

Library Consortium) cards which will allow them to borrow materials from any of the seven other member libraries: Houston Public Library, Rice University Library, Texas A&M University Libraries, Texas South University Library, University of Houston Libraries, Houston Academy of Medicine-Texas Medical Center Library, and the UT Medical Branch Library at Galveston. HARLiC cards may be obtained at the Circulation Counter.

## **Appointment and Advancement**

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

Faculty rank recognizes qualifications including degrees held; professional experience; research; creative and scholarly productivity; and depth and breadth of service to the discipline as well as the academic or related community; and attributes that support the institution's mission and purpose.

The broad categories of faculty at Prairie View A&M University are **Regular** and **Special**. Regular faculty are tenured and tenure-track faculty; Special faculty are temporary, non-tenure faculty who are employed on a time limited contract generally ranging from one to three years. They are employed in such cases as an emergency such as unexpected enrollment increase, a release time requirement associated with a research contract or grant, or a need for expertise not available in existing faculty.

### ***Regular Faculty***

#### Graduate Teaching Assistant

Earned by a student who has completed, at minimum, a bachelor's degree and 18 semester hours in the teaching discipline; has shown potential to organize instruction and interact positively with students and faculty.

#### Lecturer

Assigned to a faculty member with limited experience. Appointment generally limited to three years or less.

#### Instructor

Assigned to a faculty member with basic academic qualifications to teach and advise students. Part-time faculty are generally assigned the rank of instructor or lecturer.

#### Assistant Professor

Rank earned by a faculty member who has completed the terminal degree; acquired at least three years of teaching or related professional work; demonstrated a commitment to serve students as evidenced by effective advising, sponsoring student organizations; contributing to the University community; showing potential for engagement in creative and scholarly work; and upheld the core values of the school/college and the University.

### Associate Professor

Earned by a faculty member who generally has at least six years of successful experience in higher education or in related professional work; produced research, creative and/or scholarly work at a level that meets the standards of the employing department; participated actively in advancing the field of specialization; contributed service to the profession and/or community; demonstrated a commitment to student development; and upheld the core values of the school/college and the University.

### Professor

Earned by a faculty member who generally has at least eight years of outstanding service in higher education or in a comparable industry, organization, or profession; produced a substantial body of research, creative and/or scholarly work; gained recognition in professional organizations; contributed substantially to higher education and the larger community; consistently engaged students in research and service; demonstrated a student-centered commitment to teaching and learning; and upheld the core values of the school/college and the University.

### Distinguished Professor

Reserved for faculty who have generally been full professor or equivalent for a decade or more and whose contributions in teaching and/or research have been noteworthy at a level that has earned the individual national recognition in his or her field. Holders of this rank are respected for having become exemplars of the type professionals the University desires to have its students and faculty emulate.

### Endowed Professor

This rank is reserved for nationally and internationally renowned professionals of truly exceptional productivity in teaching, research, and service. The endowed professor occupies a professorship supported by special funding usually from philanthropist who have high expectations of the University's capability to advance knowledge and to change the culture of a department or college.

### ***Special Faculty***

#### Clinical Faculty

Clinical faculty status are special, term limited faculty who generally serve in field or other practice settings. This rank will reflect the comparability of training and experience to that of regular faculty with such titles as instructor, assistant professor, associate professor, or professor.

#### Research Faculty

Assigned to professionals whose normal titles include the following: research assistant professor, research associate professor, and research professor. Individuals at each level will have research experience and competence comparable to that of a regular faculty member at the equivalent level. Research faculty will not normally be paid from the state teaching budget. However, where external funding agencies permit, a research faculty may be offered a shared appointment budgeted proportionately from both research and other sources.

#### Adjunct/Visiting Faculty

Assigned to professionals who are primarily identified with another institution of higher education and who assume a teaching responsibility at Prairie View A&M University for a

specified period. Visiting professors are usually appointed for either a semester or an academic year. They possess unique attributes and contribute to the marketing of the University's academic image. A visiting faculty member may hold the rank of instructor, assistant professor.

#### *Promotion in Rank*

Promotions from one rank to a higher rank or from special faculty to regular faculty must be reviewed by the faculty in the respective unit. The department head is to present to the dean the benefits of making the appointment and forward a written recommendation to the dean who is to present the case to the Provost and Senior Vice President for Academic and Student Affairs for action.

**Appointment or promotion to regular faculty (tenure-track and tenured faculty) shall be based on clear, convincing and cumulative evidence of significant continuing achievement in each of the categories of performance expected of a faculty member in his or her teaching field or outlined in TAMUS Policy 12.02 and 12.06.**

#### *Annual Review*

To facilitate and encourage dialogue between Department Head and faculty member, and to aid in the constructive development of faculty members, an annual review will be conducted for faculty members with an appointment as a professor at any rank, an instructor, a lecturer at any rank, or a librarian.

For lecturers, the annual review will focus on performance and potential for continued appointment. Reviews for other non-tenure track faculty (such as research or clinical faculty) will focus on performance in areas aligned with what is stated in the faculty member's appointment or reappointment letter. For tenured or tenure track faculty, the annual review focuses on their progress in a long-term scholarly career (and the review will be conducted differently depending upon the different stages of the faculty member's career). For tenure track assistant professors and instructors, the annual review process must also provide an indication as to their progress toward tenure and promotion.

