



TEXAS TECH UNIVERSITY

Rawls College of Business™

Policies and Procedures



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101 Introduction

Vision Statement

The Rawls College of Business Administration will be internationally recognized as a leader in business education and research through cross-disciplinary research and integrated scholarship.

Mission Statement

The Rawls College will recruit and retain high quality faculty and students with leadership potential to engage in issues facing business and society. We will drive innovation through an engaged teaching and learning process in exceptional academic programs, high level research, external funding for research enhanced by levels of cross-disciplinary scholarship and community engagement. The impact of our integrated scholarship and engaged learning process will develop business leadership among our stakeholders.

Core Values

- Engaging a stakeholder base of diverse thoughts and backgrounds in intellectual endeavors that further society's knowledge and practice of business
- Advancing a culture of integrated scholarship that translates knowledge creation and subject matter expertise into a positive learning environment for all of our stakeholders
- Developing ethical business leaders at the undergraduate and graduate level
- Advancing business knowledge through high level research and well-trained doctoral graduates
- Promoting cross-disciplinary research and education that addresses the problems of business and society from a holistic perspective that includes the theory and practice of business
- Striving for honor in all our actions

Objectives and Scope

This manual sets forth in convenient form the policies and procedures of the Rawls College and Texas Tech University governing aspects of employment for faculty and staff. The university reserves the right to modify any of these policies and practices at any time, and the right to amend the terms of any employee benefit described in the manual, in accordance with the terms of the applicable plan document.

It is intended that this manual be used for the following purposes:

- a. to provide uniform reference for administering the personnel functions of the Rawls College;
- b. to promote a uniform understanding and application of University policies by all supervisory personnel;
- c. to identify areas of responsibility for administering and monitoring personnel policy; and
- d. to provide a reference tool for use with faculty and staff.

Effective Date

The effective date for this manual is August 15, 2014 upon faculty approval.

Distribution

At least one copy of this manual will be distributed electronically to each employee of the Rawls College. The manual is to be retained on the college website and revised as necessary. The Dean's office will be responsible for this activity.

Administration of Policy

The Dean has overall responsibility for implementation and administration of these policies and practices. On a day-to-day basis, however, it is the responsibility of each staff member who has supervisory responsibilities, to administer all policies and procedures in a manner consistent with the provisions of the Manual.

Changes in Policy

Changes in policy must be authorized by the Dean. The Dean may appoint an ad hoc committee to review these policies and practices and recommend changes. At any time, any employee may recommend a new policy or practice. Change in the policies will be reviewed by a committee and voted on by faculty for final approval.

102 Employment in the Rawls College

Employment in the Rawls College

- a. Each staff position will have a position description with detailed expectations (contact supervisor for copy of current position description form)
- b. An annual written evaluation will be completed on each employee by his/her supervisor between May 1 and April 30 of each year (refer to TTU Human Resources website for forms and instructions).
- c. If approved by the TTU Board of Regents, available merit or pay increases for staff employees will be determined by their supervisor and by the Dean for faculty members.

The following serve as foundational expectations for all faculty and staff in the Rawls College.

- a. Exhibit professionalism and a positive attitude when interacting with internal and external stakeholders;
- b. Portray a positive image of Texas Tech University and the Rawls College;
- c. Demonstrate a solutions-focused attitude in all actions;
- d. Support all internal and external stakeholders in compliance with all applicable laws and regulations;
- e. Treat all students, faculty, staff, and stakeholders with the upmost respect at all times;
- f. Identify and pursue opportunities for personal and professional development to improve knowledge and skills;
- g. Provide praise and constructive feedback to peers and supervisors;
- h. Expect and accept praise and constructive feedback from peers and supervisors;
- i. Contribute to a culture of organizational excellence, open communication and positive change;
- j. Share ideas of how to improve service to stakeholders;
- k. Maintain a personal appearance that projects the professionalism of the Rawls College of Business Administration. All employees are expected to be neat, clean, well groomed, and appropriately dressed while at work. While employees may have a variety of hairstyles and colors, those considered to be extreme are not acceptable. For the staff, jeans are only appropriate on the Fridays with no scheduled college events. Shorts, sweatpants, cut-offs and non-Texas Tech t-shirts are not appropriate. Exceptions can be made based on job duties only upon the direction of one's supervisor. Dress code is applicable to normal business hours.

The process below is to be followed in the case that the employee is separated from the Rawls College of Business (The Dean's office and BACS will work in conjunction on these steps):

1. Retrieve all TTU-issued IT equipment (including iPads, netbooks, printers, monitors, other devices that might be either mobile or at the user's home).
2. Collect office keys and prox-card.
3. Collect p-card and/or travel card.
4. Remove the user from the Rawls email distribution list.
5. Remove permissions to associated functional mailboxes, shared network drives and/or Response Groups.
6. Collect office IT equipment.
7. Backup office computer and repurpose.

- l. The Rawls College of Business sponsors an award each quarter to reward the staff members that exceed the college's goals and initiatives. The nominating form may be accessed via the Rawls College of Business website under the Faculty/Staff section.
- m. The Rawls College of Business supports and encourages staff development by offering available grants to qualified staff who apply for consideration. Employees may submit a Development Grant Application Form that may be accessed via the Rawls College of Business website under the Faculty/Staff section.

103 University Human Resource Policies

Each Rawls College employee is expected to abide by all of the Texas Tech University Operating Policies listed below.

Below are links to all policies electronically.

- 70.1 Miscellaneous Leaves of Absence**
- 70.2 Retirement**
- 70.3 Employees Enrolling for Courses**
- 70.4 Military Emergency Leave**
- 70.5 Eligibility for Insurance and Other Benefits**
- 70.6 Employee Working Hours**
- 70.7 Optional Retirement Program**
- 70.8 Nepotism**
- 70.9 Tax Sheltered Annuity Program**
- 70.10 Non-faculty Employee Complaint Procedures**
- 70.11 of Staff Employees**
- 70.12 Performance Management**
- 70.13 Workers' Compensation Insurance**
- 70.14 Salary Administration Policy**
- 70.15 Multiple and Other Employment**
- 70.16 Compensation in Excess of Base Salary**
- 70.17 Overtime**
- 70.18 Educational Incentive Pay**
- 70.19 Employee Exit Procedures**
- 70.20 Employment in Security-sensitive Positions**
- 70.21 Volunteer Workers**
- 70.22 Employee Deaths**
- 70.23 in Force Policy**
- 70.24 Communicable and Transmittable Disease Control in the Employee Workforce**
- 70.25 Longevity and Hazardous Duty Pay**
- 70.26 Length of Service Awards**
- 70.27 Employment of Student Employees**
- 70.28 -Discrimination Policy and Grievance Procedure for Violations of Employment and Other Laws**
- 70.29 Employee Tuition Assistance Program**
- 70.30 Quality Service Awards for Non-faculty Employees**
- 70.31 Employee Conduct, Discipline, and Terminations**
- 70.32 Family and Medical Leave and Parental Leave**
- 70.33 Employee Assistance Program**
- 70.34 Service Excellence Leave Award**
- 70.35 Drug and Alcohol Testing for Safety- and Security-sensitive Positions**

- 70.36 Employment of Persons in Temporary Worker (H-1B) Immigration Status**
- 70.37 Disclosure of Significant Business or Financial Interests that may Represent Conflicts of Interest**
- 70.38 Employment-based Permanent Residency Petitions**
- 70.39 Early Return-to-Work, Alternate, and Light Duty Assignments**
- 70.40 Information Privacy and Confidentiality Statements**
- 70.41 Employee Training and Development**
- 70.42 70.42 Holidays**
- 70.43 Leave without Pay**
- 70.44 Sick Leave and Sick Leave Pool**
- 70.45 Vacation Leave**
- 70.46 Break Time for Nursing Mothers**

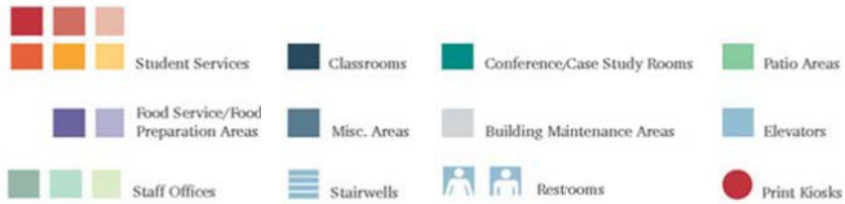
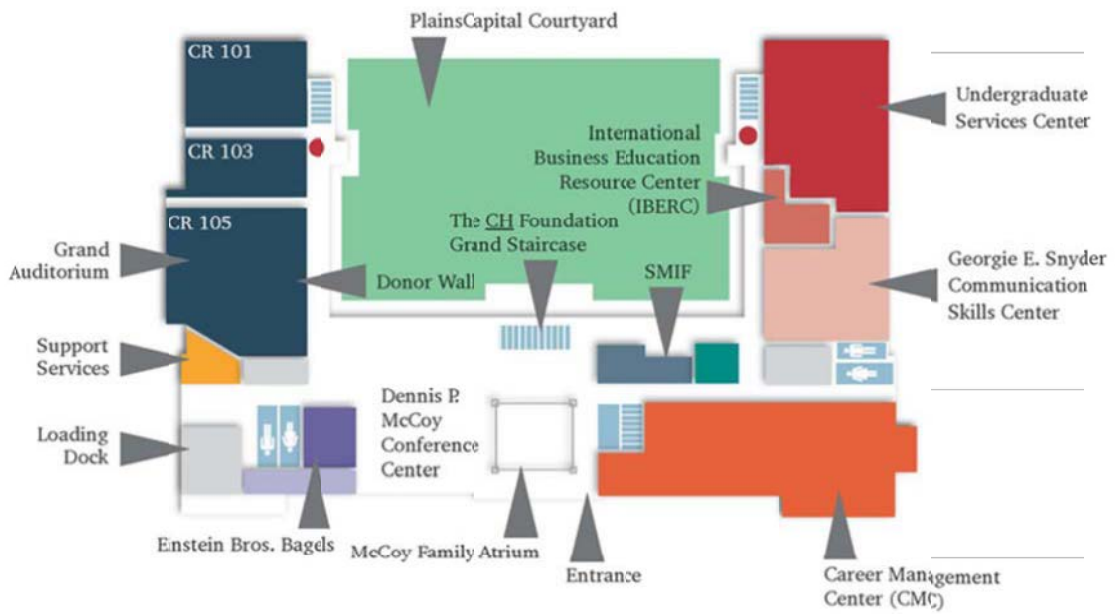
104 Rawls College Facilities

