice to the A&M System, including its members. Among the services they provide are review of contracts and other agreements; policy, regulation, and rule review and legal drafting; legal risk assessment; contracting with outside counsel; counsel for internal investigations and appeals; litigation assistance; legislative review, analysis, and research; and proactive legal training.

<http://www.tamus.edu/legal/>

- [Texas Administrative Code](#)

The Texas Secretary of State compiles state agency rules.

<http://www.sos.state.tx.us/tac/>

- [Texas A&M Engineering Experiment Station \(TEES\): Personnel Services](#)

TEES Personnel Services provides all personnel services for the Texas A&M Engineering Experiment Station (TEES) and the Dwight Look College of Engineering (COE). These services include employment, compensation, benefits, employee relations, and training and development. We also provide benefits services to the Texas A&M Transportation Institute (TTI).

<http://tees.tamu.edu/personnel>

- [Texas Higher Education Coordinating Board](#)

The Texas Higher Education Coordinating Board (THECB) provides oversight for higher education in Texas. THECB planning capability for higher education, to coordinate the effective delivery of higher education, to administer programs efficiently, and to improve higher education for the people of Texas.

<http://www.thecb.state.tx.us/>

- [Texas State Auditor's Office](#)

The State Auditor's Office (SAO) is the independent auditor for Texas State Government. The SAO focuses on high risk financial, business and service areas. The SAO also maintains a fraud hotline and an online fraud reporting system.

<http://www.sao.state.tx.us/default.html>

- [Texas Statutes](#)

The Texas Legislature makes the current Texas Statutes available online.

<http://www.statutes.legis.state.tx.us/>



DEAN OF FACULTIES
TEXAS A&M UNIVERSITY