Introduction to Texas A&M University

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Interim Dean of Faculties and Associate Provost
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The Texas A&M System

- Texas A&M is a member of The Texas A&M University System, one of the largest systems of higher education in the nation

- The A&M System has a statewide network of 11 universities, seven state agencies, and two service units
The Texas A&M System

- The A&M System has a physical presence in 250 of the state's 254 counties and a programmatic presence in every one.

- A&M System members educate more than 131,000 students and reach another 22 million people through service each year.

- More than one in five students in a public university in Texas is enrolled in an A&M System institution.
Texas A&M Governance

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

Universities

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

Agencies

- Texas A&M AgriLife Research
- Texas A&M Engineering Extension Service
- Texas A&M Forest Service
- Texas A&M AgriLife Extension Service
- Texas A&M Engineering Experiment Station
- Texas A&M Veterinary Medical Diagnostic Laboratory
- Texas A&M Transportation Institute
- Texas A&M System Sponsored Research Services
- Texas A&M System Technology Commercialization
Texas A&M University Academic Units

- College of Agriculture and Life Sciences
- College of Architecture
- College of Education and Human Development
- College of Geosciences
- College of Liberal Arts
- College of Science
- College of Veterinary Medicine & Biomedical Sciences
- Dwight Look College of Engineering
- George Bush School of Government and Public Service

- Mays Business School
- School of Law
- Texas A&M Health Science Center
  - College of Medicine
  - College of Nursing
  - Rangel College of Pharmacy
  - School of Rural Public Health
  - Texas A&M University Baylor College of Dentistry
  - Institute of Biosciences and Technology
- Texas A&M University Libraries
- Texas A&M University at Galveston
- Texas A&M University at Qatar
Branch Campuses

Texas A&M University at Galveston

- Offers ocean-oriented degrees, which are awarded from Texas A&M University
  - Marine Biology
  - Marine Sciences
  - Marine Engineering Technology
  - Marine Transportation
  - Marine Fisheries
  - Maritime Administration
  - Maritime Studies
  - Offshore and Coastal Systems Engineering
  - University Studies
  - Ocean and Coastal Resources
  - General Academics

Texas A&M University at Qatar

- Located in Qatar Foundations’ Education City
- Offers complete Bachelor of Science degrees
  - Chemical engineering
  - Electrical engineering
  - Mechanical engineering
  - Petroleum engineering
  - Provides instruction in science, mathematics, liberal arts and humanities
Texas A&M Academic Leadership

Provost & Executive VP
Karan Watson

Colleges, Schools & Branch Campuses
All Faculty, All Students, All Curricula, Programs, Courses, All Degrees

College Deans
Mark Hussey, Jorge Vanegas, Eli Jones, Ryan Crocker, Joyce Alexander, Katherine Banks, Kate Miller, Andrew Morriss, Pamela Matthews, Joe Newton, Eleanor Green, David H. Carlson, Mark Weichold and Patrick Louchouarn

Interdisciplinary Programs
All Faculty, All Students, All Curricula, Programs, Courses, All Degrees

Vice Provost
Michael Benedik

Assoc Provost
Undergraduate Studies
Ann L. Kenimer

Assoc Provost
Graduate Studies
Karen Butler-Purry

Assoc VP
Academic Services
Joe Pettibon

Assoc VP
External Relations
Chad Wootton

VP for Research
Glen Laine

VP & Assoc Provost
Diversity
Christine Stanley

Dean of Faculties & Assoc Provost
(Interim)
Blanca Lupiani

Assoc. Provost
Academic Affairs
Michael Stephenson

Assoc VP Admin & Academic Affairs
Deena McConnell
## Mission & Responsibilities

**Dedicated to fairness and equity in**
- Recruitment
- Evaluation
- Advancement of faculty and academic administrators

**Committed to**
- Academic Freedom
- Shared Governance
- Excellence in scholarship, teaching and public service
Mission & Responsibilities

Centralized service for coordination of activities, compliance and reporting

Recruitment

• Hiring
• Partner Placement Program
Mission & Responsibilities

Provide services that support the colleges’ missions of teaching, research and service

Recruitment & Retention

• Training of search committees: A focus on best practices to enhance faculty diversity
• New Faculty Orientation
• New Academic Leaders Orientation
Mission & Responsibilities

Advancement

- Tenure & Promotion workshops and reporting
- Center for Teaching Excellence & Professional Development Series
- Department Head Leadership Workshops
- Faculty Mentoring Programs
Mission & Responsibilities

Compliance, Academic Freedom, Shared Governance—Ensuring Excellence

- Annual Evaluations
- Post-tenure review
- Tenure & Promotion
- Appointment, Evaluation and Reappointment of Academic Administrators
- SACs accreditation
- SACs accreditation
Mission & Responsibilities