The Rawls College is in a highly desirable place on campus and consequently is frequently selected for special events during the weekday, night and weekend events by students and outside groups. In order to assure the proper use and care of the building and security for its contents, the following procedures are necessary.

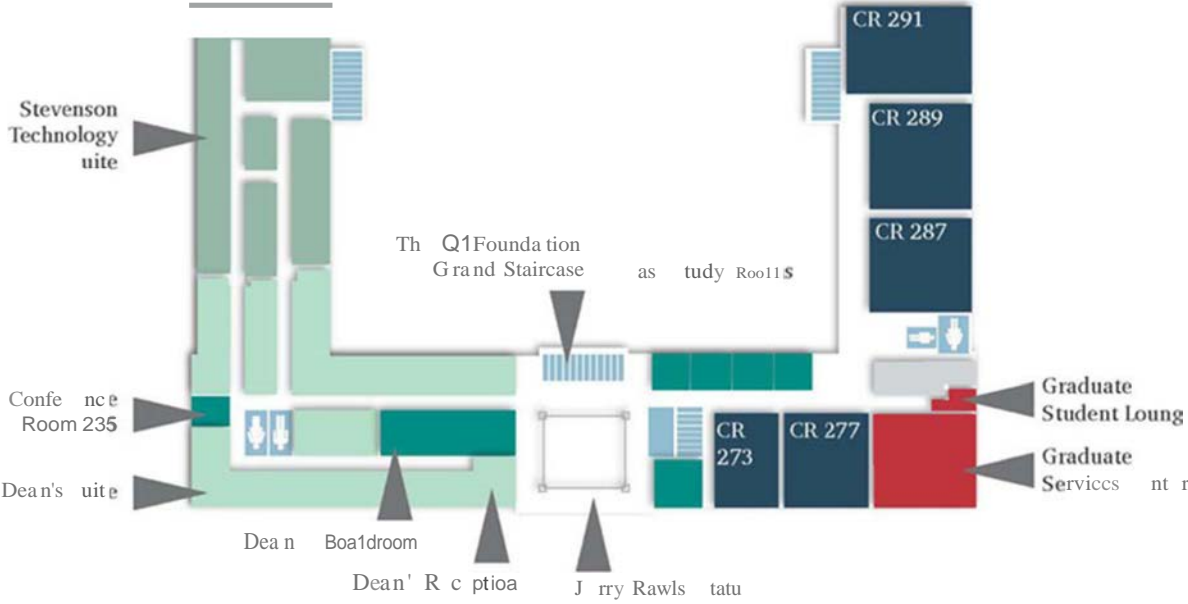
- a. Reservation request to use the Rawls College Facility must be made well in advance, to reserve a room go to <http://faculty-staff.ba.ttu.edu/eventspace/> The charge for events will be determined based on the labor to setup and break down the event.
- b. Do not prop open doors with chairs or any other object. In general, the building is open 7:00 a.m. To 10:00 p.m. Monday through Thursday, and Friday, 7:00 a.m. to 6:00 p.m. Multimedia classrooms are the same hours. These times can change for special events.
- c. After hours proximity cards are required to access secure areas. Proximity Cards are only issued to employees through the Dean's Office Manager.
- d. Permissions to the Classroom Podium are supplied by BACS; the multimedia staff offers training that must be completed to obtain access to the podiums.
- e. Custodians are not permitted to unlock any facility for any reason.
- f. No item or food may be sold in the building without permissions from the Dean's Office.
- g. The furniture is designated for sitting ON; please do not put feet on tables and chairs.
- h. If moved, all furniture should be returned to the original room and position.
- i. Lights should be turned off and doors locked upon departing.
- j. Trash should be placed in appropriate containers in the building or the dumpster on the east end of the building. No food or trash should be left inside the building on weekends.
- k. Smoking is not permitted in any area within 25 feet of the building's entrances. Smoking is prohibited in the courtyard. This also applies to electronic smoking devices.
- l. Food and beverage service is limited to the McCoy Atrium and common areas in the basement unless a faculty member requests special permission otherwise.
- m. No food should be allowed in classrooms. Requests for exceptions can be made to the Office Manager in the Dean's Office.
- n. Reservations should be made well in advance of activities. To reserve a room go to <http://faculty-staff.ba.ttu.edu/eventspace/>
- o. Mail is delivered to each area daily during the workweek where a designated person places the mail in mailboxes. Boxes will be delivered directly to the individual. If the individual is not in, the box will be left in the mail area for the individual.
- p. Deliveries of food, flowers, printing services, etc. shall be delivered through the loading dock directly to the individual that orders in the location they designate. All deliveries need to come through the loading dock, but do not need to go through the mailroom. The loading dock is staffed 8am to 5pm.
- q. All Rawls faculty and staff are encouraged to monitor the treatment of the building. Please help to protect the Rawls by professionally asking those not treating the building well to treat the facility better or to pick up a spill/trash.
- r. Maintain LEED Gold Facility status – please go green and only print when necessary, recycle and conserve energy and water.
- s. Dean's Suite reception desk will be staffed at all times during normal business hours.
- t. Each office and/or academic area should establish an emergency protocol. In case of emergency evacuation of the building, please meet in the circular drive on the north end of the building.

Building Floor Plans

FIRST FLOOR



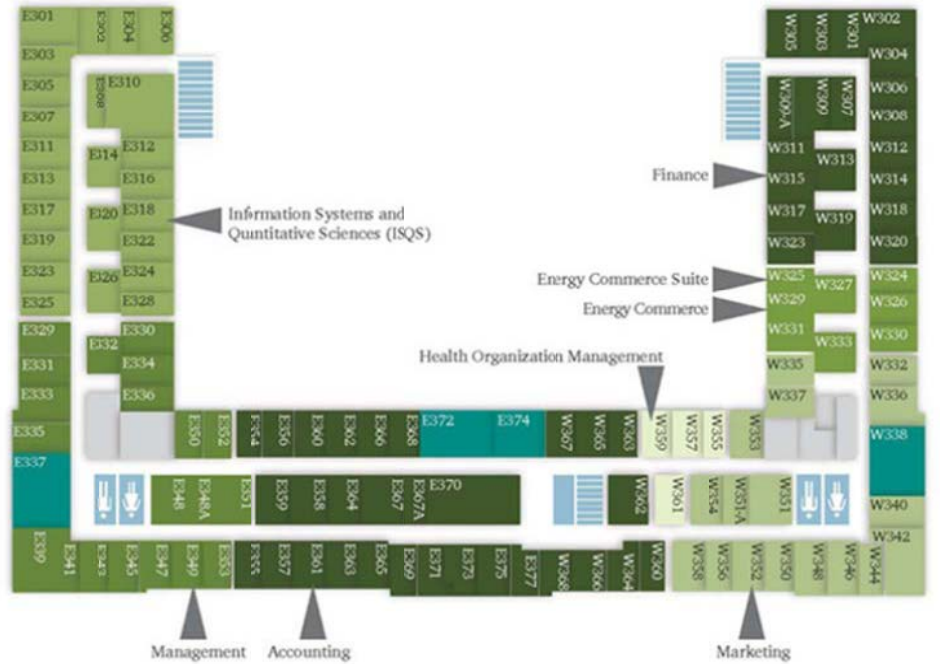
SECOND FLOOR



Student	Classroom	Conren:nCa	Misc.Areas	BuUding	Study Room	El"ators	Print Kiosks
Office	Preparation Areas	Waterwells	Rooms	Rooms	Rooms	Rooms	Rooms