After an annual review is completed, a letter is sent by the Department Head to the Dean of the College (with a copy going to the Provost and Vice President of Academic Affairs). The Department Head must also provide the faculty member with a written statement regarding progress and performance. Annual reviews will also serve as documentation for determination of merit salary increases. For more information about the annual or mid-term review process, refer to PVAMU Rule 12.06.99.

#### *Tenure and Promotion*

Since 1984, Prairie View A&M University has continually improved its tenure review policies and procedures. As a result, each faculty member who applies for tenure is evaluated by a departmental committee, department head, school/college committee and dean. The Provost and Senior Vice President for Academic and Student Affairs reviews recommendations and submits intended actions to the President who acknowledges receipt of notification of actions and acknowledges and affirms the review of actions to be taken or requests additional information or clarification.

Tenure means the entitlement of a faculty member to continue in the academic position held unless dismissed for good cause. Tenure is based on the need to protect academic freedom and is irrevocable except as specified in TAMUS Policy 12.01 and PVAMU Rule 12.06.99. If a faculty member's appointment is tenure-accruing, the appointment letter will indicate the length of the probationary period and will state the credit agreed upon for appropriate service to other institutions. For faculty subject to a probationary period of four years or more at Prairie View A&M University, a mid-term review is mandatory, as is a review in the penultimate year of probationary service (regardless of the probationary period).

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

- Teaching (classroom and laboratory instruction, development of new courses, labs and teaching methods, publication of instructional materials, supervision of graduate students)
- Research (creation and dissemination of new knowledge, publication, or other creative activities)
- Service (to the institution, to students, colleagues, the department, the college, and the University—as well as beyond the campus)

Guidelines and further details on the tenure and promotion process can be found through your department or college, and by referencing the *Tenure and Promotion Package Submission Guidelines* published by the Office of Academic and Student Affairs.

#### *Post-Tenure Review*

The rigor of the hiring and review process, the demands of quality teaching and student advising, the necessity and value of research, and the obligations of service to the public are clearly understood within the university community. The post-tenure performance review of a faculty member provides a mechanism to gauge the productivity of the individual and should be designed to encourage a high level of sustained performance. Post-tenure evaluations are made on the basis of typical criteria and factors such as teaching, research/creative activities, student advising, committee and administrative service, and service to the profession, community, state or nation. Deans notify faculty of their post-tenure review outcomes. **Implementation of post-tenure review is expected to positively impact on-going improvement in the overall faculty review process.** In August 1996, the Faculty Senate unanimously adopted the University's post-tenure rules and procedures.

Continued productivity of tenured faculty is pivotal to the preservation and advancement of institutional quality. A system of post-tenure review strengthens the faculty evaluation process by making it consistent, objective, and outcome-oriented. Such a plan makes professional development the shared responsibility of faculty and of the University through its divisions, departments, and schools/colleges where faculty are assigned. The results of post-tenure review at Prairie View A&M University will assure (a) taxpayers that their investment in higher education is worth sustaining; (b) the University that the status of tenured faculty will be reserved for persons most deserving based upon their productivity in teaching, research, and service; and (c) tenured faculty members that there will be provided an informed, timely performance assessment designed to identify strengthening needs of tenured faculty. The post-tenure review process will facilitate early identification of diminishing productivity that warrants attention and amelioration. It will greatly reduce tolerance of substandard performance. In the final analysis, persistent unsatisfactory performance will result in termination.

System Policy 12.06: Post-Tenure Review of Faculty and Teaching Effectiveness, can be viewed at <http://tamus.edu/offices/policy/12-06.pdf>.

#### *Procedure for Review and Appeal*

Any appeal to the tenure decision and promotion procedures, or according to TAMUS policies, should be referred to the Provost and Senior Vice President for Academic and Student Affairs who will initiate a review. The Faculty Due Process Committee of the Faculty Senate or a three to five person ad hoc committee of tenured faculty including at least two faculty senators may be asked to conduct a review and report findings to the Provost and Senior Vice President for Academic and Student Affairs within twenty (20) business days of receiving the request for review.

If procedural irregularities are found to have occurred, the Provost may ask each level to review the faculty member again, or may formulate an ad hoc committee of three (3) to five (5) tenured faculty to review the procedures.

If a faculty member believes that the denial of tenure has been based upon an illegal reason or in violation of academic freedom, he or she should file an appeal as outlined in Section 9. The Office of Human Resources and/or the Office of Equal Employment Opportunity may be asked to review the appeal.

Tenure track faculty not recommended by the President to the Board of Regents shall be notified of their status via certified mail.

## **Classroom Responsibilities & Information**

### *Academic Calendar*

The academic calendars for the current and upcoming semesters are available at <http://www.pvamu.edu/registrar>. The calendars will help you plan the scheduling of assignments and exams in your course. It shows the dates when the term begins and ends, the mid-term date, the last day for add/drops, withdrawal from courses, scheduled “reading days” (study day before final exams, when no classes are held), “dead days” (classes are held but no major exams may be given), “redefined days” (students attend their class on a different day of the week than normally held), and official holidays.

### *Accommodations for Students with Disabilities (ADA Guidelines)*

During the first week of a class, faculty are to inform students of their responsibility to self-report any disabilities that they believe require accommodation in order for them to participate in and benefit from instruction. It is the responsibility of a student to provide the instructor with documentation showing that they have registered with Disability Services and requested accommodation. Instructors then have the responsibility to work with Disability Services to provide reasonable accommodations. If a student who has not registered with Disability Services requests accommodation from an instructor, the instructor should refer the student to Disability Services.