Enhancing the Faculty
• Faculty Development Leave
• Endowed Chairs & Professorships
• Awards & Recognitions

Advocacy for Women and Minorities: Faculty Climate
• Faculty Climate Survey
• Salary Equity Study
Mission & Responsibilities

Work/Life Balance & Family Issues

• Parental Teaching Load Redistribution for Faculty
• Core Meeting Hours Guideline
• Faculty Tenure Clock Extensions
• Alternative Work Location/Leave Without Pay
• Retirement/Voluntary Separation Program
Mission & Responsibilities

Process and Investigation/Arbitration of Grievances

• Salary
• Discrimination/Harassment
• Support to Committee on Academic Freedom, Responsibility and Tenure (CAFRT), and University Grievance Committee (UGC)
Shared Governance

Faculty Participation

• Curriculum development
• Searching, selection and retention
• Searching, selection, appointment, evaluation and re-appointment of administrators
• Modification and development of rules and guidelines
• Creating the vision for the area, department, college and university
The Office of the Dean of Faculties offers seminars and workshops throughout the academic year

- Designed to provide professional development and growth opportunities for faculty
- Organized by the Center for Teaching Excellence with the Dean of Faculties
- No charge to attend

See the Faculty Handbook for more information
Faculty Network Mentoring Program

- Junior and senior faculty representing a variety of backgrounds, cultures and ethnicities are paired as mentor/mentee
- Pairs commit to meet throughout the semester to provide the junior faculty with valuable guidance to assist them in building successful careers at Texas A&M
- Departments and colleges may have their own mentoring programs
- WFN mentoring program

See the Faculty Handbook for more information
Faculty Mentoring

The Institutional Membership
National Center for Faculty Development & Diversity

Membership Provides:
The NCFDD provides what our members want most: 1) relevant professional development training, 2) intense and reliable support from highly trained and successful mentors, 3) a confidential "safe space" for problem solving, and 4) downloadable formats so you can learn at your convenience.

Benefits to Faculty
- Greater success in publication and securing external funding for your research
- Increased confidence as an independent researcher
- Healthier relationships with departmental colleagues
- Increased interactions with both campus-based and external mentors, sponsors, and collaborators
- Increased job satisfaction and the ability to truly enjoy the academic life you've worked so hard to create

www.FacultyDiversity.org

Support Contact:
Ashley Oliver, Institutional Membership Coordinator
- Ashley@FacultyDiversity.org
- 313-347-8485 ext. 3

What's Included:
- The Monday Motivator (weekly e-mail with productivity tips)
- Access to monthly productivity webcasts
- Access to monthly guest expert workshops facilitated by faculty development experts from around the country
- Access to multi-week courses each term
- Access to our Career Center
- Audio recordings, slides, and transcripts of all our workshops so you can learn at your convenience
- Access to our private networking forum
- Access to our moderated monthly writing challenges
- Monthly mentor matches
- Free access to our online accountability and tracking software for alumni of the Faculty Success Program
Annual Review

All faculty receive an annual evaluation

- To evaluate performance and provide feedback
- Written report from the department head
- Used in reappointment and tenure and promotion decisions

See the Faculty Handbook for more information
Faculty Development Leave

The university, with the assistance of The Association of Former Students, funds a Faculty Development Leave (FDL) Program.

- FDL is funded at full pay (with full benefits) for one semester or at half pay (and half benefits) for two semesters
- Faculty must have tenure and a minimum of two years consecutive academic service to qualify
- Required Board of Reagents approval

See the Faculty Handbook for more information
Awards

The Office of the Dean of Faculties coordinates many university level award committees including:

- University Professorships for Undergraduate Teaching Excellence (UPUTE)
- Association of Former Students Distinguished Achievement Awards
- University Distinguished Professor
- Regents Professor
International Faculty and Scholar Services

- Responsible for providing support and guidance to Texas A&M University and system members regarding employment of foreign nationals

- Faculty and Visiting Scholars (not students)
  - Visas and sponsorship issues
Faculty Ombuds Officer

Dr. Clare Gill  faculty-ombuds.tamu.edu

• Independent, confidential and impartial
• Assist to resolve issues and concerns
• Informally resolve workplace conflicts
• Counsel faculty of their options for formal action
• Direct faculty to the appropriate university rules, resources and offices

See the Faculty Handbook for more information
Grievances

Faculty grievances are grouped as:

1. Those concerning questions of tenure, dismissal, academic freedom
2. Grievances related to sexual harassment and/or illegal discrimination
3. Salary or other faculty grievances
4. Research misconduct
5. Other grievances not covered above