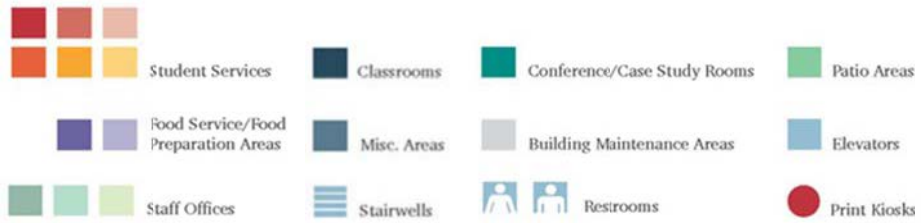
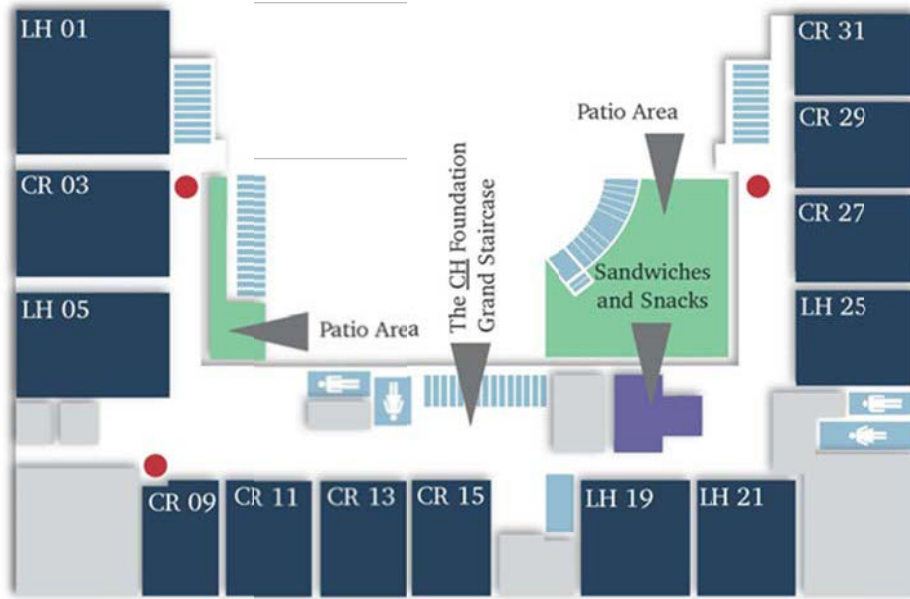


THIRD FLOOR



						Z ↙
Faculty Offices	Classrooms	Conference/Case Study Rooms	Patio Areas	Staff Offices		
Graduate Services	Misc. Areas	Building Maintenance Areas	Elevators	Stairwells	Restrooms	

LOWER LEVEL



105 Policies and Procedures Found in Faculty Handbook

- I. [Texas Tech University Faculty Handbook](#)
- II. [Faculty Awards](#)
- III. Rawls College of Business Administration Academic Areas
 - A. Accounting
 - B. Information Systems and Quantitative Sciences
 - C. Energy, Economics and Law
 - D. Finance
 - E. Management
 - F. Marketing
- IV. Master Organizational Chart – see college webpage.

106 Merit Policy

106.1 Salary Merit Policy

All salary increases for faculty, unless otherwise mandated by the legislature, will be on a merit basis and will be based on research productivity, quality teaching, and other contributory activities, including university community service. Merit is evaluated in parallel by a college committee, elected by the areas with one representative from each area, and the Area Coordinator. It is expected that there will be a range of award levels, with higher achieving faculty members receiving a higher merit award and lower performing faculty members receiving a lesser award or no award. Each faculty member is required to provide an annual report on his/her work to the area coordinator for use in consideration of a merit increase (OP 32.08). Consideration for merit will be based on each faculty member's annual faculty review (research is considered over a three year window). New faculty with less than three years will be reviewed based on their time at Texas Tech. Faculty members who divide their time between teaching, administration, and/or other duties ordinarily will have their appointments prorated in increments of 50 percent, 33 $\frac{1}{3}$ percent, or 25 percent in order to facilitate allocation of teaching loads. Assignments on other than these increments will require prior approval of the appropriate divisional vice president(s). Salary increases for these members will be established as follows:

(1) Salary increases for persons appointed 50 percent time or more as faculty will be determined by the faculty salary increase given.

(2) Salary increases for persons appointed less than 50 percent time as faculty will be determined by the non-faculty increase given. Individuals in this category will be eligible for university merit increase programs, and any increase granted as a result thereof will be matched by a corresponding faculty salary increase.

In an attempt to provide continuity across all areas of the college, a basic framework of merit guidelines, which apply to all Rawls College faculty members, is provided below. Areas may have unique needs that can be addressed in addition to the basic criteria provided. All merit criteria must fit within the university guidelines and should be developed through faculty participation and made available to faculty members.

106.2 Basic Merit Criteria

106.2a Evaluation of Scholarship

Scholarship productivity should be measured by the scope, depth, relevance, and overall contribution of the individual's research program. The candidate may provide evidence of scholarly activities using a variety of mechanisms appropriate to his/her discipline, which is based on his/her initial appointment letter. Scholarship may take the form of traditional research or creative activities. Evaluation of scholarship performance can be based on such factors as:

- Quality and number of publications in refereed journals (publications shall be weighted in keeping with the college journal list, requests for amendments to the list

go through the Area Coordinator to Coordinating Council. A subcommittee of the Coordinating Council will review requests and make a recommendation to the full council for a vote).

- Citations of research in academic publications, industry/trade publications, and popular press. Web of Knowledge citations will be primary source.
- Other publications such as books, book chapters, and technical reports.
- Relevance of research to faculty member's academic discipline.
- Quality and number of presentations at international, national, state, and regional professional meetings – refereed, invited, and keynote address.
- Multidisciplinary research partnerships and productivity.
- Grant proposals submitted to agencies and sponsors.
- Sponsored project funding – total amounts obtained, number of grants, duration of grants.
- Development efforts to secure research funding from private sources
- Research efforts including letters of intent and competitive inside grants.

106.2b Evaluation of Teaching

Teaching effectiveness should be based on the following factors:

1. Teaching evaluation by students in each organized course taught in the fall, spring, and summer semesters.
2. Teaching evaluations by one's peers. This evaluation is generally voluntary and must be requested by a faculty member. Evaluation is required for pre-tenure faculty and full time instructors in their 1st, 2nd, 3rd, and 5th years. For faculty members contemplating promotion, this evaluation should be conducted the year before the promotion application.
3. Maintenance of current, relevant, and innovative courses as reflected through course syllabi, academic rigor, and innovative teaching methodologies and evaluation techniques (e.g., grade distribution, measurable learning outcomes requiring higher order thinking [application, analysis, synthesis] and skill levels, honors courses, writing intensive courses, domestic and international study courses/tours, case studies, collaborative courses, team projects, service learning projects/courses, research projects, web-based courses, and distance education). All course syllabi **MUST** contain expected learning outcomes and the methods by which those outcomes are assessed. All courses are evaluated by students fall, spring, and summer.

The Rawls College encourages a portfolio approach to evaluating teaching.

Teaching portfolios are a collection of materials documenting teaching performance across several courses constructed by faculty members to document what they teach, how they teach, and why they teach the way they do. The teaching portfolio provides evaluators evidence of teaching effectiveness and the efforts put into teaching for merit and tenure/promotion and goes beyond relying solely on student ratings to assess teaching effectiveness. The key benefit of the portfolio is that it encourages faculty members to reflect on their teaching in an effort to improve it through self-reflection and peer review. Teaching portfolios also provide a method to assist faculty members in building pedagogy in their discipline. A faculty member has a record of things that worked well and those that did not. Teaching portfolios help to link teaching to student learning by demonstrating the process of

learning over time as well as the products of learning - especially valuable for outcome-based assessments of student learning. The use of teaching portfolios and the peer review of teaching portfolios empowers the faculty to evaluate teaching effectiveness more comprehensively than relying solely on student evaluations of teaching . For research and information on constructing teaching portfolios see Ballard (1992), Cooper and Brown (1992), (Hutchings 1998), (Kahn 1993), (Langsam 1999), and Seldin (2000).

Other activities factoring into teaching effectiveness include service on thesis or dissertation committees and directing independent studies. Also, recognition of awards for teaching, awards received by students under the supervision of faculty, and TTU Teaching Academy membership will be considered in the evaluation of teaching.

106.2d Evaluation of Service and Community Engagement

Faculty members are expected to make professional contributions through service to the area, college, university, the discipline at large, and the community. Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. Evaluation of service and community engagement activities should be based on factors such as:

- Membership on and/or chairing departmental, college, and university committees.
- Activity in professional societies and organizations such as offices held, responsibility for program planning, committees, etc.
- Professional development activities such as seminars/workshops, internships/practica, extended learning courses, post graduate courses, study abroad experiences.
- Invited seminars, talks, review panels, workshops, reports, etc.
- Advising student organizations.
- Direction of accredited or approved programs or coordinating academic-related activities.
- Attendance and participation at international, national, state, regional, and local meetings of various groups related to the discipline.
- Leadership in short courses and workshops for public and private groups.
- Community service and public relations activities.
- Participation in fundraising activities at the direction of the Senior Executive Director of Development.
- Recognition awards for service.

While faculty performance should generally cross the three areas of teaching, scholarship, and service, merit considerations may allow flexibility to reward significant achievement in one main area. Such performance for teaching, for example, should usually represent university or national recognition in the form of teaching awards, etc. In this way, merit guidelines retain more flexibility than the guidelines for promotion and tenure.

106.3 Merit Award Procedure

Faculty members who have worked at Texas Tech for at least four and a half months and have not received a pay increase in the last four and a half months are eligible for merit-based salary increases. Faculty members must submit an annual report in the specified format for the previous calendar year along with course syllabi for all courses taught during that calendar year by the designated time, no later than April 30th. The area coordinator will evaluate each faculty member in the area based on basic college criteria. As one part of the evaluation, the area coordinator will verify the inclusion in the course syllabi of the expected student learning outcomes and the methods used to assess those outcomes (as required by OP 32.06, Faculty Responsibility and specified in OP 32.32, Performance Evaluation of Faculty). Based on the area coordinator's evaluation and the college committee evaluation for the previous three years (OP 32.08), faculty members will be assigned a ranking for merit purposes. When the merit pool is identified by the Texas Tech Board of Regents, the area coordinator then assigns a percentage amount to each faculty member based on the above referenced ranking. Those figures are submitted to the dean for approval. At the designated time, merit awards are added to faculty salaries through the university salary system. Once the Board of Regents meets to give approval to the final budget, and the budget office verifies the budget, the area coordinator will notify, in writing, each faculty member of their merit increase. Merit increases are effective in September (October paycheck) each year.

107 Third-Year Review

107.1 Policy

When the Rawls College of Business employs a tenure-track faculty member, it is with the expectation that the individual will become tenured and serve the university in a long and productive career. The tenured faculty will assist in determining whether or not the criteria for tenure are met prior to its award. Thus, it is to the advantage of both the tenure-track faculty member and the area to see that timely evaluations are made of a tenure-track faculty member's performance, and that deficiencies identified be made known to the untenured faculty member in time for correction prior to the expiration of the probationary period.

In the tenure-track faculty member's sixth full semester, a comprehensive evaluation of his/her performance will be undertaken (i.e., the third-year review). The counting of six semesters begins in September of the calendar year in which the initial appointment is made. This evaluation is to be considered an opportunity to advise the tenure-track faculty member whether it is felt that satisfactory progress is or is not being made toward tenure. If progress is deemed to be satisfactory at this time, there is, nevertheless, no guarantee of ultimate tenure. If progress is deemed to be unsatisfactory in the third-year review and the tenure-track faculty member has been given an opportunity to respond to the unsatisfactory performance rating, then there are two alternatives available to the area: (1) a determination will be made to give the tenure-track faculty member a terminal contract, or (2) the area coordinator will provide, in writing, comments from the faculty and, if deemed appropriate by the chair and dean, specific requirements setting forth the conditions for continued employment and deadlines for completing the conditions.

The results of the third-year review, including the tally of ballots and written comments, will be retained as a part of the tenure-track faculty member's file. The Rawls College of Business Promotion and Tenure Committee may later request copies of these materials to aid in its deliberations at the time of tenure review.

During any year of a tenure-acquiring appointment, a faculty member may be judged to be making unsatisfactory progress toward tenure on the basis of the annual reports or other sources of information. In any year, a terminal contract or notice of non-reappointment may be issued to an untenured faculty member by the Area Coordinator in conformity with deadlines stated in the tenure policy, and the university is not required to give a non-tenured faculty member a reason for a decision of non-reappointment.

107.2 University Procedure

Specific Procedures and Timetables for Third-Year Reviews

1. The third-year review of the candidate will be conducted by all tenured faculty members in the area. In cases where fewer than three tenured faculty members reside in an area, the area coordinator and dean will select proxy faculty members from other areas.
2. The tenure-track faculty member will make available to tenured area faculty his/her materials as described below in the section on Dossier Requirements. These materials will be due February 1.
3. Tenured faculty members will carefully review the tenure-track faculty member's research, teaching, and service to evaluate whether satisfactory progress is being made toward meeting the area, college, and university expectations for tenure.
4. On or before March 15, and subsequent to the customary third year review procedure as specified in the area's policy statements, the tenured faculty will vote by [written ballot](#) as to whether the tenure-track faculty member is making satisfactory progress toward tenure. Comments regarding the third-year faculty member's progress may also be included, and such comments should be provided on a separate page enclosed with the ballot. Ballots and comments are to be unsigned.
5. The vote at this stage is not a vote on tenure and should not be construed as promise of approval or rejection at the time of consideration of tenure.
6. Should the faculty member receive a vote indicating satisfactory progress toward tenure, he/she should be informed promptly of that fact by the area coordinator and should be encouraged to continue his/her satisfactory performance. Within the next month (by April 15), the area coordinator should convey to the faculty member comments both positive and negative expressed by the tenured faculty.
7. Should the faculty member receive a vote indicating that, in the opinion of the tenured faculty, the candidate is not progressing satisfactorily toward a favorable tenure decision, he/she must be informed promptly of that fact by the area coordinator. If the third year faculty member so requests, the area coordinator is to show him or her any written comments that were provided with the ballots. At this point a decision must be made whether or not to terminate the appointment. The faculty member involved should be invited to submit to the tenured faculty any additional written evidence or statement desired and/or to appear before a meeting of the tenured faculty if he or she so wishes. Any additional materials from the third year faculty

member must be provided and/or the meeting with the tenured faculty must be requested no later than March 30. In reaching a decision to recommend to the dean termination of a tenure-track appointment as a result of the third year review, the area coordinator will consult with tenured members of the area by conducting a [ballot vote](#) on or before April 15. Comments may also be included, and such comments can be provided on a separate page enclosed with the ballot. Ballots and comments are to be unsigned.

8. The results of this vote by the tenured faculty will constitute a faculty recommendation that will be conveyed promptly by the area coordinator to the dean, who in consultation with the area coordinator will make the decision regarding termination or continuation. If a decision is made to terminate the faculty member's employment, a letter of non-reappointment will be issued by the area coordinator before the end of the semester (to be defined as the day all final grades are due). Alternatively, if progress is deemed unsatisfactory but a decision to terminate employment is not made, the area coordinator will by the end of the semester (to be defined as the day all final grades are due) convey to the faculty member a written account of comments both positive and negative expressed by the tenured faculty and, if deemed appropriate by the chair and the dean, specific, written requirements setting forth the conditions for continued employment and the deadlines for completing the conditions.
9. Notices of non-reappointment, if any, will be made in conformity with deadlines stated in the university's [tenure policy](#).

The tenure-track faculty member will make available the following materials in their dossier.

1. Basic information in the same format required in dossiers for tenure and promotion consideration ([OP 32.01](#)).
2. A vita that includes information on education, professional appointments, teaching, research, and service. The vita may include whatever additional information the area may specify in its policy statements and whatever additional information about honors and awards or other professional contributions the tenure-track faculty member wishes to include.
3. The faculty member's brief self-statement on teaching, not to exceed one page.
4. Statistical summaries of all teaching evaluations done by students and copies of at least some student evaluations done by entire classes.
5. Copies of at least one teaching evaluation conducted by peers over the course of the faculty member's employment at Texas Tech University. Copies of syllabi and other teaching materials (such as exams or assignment sheets) the faculty member or area may wish the review committee to see.
6. The faculty member's brief self-statement on research/creative activity, not to exceed one page.
7. Copies of publications, grant applications, or other materials that document the faculty member's scholarship. Areas may specify if they wish to see all such materials or only selected examples.
8. The faculty member's brief self-statement on service, not to exceed one page.
9. Copies of all annual reports to date and copies of all chair's evaluations to date.
10. Any other materials specified in the area's handbook or policy statement plus other pertinent materials, if any, the candidate may wish the review committee to see.

108 Promotion and Tenure

108.1 Policy and Procedure

A university is a community of scholars whose members are engaged in the discovery, evaluation, transmission, and extension of knowledge. As such, they must be free to search for and express the truth as they find it, whether in the classroom, research/creative activity, or service as members of the community - regardless of their tenure status. They must also be free from undue constraints, whether imposed from inside or outside the university. Faculty members' privileges imply correlative responsibilities. In addition to maintaining standards of competence, particularly those relating to scholarship and teaching ability, faculty members are responsible for maintaining the proper attitude of objectivity, industry, and cooperation with their associates within the university. It is a faculty member's professional responsibility to contribute productively throughout his or her academic career.

As persons of learning, faculty members should remember that the public may judge their profession and institution by their utterances and other actions. Thus they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and exercise every effort to make clear that, as individuals, they do not speak for the institution. Members of the faculty who are employed in a full-time tenure-track position with Texas Tech University are covered by OP 32.01. The tenure policy does not apply to strictly administrative positions, non-tenure-track positions, or part-time appointments. The terms and conditions of every full-time tenure-track faculty appointment shall be stated in the faculty member's letter of appointment and should be in the possession of both the university and the faculty member at the time of initial employment. These terms and conditions shall include area guidelines, college guidelines, guidelines for third-year review procedures, and this OP. Approval of continuing appointment of persons holding full-time instructional positions that do not acquire tenure is described in OP 32.34.

Texas Tech University has adopted a statement of ethical principles that calls on all members of the university community to accept responsibility for promoting shared ethical principles. All academic appointments and tenure judgments and recommendations rest upon honest evaluation of the faculty member's performance of his or her teaching, research and creative activity, and service responsibilities. Consistent with OP 40.01 and OP 10.12, such judgments and recommendations are to be made without regard to race, religion, gender, sexual orientation, age, national origin, or disability, as defined by the Americans with Disabilities Act, as amended.