See the Faculty Handbook for more information
Informal Grievance Procedures

• Discuss the matter in a personal conference with your department head

• Consult the Faculty Ombuds Officer or Dean of Faculties

• Ask for mediation from the Office of the Dean of Faculties

See the Faculty Handbook for more information
Formal Grievance Procedures

- Confidential consultation with the Dean or Associate Dean of Faculties
- If the matter cannot be resolved informally with the department head, submit a formal letter of complaint to the College Dean
- If the issue is not resolved at the college level to your satisfaction you can appeal the Dean’s decision to the University Grievance Committee (UGC)

See the Faculty Handbook for more information
Other Useful Information
Universal Identification Number (UIN)

- Your Universal Identification Number (UIN) is used instead of your social security number on official forms and documents.
- UIN is used for NetID, the A&M System’s SSO/HRConnect website login

See the Faculty Handbook for more information
NetID

- NetID is the username used to log into computers, the Howdy portal and Texas A&M email
- Connected to your UIN
- Sign up at gateway.tamu.edu
Texas A&M Email

Two options for faculty (except HSC, Galveston and Qatar)

- Google Apps / Gmail
  - All students
  - Faculty if desired
- Outlook Exchange Server
  - Faculty and staff
    - Unless entire unit opts for gmail
- NetID@tamu.edu is an alias
  - can point to any email system
- All university official communications are done using your official NetID@tamu.edu address
Howdy Portal

• Howdy web portal connects you to Texas A&M resources, email, news and important links — all with your NetID login

• Access to:
  – List of courses
  – Class roster
  – Attendance certification
  – Course syllabus
  – Instructor CV

• Visit [howdy.tamu.edu](http://howdy.tamu.edu) to get started
eCampus Portal
(Learning Management System)

- Access eCampus
- Post syllabus
- Post grades
- Create learning modules
- Assess course and grades anywhere
- Online assignments, quizzes, discussions

elearning.tamu.edu
Syllabus Requirements

- Course title, number, term (e.g., Fall 2015), meeting time, and location
- Course description and prerequisites
- Learning outcomes or course objectives
- Instructor information (name, office location, telephone, email, and office hours)
- Grading policies
- Course topics, calendar of activities, major assignment dates

- Textbook(s) and/or resource materials listing Americans with Disabilities Act (ADA) Policy Statement
- Academic Integrity Statement and Policy:
  - “An Aggie does not lie, cheat or steal, or tolerate those who do.”
- No statement on a syllabus may contradict University Rules regarding attendance, approved absence, etc.

registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Approvals/Course-Approvals#1-MinimumSyllabusRequirements
Classroom Responsibilities and Information

• Academic Calendar
  o Last day for Q-drops
  o Reading days, prep days, redefined days, official holidays

• Accommodations for Students with Disabilities

• Days of Religious Observance

• Class meetings/Off-Campus Field Trips

• Office Hours

• Grade appeals

• Cheating (AHSO—Aggie Honor System Office)
  o Identify repeats
  o Protection from grade appeals
  o Avoid personal liability
Aggies Commit to Learning for a Lifetime

Texas A&M Quality Enrichment Plan - QEP

• Institutional Goal
  o Create a culture that makes intentional and thoughtful engagement in high-impact learning experiences the norm for Texas A&M University students
Aggies Commit to Learning for a Lifetime

High-impact Educational Practices include:

- First-year seminars and experiences
- Common intellectual experiences
- Writing intensive courses
- Collaborative assignments and projects
- Undergraduate research
- Diversity/global learning
- Service learning, community-based learning
- Internships
Academic Traditions

Commencement

• Held three times a year (fall, spring, summer)
• Multiple ceremonies
• Graduated over 12,600 students in 2014-15
Aggie Card

• The official ID card of Texas A&M University
• It may be used to open building doors and will identify you as faculty
• Aggie Cards require a Faculty/Staff ID Form signed by your department head
• The Aggie Card Office is on the second floor of the General Services Complex (GSC)

See the Faculty Handbook for more information
Benefits

New employees begin receiving a monthly employer contribution towards their insurance premiums the first of the month after the 60th day of employment

- The amount of the employer contribution is determined by the funding and percent effort for the position
- Employees at 50% effort or higher, for at least 4-1/2 months are eligible

See the Faculty Handbook for more information
Required Training

All training is available online via TrainTraq. These course are required to be completed within 30 days of employment:

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

See the Faculty Handbook for more information
Parking & Transportation

- Parking is at a premium
  - May not be immediately adjacent to a particular building or facility
- Texas A&M operates a shuttle bus system
  - Runs both on and off-campus routes
  - Free with ID
- For information on run times and stop locations transport.tamu.edu

See the Faculty Handbook for more information
Contact Us

Office of the Dean of Faculties

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1126 TAMU
(979) 845-4274
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dof.tamu.edu