In keeping with the mission of the university, tenure and promotion of quality faculty are essential values and processes in strengthening academic quality and reputation. Tenure and promotion also incentivize the university's strategies to promote excellence in teaching, expand and enhance research and creative scholarship, and to further notable outreach and engagement.

1. Concept and Purpose of Tenure

- a. Academic tenure is designed to assure the faculty freedom in teaching, research, opinion, and full participation as citizens in the community. The purpose of academic tenure at TTU is also to retain a body of faculty best qualified to help develop and execute the core university mission of advancing knowledge and educating students. The purpose of promotion at TTU is to recognize and reward faculty with records of

sustained professional accomplishment that contribute to that mission. TTU is committed to retaining and promoting faculty whose work achieves a high standard of excellence and who demonstrate through the performance of their duties a commitment to professionalism and to the core university mission. The university receives guidance from the AAUP [*Statement on Professional Ethics*](#) adopted in 1966, in determining standards for professionalism, and from the [*AAUP Statement of Principles on Academic Freedom and Tenure*](#), adopted in 1940, in ensuring traditional safeguards for academic freedom.

- b. Academic tenure has been adopted so that Texas Tech University may have the benefit of the competent and honest judgment of its faculty. Tenure recognizes the professional status of university faculty and assures that tenured employment may be terminated only for adequate cause (see OP 32.02 Faculty Non-reappointment, Dismissal, and Tenure Revocation).
- c. Tenure aims at the retention, encouragement, and promotion of the ablest and most promising faculty.
- d. Tenure may normally be obtained only after a period of probationary service. After tenure is granted, the burden of proof rests upon the university when it wishes to dismiss a tenured faculty member.

2. Procedures for Earning Tenure

- a. All areas shall have in place procedures for a third-year review for each untenured faculty member, which is to include a written assessment and recommendation regarding the faculty member's progress toward tenure and promotion.
- b. A faculty member must complete a reasonable probationary period before acquiring tenure in the university. The maximum probationary period for earning tenure is the same for all tenure-track ranks. Before the end of a six-year probationary period at Texas Tech University, a tenure-track assistant, associate, or full professor must be notified in writing either that tenure has been awarded or that the appointment will not be renewed at the end of the seventh, terminal year.
- c. Computation of the maximum probationary period begins based on the written terms and conditions indicated in the faculty member's letter of appointment to a tenure-track rank. Probation is not reduced by previous non-tenure-track appointments or by promotions made during that period. The probationary period for admission to tenure shall begin in September of the calendar year in which the appointment is made. After the probationary period begins, all time accrued in full-time service at Texas Tech University in a tenure-track rank will be counted in the probationary period. If extenuating circumstances, as judged by the provost, justify a suspension of the tenure probationary period causing the years included not to be sequential, a request for an extension of the probationary period may be made to the provost. The request will be initiated by the faculty member, reviewed and commented upon by the area coordinator and college dean, and forwarded to the provost for a decision.
- d. In exceptional cases, associate professors and full professors may be hired with tenure when the traditional tenure review procedure precedes the appointment. Faculty members who are promoted in rank shall not thereby acquire tenure unless the normal tenure review procedure has been completed. Tenure may be awarded prior to completion of the full probationary term, although a positive third-year review is strongly encouraged. A faculty member may request early tenure consideration prior to

completing the full probationary period without prejudice for later reconsideration. For an early tenure bid, the faculty member's record of accomplishment at Texas Tech University on the standard criteria set by the area and college for admission to tenure is to be the equivalent or more than would be expected at the completion of a full probationary period.

- e. The faculty member has primary responsibility for preparation and submission of a dossier by the start of the sixth year of the probationary period, with guidance provided by the area coordinator, designated representative, or area committee. Material submitted to the provost shall be limited to the designated format and should consist of no more than 20 pages, exclusive of all letters, annual reports, curriculum vitae, and area and college guidelines, which must be included in the package or submitted electronically. Any changes in the designated format must be distributed to the deans by the provost no later than April 15 of the year in which the affected candidates are preparing their dossiers.
- f. A common format for promotion and tenure dossiers (see following exhibit) shall be used to assure fairness in the decision-making process. As promotion and tenure require that a person's professional record and contributions be reviewed, the format calls for information on educational background, previous academic and professional experience, teaching and advising responsibilities, research and scholarly contributions, service and engagement activities since the most recent promotion or tenure decision. Some areas or the college may wish to add other special categories for review at those levels. A copy of the dossier, either paper or electronic, shall be made available for review by the voting faculty within the department.
- g. Primary responsibility for the evaluation of the academic qualifications of candidates for tenure rests with the faculty. When the organizational structure permits, four sequential levels exist in the tenure review process. The tenure review levels include:
 - (1) Evaluation by the area, which includes a vote by the tenured faculty, and a recommendation by the area coordinator, who does not attend or participate in the faculty vote;
 - (2) Two events occur at the college level: first, a review by the college tenure committee, which provides a recommendation to the dean; and second, a letter of recommendation provided by the dean, who does not attend or participate in the area faculty vote, nor participate in the vote of the college tenure committee.
 - (3) Review by the provost, which includes review and a vote by the dean of the Graduate School and, at the provost's discretion, review and a vote by the VP for Research, and non-voting review by faculty members of the provostial staff. In any such deliberations, the greatest possible weight should be accorded to the area's and dean's assessments of the candidate, whose assessments should have carefully considered the faculty's evaluation of the candidate. Any decision to overturn a departmental or college vote by the provost should only be made after further consultation with the affected dean or chairperson.
 - (4) Review by the university president, who makes recommendations for tenure through the chancellor to the Board of Regents. The action of the Board of Regents awards faculty members tenure.

3. Procedures for Promotion

Promotion from assistant to associate professor normally occurs at the same time as the decision on tenure and follows the same procedures. Only faculty at a higher rank may participate in any promotion vote during the area or college review process. Promotion from associate to full professor generally follows the same procedures as for promotion to associate, except that only faculty at the higher rank may participate in any vote during the department or college review process.

4. General Criteria for Promotion and Tenure

Academic promotion and tenure are awarded to faculty who make continuing contributions in the areas of research, teaching, and professional service, any of which may include outreach or engagement. While promotion and tenure determinations are separate and distinct, similar standards and procedures apply to both. The preservation of quality requires that all persons recommended clearly satisfy the general criteria presented herein. The relative weight given to each of the three components and specific criteria will depend on the standards in the individual disciplines as expressed in the departmental promotion and tenure standards, which must conform to documented college and university standards.

a. Research

Faculty members are expected to contribute directly to the enhancement and expansion of Texas Tech University's research and scholarship. Research serves to advance the discipline. Evidence of research includes print or electronic publications, non-print presentations, funded grant applications and reports, patents and other intellectual property. Textbooks and innovative instructional materials having significant value beyond this campus may be considered contributions to research.

The dossier of an individual should provide substantiating evidence of quality submitted by appropriate observers within and outside the university, such as appraisal of the candidate's scholarly activity. Outside reviewers who work in the same or a closely related field, and who have an objective expertise to evaluate the faculty member, shall be selected by the area coordinator in consultation with the faculty member. Wherever appropriate, at least three of the reviewers should be from TTU's national or international peer institutions or aspirational peer institutions. Candidates must disclose which letters come from reviewers with whom they have a relationship that might raise a potential conflict of interest, such as collaborators, coauthors, former professors, or students. The total number of letters is not restricted.

b. Teaching

Teaching includes activities that contribute to student learning. Evaluation of teaching shall include effectiveness of course content and delivery, student learning outcomes, and demonstration of up-to-date knowledge of the candidate's discipline. In some instances, teaching may be indirect, primarily in support of student learning activities. Faculty members also influence teaching by designing courses and curricula. Textbooks, articles and other contributions to creative pedagogy, and innovative instructional materials, including documentation related to service-learning outcomes, may be considered contributions to teaching. Leading students on studies abroad is another contribution to

teaching. In addition, faculty members influence teaching in less tangible, but no less decisive ways, through activities such as counseling students.

Detailed and specific evidence of effective teaching shall be included in the dossiers of faculty members being recommended for promotion and tenure. Each area is to apply its documented procedures for peer evaluations of teaching to each tenure-track faculty member at least annually. Candidates for promotion should also be provided peer evaluations of teaching in, at latest, the semester prior to application for promotion. Evidence in the dossier should be limited to a one page summary of peer evaluations and student evaluations for each year of service since appointment or previous promotion. The area coordinator, in consultation with the candidate, shall provide the summary of teaching effectiveness, including involvement in graduate education, as applicable. Faculty colleagues should be asked to evaluate the objectives, methods, and materials of courses designed and/or taught by the individual as part of summative peer evaluation. Charts, graphs, portfolios, and other data may be included in appendices and subsequently removed by the dean before submission to the provost.

c. Professional Service

Faculty members are expected to make professional contributions through service to the department, college, university, discipline at large, and, as appropriate, to the broader community. These contributions to outreach and engagement may include discipline-related activities in service to the immediate community, to the state and region, and to society at large, as well as service in one's area and across the university as advisers, committee members, task force members, workshop and symposium participants, international development grant participants, and similar types of activities. Participation in the activities of professional societies and organizations, especially through service in leadership roles, is a strong indication of professional commitment. Contributions through presentations and consultative services are regarded as further evidence of professional reputation. Such service and activities may include paid and unpaid work on behalf of the profession.

5. Standards for Academic Ranks

- Each area and college may have requirements defined for each rank that exceed those of the university. The minimum university requirements for each tenure-track academic rank are as follows:
 - a. Assistant Professor. In a tenure track, normally, one is appointed as an assistant professor. This initial appointment requires completion of the terminal academic degree (or its equivalent) defined by the area, as appropriate for the position to be held by the candidate, and an ability to teach effectively. Promise of growth in research, teaching, and service are also necessary.
 - b. Associate Professor. Promotion from the rank of assistant professor to associate professor, and a tenure decision at this level, requires:
 - (1) A demonstrated record of effectiveness as a teaching faculty member at Texas Tech University;
 - (2) A record of peer-reviewed publications that has contributed to the discipline or field of study, to the candidate's intellectual development, and to the quality of the area;

- (3) Generation of external funding, or earnest effort to do so;
 - (4) A record of engagement of undergraduate or graduate students in scholarship in disciplines where such efforts are specified by area tenure guidelines;
 - (5) A record of professional service that meets area tenure guidelines; and
 - (6) Promise of growth in research and teaching.
- c. Professor. For promotion to the highest academic rank or a tenure decision at this level, the candidate's academic achievement and professional reputation should be superior and should have resulted in national and/or international recognition. This rank can be earned only by the faculty member who has demonstrated continued growth in, and has a cumulative record of, substantial peer-reviewed publications, teaching effectiveness, external funding of scholarship (for those disciplines where such funding is available and expected), engagement of undergraduate or graduate students in scholarship (for those disciplines where such support is expected), and professional service, which may include outreach and engagement.

6. **Decision-Making Procedure**

A College Promotion, Tenure and Post-Tenure Review Committee is established to be responsible to the dean for evaluating faculty under consideration for promotion and /or tenure and for initiating and conducting comprehensive post-tenure reviews. The committee is composed of one tenured faculty member at the rank of associate or full professor chosen by each of the six area faculties. This committee will also be responsible for initiating and conducting comprehensive post-tenure reviews. Members of the committee will be appointed for a one-year term and the chair will be selected by the committee. Members of the committee must be either full-time or majority part-time appointments in the Rawls College of Business Administration during the period of their service on the committee and may not hold visiting appointments or be on terminal contract. Area coordinators and associate deans may not serve on the committee. The committee's report will be made only to the dean. The collective vote of the committee on each candidate will be recorded on the university uniform ballot form, which is a part of each candidate's dossier and is forwarded to the dean of the Graduate School and the provost.

The dean will publish each fall semester a date by which faculty members wishing to be considered for promotion and/or tenure will notify him/her in writing of their intent, and a date by which the candidate's dossier and supportive materials will be filed with the Office of the Dean. (Reference should be made to the University Faculty Handbook for probationary periods applicable to the various professorial ranks and other university policies and procedures applicable in promotion and tenure matters). The format required by the university's uniform dossier and the college's uniform vitae form are available from the college website. Following the receipt of the dossier and the supportive materials for each promotion and/or tenure candidate, the dean will designate a Peer Evaluation Group (PEG) for each candidate. The PEG will consist of all faculty members qualifying in the candidate's affinity group as identified by the dean, in consultation with the candidate and area coordinator. At the discretion of the dean, the PEG may also include one or more faculty members not in the candidate's affinity group. The dean shall notify in

writing the chairperson of the Promotion, Tenure and Post-Tenure Review Committee and the candidate whom the members of the PEG are, designating one member as chair. (The chair of the PEG will normally be the candidate's area coordinator.) A copy of the notification shall be forwarded by the dean to the chairperson of the candidate's PEG.

When a candidate is being evaluated for promotion or tenure, members of the affinity group serving on the PEG must hold full-time or majority part-time teaching appointments in the Rawls College of Business Administration. College administrators except the dean and the candidate's area coordinator are eligible to vote as members of the PEG. When a candidate is being evaluated for promotion, all members of the affinity group serving on the PEG must be of higher rank than the candidate.

The candidate for promotion and/or tenure will furnish to the dean a copy of his/her completed dossier and all supportive materials, including the candidate's current vita and external review letters. All letters solicited from within or outside the university shall be included in the dossier so that review bodies may have access to all relevant information. Prospective reviewers shall be informed that the letters become a component of the dossier. This material will be passed by the dean to the chair of the PEG. The chair of the PEG is responsible for making the candidate's dossier and supportive materials available to PEG members. Normally, the chair of the PEG will call a meeting of the PEG members at which the candidate's credentials are discussed and questions may be raised and answered. The chair distributes to each member a PEG ballot form and worksheet, which is used by the member to record his/her vote after the member has thoroughly evaluated the candidate's dossier and supportive materials. The chair shall obtain the votes of the members on signed ballots, which will give the member's reason for his/her vote. The chair shall tally the ballots, record the results on the university's uniform ballot, and forward the ballots, worksheets and the candidate's dossier and supportive materials to the candidate's area coordinator.

The area coordinator will then review all the materials and make a recommendation either for or against, recording his/her recommendation on the university uniform ballot. The area coordinator will also indicate his/her recommendation and the reasons for the recommendation in a letter to the dean and will forward to the dean all materials of the candidate under consideration. In a meeting with the candidate, the area coordinator will indicate to the candidate his/her recommendation on the candidacy. Faculty members may then request without prejudice, in writing, that their dossiers be withdrawn from further consideration, in which case the dossiers will not be forwarded.

The dean will forward the university uniform ballot, the candidate's dossier and supportive materials, the PEG ballots and worksheets and the area coordinator's letter to the College Promotion, Tenure and Post-Tenure Review Committee for evaluation. The chair of the college committee shall secure the votes of all members of the committee on signed ballots which will give the member's reason for his/her

vote. Committee members will be ineligible to vote on candidates for promotion to a rank higher than that of the member or on themselves. The chair of the committee will tally the votes, record the count on the university uniform ballot, and forward the ballot and all materials (including the committee's ballots and worksheets) to the dean.

The dean will record his/her vote on the university uniform ballot and forward the candidate's dossier, along with a letter indicating the reason for his recommendation to the dean of The Graduate School and the provost. In a meeting with the candidate, the dean will report to the candidate the recommendations of the college committee and the recommendation of the dean on the candidacy.

The provost will receive dossiers and recommendations regarding promotion and tenure, review them with respect to the area, college, and university standards, and approve or disapprove all recommendations received. A review and vote by the dean of the Graduate School will be included at this stage in the decision-making process. At the provost's discretion, the Vice President for Research may review and vote on promotion/ tenure and faculty members of the provost's staff may also review and comment (but not vote) on a candidate's dossier. The provost will meet with the dean to discuss the dean's recommendation and will subsequently transmit dossiers and recommendations to the president.

The president will receive all recommendations regarding promotion and tenure from the provost, review them, and approve or disapprove the recommendations. After the review, the president will meet with the provost and discuss the recommendations. The approved recommendations will thereafter be transmitted to the chancellor for review of the recommendations, and then to the Board of Regents for final consideration.

At Texas Tech University it is not possible to hold different academic ranks in different areas/departments. Therefore, for a faculty member who holds budgeted joint appointments in two academic areas/departments, the recommendation for promotion/ tenure must be a joint submission of both areas/departments concerned, and the promotion and tenure recommendation shall be considered positive only if both areas/departments make positive recommendations. Recommendations must be processed according to the regular procedures of both departments. It is incumbent upon the heads of both areas/departments to ensure initiation of the review process. If a faculty member holds less than a half-time appointment in one area and more than a half in another area/department, the recommendation will be made by the area/department where the major responsibility lies. It is the primary area/department's responsibility to originate consideration and to inform the secondary area/department of its intent. For these unequal joint appointments, recommendations must be processed according to the regular procedures of both areas/departments. However, while the secondary area/department must process the candidate according to its normal procedures, the outcome of its deliberation will be provided to the primary area/department. The primary area/department shall take into consideration the secondary

area/department's opinion and shall include it as part of the dossier. These specifications apply to all joint appointments, whether or not the salary is divided by source.

Communications or correspondence associated with the tenure and promotion process are not excepted from disclosure under the Texas Open Records Act unless it is related to the policymaking process of the University. Thus, ballot comments, recommendation letters and other correspondence related solely to the issue of tenure or promotion of an individual is subject to disclosure. Therefore, opinions and recommendations by the Promotion, Tenure and Post-Tenure Review Committee, if reduced to writing, could be subject to disclosure. However, a committee member could maintain their anonymity by submitting their ballot with typed comments. Individuals outside the University asked to comment on whether a faculty member merits a promotion or tenure should not be informed that their letters will remain confidential and not be disclosed to the candidate during the tenure approval process. These communications are subject to disclosure once they become part of the faculty member's dossier.

7. Documentation

- a. Materials to be provided by the candidate to the area
 - (1) Appropriate supporting materials that cannot be provided from area files;
 - (2) All materials required by the area's procedural guidelines, and in particular, each of the candidate's annual faculty reports with coordinator's assessments, and a report of the third-year review in the case of probationary assistant professors; and
 - (3) Summaries of research, external funding activity, professional service, and, in consultation with the coordinator, summaries of teaching effectiveness. The teaching summary should clearly delineate contributions to graduate education (if applicable) such as teaching of organized graduate courses, chairing or memberships on thesis and dissertation committees, mentoring individual graduate students, and similar activities.
- b. Materials to be provided by the area coordinator to the dean
 - (1) A separate letter for each candidate giving the following information:
 - (a) Area coordinator's recommendation with evaluation of the candidate's teaching effectiveness, research and professional service;
 - (b) The summary vote of appropriate faculty members;
 - (c) The summary vote of any area committee making recommendations to the area coordinator; and
 - (2) Another section that includes the unsigned ballot comments, separated from the ballots.
 - (3) A file concerning the candidate containing letters or memoranda of advice, opinion, evaluation, or recommendation. Area coordinators should prepare a summary of the qualifications and purpose for selection of each individual from whom a letter has been received, and must disclose which, if any, of the reviewers have had a personal relationship with the candidate (e.g., collaborator, coauthor, former professor, or student). This information shall be submitted along with the letters. Area procedures for soliciting letters shall be included in the written procedures for promotion and tenure developed by the area.

(4) Complete dossier of the candidate organized in the specified format (located on college web site). Copies of publications should be included only if specifically requested by the dean. Copies of these materials will not be forwarded to the provost unless requested.

(5) It is the responsibility of the area to clarify, when appropriate, why the candidate is uniquely qualified for promotion or tenure, i.e., to reflect any circumstances that are not readily apparent.

c. Materials to be Supplied by the dean to the provost:

(1) A cover letter summarizing collegiate procedures;

(2) A letter of recommendation by the area coordinator for each candidate;

(3) A letter of recommendation by the dean for each candidate, including the area vote; and/or

(4) Recommendations of any college-wide review committee, including the summary vote of each such committee; and

(5) The dossier of each candidate, excluding appendices, but including letters solicited by the area coordinator.

8. Appeal of Decision Not to Recommend Tenure

Faculty who contend they have been denied the recommendation for tenure or promotion improperly or unfairly due to (a) considerations that violate academic freedom; (b) constitutionally impermissible reasons; or (c) significant noncompliance with the university's established standards or procedures may address their concerns to the Tenure Advisory Committee through the provost, who shall forward them to the chair of the Tenure Advisory Committee. The composition and responsibilities of the Tenure Advisory Committee and the Hearing Panel procedures are those set forth in OP 32.02, Faculty Non-reappointment, Dismissal, and Tenure Revocation, Section 2.(b)(3).

9. Policy Revision and Implementation

Under the statutory authority of the state of Texas, the Board of Regents has the sole authority to revise this tenure policy. Proposal of revisions is the joint responsibility of the provost and the Faculty Senate in accordance with the principle of shared governance. In addition to the regular reviews, the Tenure Advisory Committee, the Faculty Senate, or other academic groups may submit proposals for revision at any time. Proposals approved by the provost will be reviewed by the Faculty Senate. If the Faculty Senate approves the proposed revisions but judges that they represent significant changes to the intent, standards, or procedures of the policy, the Faculty Senate shall present them to the voting faculty for consideration. In this process, the voting faculty* will vote for approval or disapproval of the proposals. If approved by a majority of those voting, the proposals shall be forwarded by the provost to the president for his/her review. If the president approves the proposed revisions, they will be forwarded to the chancellor and then to the Board of Regents for consideration. Proposed revisions that are not deemed by the Faculty Senate to require a faculty vote shall be sent directly from the provost to the president. If the president approves them, the president will take the recommendations to the chancellor and then to the Board of Regents. (*All tenured or tenure-track faculty on full-time appointments who have completed a residence of at least one year at this university.)

The revised policy is to be implemented immediately upon approval by the Board of Regents. Faculty members being considered for promotion or tenure will have the opportunity to choose to be evaluated under the policy in effect on the date of their hire (if being considered for promotion to associate professor) or the date of their last promotion (if being considered for promotion to full professor) or the current policy. The tenure of faculty members who have attained tenure under prior versions of this policy at Texas Tech University continues. This policy shall not be applied in derogation of any faculty member's contract rights as set forth in the faculty member's letter of appointment.

109 Post-Tenure Review

The following policies and procedures for post-tenure review in the Rawls College of Business were established within the context of Comprehensive Performance Evaluations of Tenured Faculty Members and Faculty Members who received an Academic Promotion (OP32.31). The CoBA Promotion and Tenure Policies and procedures originally became effective with the 1994-95 academic year and were updated to include the post-tenure review procedures in January 2000. [OP.32.31](#) states, “Each faculty member who is tenured or who receives an academic promotion at Texas Tech University is subject to a comprehensive performance evaluation. The evaluation shall be conducted no more often than once every year, but no less often than once every six years after the date the faculty member was granted tenure or received an academic promotion.”

Procedures:

The Dean’s Merit Advisory Committee is a peer-review body with one member elected by the faculty of each of the college’s areas that meets in the spring semester of each year to evaluate faculty performance over the prior calendar year. This committee is also charged with the annual evaluation of all faculty falling under [OP 32.31](#) on a non-comparative basis, categorizing each evaluated faculty member’s performance as either “acceptable” or unacceptable”.

The College Promotion, Tenure and Post Tenure Review Committee (P,T, & PTR) shall be responsible for initiating and conducting comprehensive post-tenure reviews. The committee shall be provided by March 1 with the faculty performance evaluations (i.e., acceptable or unacceptable) of the merit committee for the immediately preceding 5 years of those faculty who are tenured or who have received an academic promotion at Texas Tech. Faculty members not evaluated as unacceptable in at least 3 of the previous five years, and who have not been evaluated as unacceptable for the two most recent years shall be judged as having satisfactory performance.

Those faculty members whose performance has been deemed unacceptable in 3 of the last 5 years or in the two most recent consecutive years shall be fully and comprehensively reviewed by the committee. This comprehensive review shall include, but is not limited to: (a) The evaluation of the faculty member’s annual reports for the previous five years; (b) Classroom visitations for the evaluation of teaching; and (c) An examination of the faculty member’s research.

An ad hoc committee consisting of three tenured members of the candidate’s affinity group (and chaired by the representative of the faculty member’s area on the P,T, & PTR committee) shall be appointed by the dean, in consultation with the faculty member and the faculty member’s area coordinator for the purpose of comprehensively reviewing the faculty member. This committee shall report its findings to the full P,T, & PTR committee no later than May 1. As noted in section 2.C. of OP 32.31, the faculty member may submit supporting documentation as he or she deems is relevant for the comprehensive evaluation. The evaluation by the P,T, & PTR committee shall be completed no later than May 10 and will recommend the appropriate action as described in paragraph 4 of OP 32.31.

Due Process and Rights to Appeal

Due process and rights to appeal shall conform to paragraph 3 of OP 32.31. In the case that the faculty member and the dean cannot reach a mutual agreement on the selection of outside reviewers, the provost shall serve as final authority.

110 Maintenance of Qualification

110.1 Scholarly Academic (SA)

Initial Qualification

Scholarly Academics have (a) earned a doctorate from an accredited business school in a business topic relevant to their teaching, or (b) are doctoral students in the Rawls College of Business (RCOB) who have completed a year of doctoral coursework within the RCOB, or (c) earned a doctorate in a business-related field (e.g. economics or industrial psychology) with a research record to demonstrate expertise within their teaching field.

Maintenance of Scholarly Academic Qualification

To maintain their SA status in the most recent five-year period (after the initial tenure clock begins), faculty members must complete and document, by the end of the five year period, one of the following:

- One publication in an academic journal identified as A+ in the RCOB approved journal list, or
- Two (2) publications in RCOB-recognized, refereed academic journals (but not limited to the RCOB approved journal list), or
- One (1) publication in a RCOB-recognized, refereed academic journal (but not limited to the RCOB approved journal list) AND one (1) of the following RCOB-recognized activities:
 - Publish in a prominent, non-refereed journal
 - Publish a scholarly book
 - Publish a book chapter or case that involves peer-reviewed original research
 - Publish or revise a textbook that is widely distributed for commercial sale
 - Receive a competitive grant refereed by government agencies or other sponsoring institutions
 - Author reports of research results for funded research
 - Serve as editor, associate editor, or editorial board member of a RCOB-recognized, refereed academic journal
 - Other significant scholarly activity, consistent with the preceding activities. However, the responsibility for demonstrating that the activity maintains a faculty member's intellectual capital rests on the faculty member and/or department.

Academic administrators may maintain their SA status through one (1) publication in a RCOB-recognized, refereed academic journal, or, by completing one of the eight scholarly activities identified in the previous list.

110.2 Practice Academics (PA)

Initial Qualification

Practice Academics have either (a) earned a doctorate from an accredited business school in a business topic relevant to their teaching, or (b) earned a doctorate in a business-related field (e.g. economics or industrial psychology) with a research record to demonstrate expertise within their teaching field.

Maintenance of Practice Academic Qualification

To maintain their PA status in the most recent five-year period, faculty members must complete and document, by the end of the five-year period, substantive professional development activities, such as the following:

- Maintain relevant professional certification (e.g., obtain CPE credits)
- Attend and participate in professional development activities
- Engage in consulting activities
- Maintain ongoing current professional work
- Actively serve on a corporate or non-profit board of directors
- Organize, moderate, facilitate, participate, or present at professional and/or academic conferences and workshops
- Serve as leader in a RCOB-recognized professional organization
- Hold a relevant public office or provide relevant leadership in community outreach programs
- Serve as editor, associate editor, or editorial board member of a professional journal
- Provide significant services as a reviewer of professional book, manuscript, textbook, or grant
- Serve as an expert witness
- Complete a faculty internship / externship
- Develop a new academic course or advanced coursework supporting the relevant teaching area

The above list of activities is not meant to be exhaustive. The responsibility for demonstrating that the activity maintains a faculty member's professional qualification rests on the faculty member and/or department.

Alternatively, faculty may maintain PA status by satisfying the SA criteria for academic administrators (as previously stated).

110.3 Instructional Practitioners (IP)

Initial Qualification

Instructional Practitioners have (a) earned a terminal degree relevant to their teaching area, or (b) earned a master's degree related to their teaching area and obtained relevant professional work experience, or (c) earned a bachelor's degree and obtained extensive relevant professional work experience. Generally, the latter requires substantial justification to satisfy SACS credentials requirements.

Maintenance of Instructional Practitioner Qualification

To maintain their IP status in the most recent five-year period, faculty members must complete and document, by the end of the five-year period, substantive professional development activities, such as the following:

- Maintain relevant professional certification (e.g., obtain CPE credits)
- Attend and participate in professional development activities
- Engage in consulting activities
- Maintain ongoing current professional work
- Actively serve on a corporate or non-profit board of directors
- Organize, moderate, facilitate, participate, or present at professional and/or academic conferences and workshops
- Serve as leader in a RCOB-recognized professional organization
- Hold a relevant public office or provide relevant leadership in community outreach programs
- Serve as editor, associate editor, or editorial board member of a professional journal
- Provide significant services as a reviewer of professional book, manuscript, textbook, or grant
- Serve as an expert witness
- Complete a faculty internship / externship
- Develop a new academic course or advanced coursework supporting the relevant teaching area

The above list of activities is not meant to be exhaustive. The responsibility for demonstrating that the activity maintains a faculty member's professional qualification rests on the faculty member and/or department.

Alternatively, faculty may maintain IP status by satisfying the criteria required for academic administrators (as previously stated).

110.4 Scholarly Practitioners (SP)

Initial Qualification

Scholarly Practitioners have (a) earned a terminal degree relevant to their teaching area, or (b) earned a master's degree related to their teaching area and obtained relevant professional work experience, or (c) earned a bachelor's degree and obtained extensive relevant professional work experience.

Maintenance of Scholarly Practitioner Qualification

To maintain their SP status in the most recent five-year period (after the initial tenure clock begins), faculty members must complete and document, by the end of the five year period, one of the following:

- One publication in an academic journal identified as A+ in the RCOB approved journal list, or
- Two (2) publications in RCOB-recognized, refereed academic journals (but not limited to the RCOB approved journal list), or
- One (1) publication in a RCOB-recognized, refereed academic journal (but not limited to the RCOB approved journal list) AND one (1) of the following RCOB-recognized activities:
 - Publish in a prominent, non-refereed journal
 - Publish a scholarly book
 - Publish a book chapter or case that involves peer-reviewed original research
 - Publish or revise a textbook that is widely distributed for commercial sale
 - Receive a competitive grant refereed by government agencies or other sponsoring institutions
 - Author reports of research results for funded research
 - Serve as editor, associate editor, or editorial board member of a RCOB-recognized, refereed academic journal
 - Other significant scholarly activity, consistent with the preceding activities. However, the responsibility for demonstrating that the activity maintains a faculty member's intellectual capital rests on the faculty member and/or department.

Academic administrators may maintain their SP status through one (1) publication in a RCOB-recognized, refereed academic journal, or, by completing one of the eight scholarly activities identified in the previous list.

111 Professors of Practice

Initial Qualification

Professors of Practice (Academic) must meet the same initial qualifications as previously stated for Scholarly Academics and Practice Academics.

Professors of Practice (Professional) must meet the same initial qualifications as previously stated for Scholarly Practitioners and Instructional Practitioners.

Maintenance of Qualification

Professors of Practice (Academic) must satisfy the qualifications as previously stated for academic administrators under Scholarly Academics and Scholarly Practitioners.

Professors of Practice (Professional) must meet the criteria specified in the section “Maintenance of Qualification” under Practice Academics and Instructional Practitioners.

112 Participating and Supporting Faculty

Criteria for identifying participating and supporting faculty are adopted from the AACSB (Association to Advance Collegiate Schools of Business) with additional wording to clarify governance in the Rawls College of Business.

A **participating** faculty member actively engages in the activities of the college in matters beyond direct teaching responsibilities. Such matters include policy decisions, educational directions, advising, research, and service commitments. The faculty member may participate in the governance of the college and be eligible to serve as a member on appropriate committees that engage in academic policymaking and/or other decisions. The individual may participate in a variety of non-class activities such as directing extracurricular activity, providing academic and career advising, and representing the college on institutional committees. The college considers the faculty member to be a long-term member of the faculty regardless of whether or not the appointment is of a full-time or part-time nature and regardless of whether or not the position with the college is considered the faculty member's principal employment. The individual may be eligible for, and participate in, faculty development activities and take non-teaching assignments for such activities as advising as appropriate to the faculty role as defined by the college.

A **supporting** faculty member does not participate in the intellectual or operational life of the college beyond the direct performance of teaching responsibilities. Also, a supporting faculty member does not participate in the governance of the college, have deliberative or involvement rights on faculty issues, have membership on faculty committees, nor is the individual assigned responsibilities beyond direct teaching functions (e.g., classroom and office hours). A supporting faculty member's appointment is normally exclusively teaching responsibilities and is normally ad hoc appointment, for one term or one academic year at a time without the expectation of continuation.

113 Graduate Faculty Membership

The RCOB expects that faculty members will be qualified as either Scholarly Academic (SA) or Scholarly Practitioner (SP) in order to obtain and maintain graduate faculty membership. In exceptional circumstances, a faculty member's area may petition the RCOB Credentials Committee to consider and recommend to the RCOB Dean and the Texas Tech Graduate School that graduate faculty membership is granted to someone possessing exceptional qualifications other than SA or SP qualifications.

For determining graduate faculty membership, the RCOB follows two TTU Operating Procedures: [OP 32.36](#) (Certification of Faculty Qualifications) and [OP 64.10](#) (Graduate Faculty). Specific relevant criteria from these operating procedures are listed below.

Each faculty member teaching courses at the master's level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. In some instances, the master's degree in the discipline may be considered the terminal degree, while in others, a master's degree in the discipline coupled with a doctorate in a related discipline may be appropriate. In the latter cases, the master's degree, or master's degree coupled with a related earned doctorate, must be justified as the terminal degree as provided herein.

All faculty members teaching at the doctoral level must hold the earned doctorate in the teaching discipline or a related discipline. However, in unusual cases, at the request of the area offering the course and with the prior approval of both the dean and the graduate dean, individuals with special abilities may teach doctoral courses --these generally would be people who have demonstrated exceptional scholarly or creative activity or substantial professional experience.

The criteria for membership on the graduate faculty include both university and college standards. The university criteria for membership are:

- a. Possession of the terminal academic degree in the field or recognition for substantive and distinctive contributions to the discipline involved. For individuals in the process of obtaining a terminal degree, certification by their graduate school that all requirements for the degree have been met will be treated as equivalent to possession of the degree.
- b. Evidence of current interest and involvement in scholarly research and/or creative activity.
- c. Successful experience in the teaching, counseling, and/or direction of students at the graduate level. This requirement does not apply to individuals who have recently completed their terminal degrees.

114 Faculty Hiring

The dean must approve all new faculty hires within the college – vacancies are not automatically reallocated to areas in which they occur. Area coordinators should contact the unit supervisor for financial services in the dean’s office once a faculty line is approved. She will go over the steps necessary to open the position. All advertising for the position needs to be approved by the senior associate dean who will route requests for appropriate approvals.

115 Student Evaluation of Faculty Teaching

Each faculty member is required to obtain student evaluations for all organized courses taught in the fall and spring semesters using the standardized university form. A student (not the class TA) from each course or area staff member will monitor student evaluation of courses using material provided. The use of a staff member is strongly preferred. Evaluation forms are distributed to students and the completed forms returned to the Dean’s Suite by the student or staff member administering the evaluation. Comments from students should be compiled in a typed summary comment list for each class section. The lists will be combined into a packet for each faculty member. Evaluations are held in the department office until all are completed; then they are submitted to the computer center for scanning. When completed evaluation forms are returned to the department, they must be filed and stored for three years. When results from the course evaluation scan are ready, they can be downloaded and printed. Faculty members should be provided the numerical summaries for their classes and a copy of the comments. A copy of the evaluation packet (numerical summary and comments) should be kept in the faculty member’s file for at least six years.

116 Scholarship Awards

The purpose of the Rawls College of Business Administration (RCBA) policy for scholarship awards is to allow the college and its academic areas to award scholarships to its most deserving students within the confines of funds availability while complying with the donor criteria of the various scholarships held within the college. The college will award the most deserving students with consideration given for incentivizing recruitment, merit, financial need and donor restrictions. Nothing in this policy & procedure statement supersedes the following TTU Operating Policies or the Coordinating Board Rules regarding scholarships.

TTU OP 30.02 Centralized Scholarship Office

TTU OP 62.17 Payment of Scholarships, Fellowship Grants, and Awards

TTU OP 10.11 Ethics Policy

Coordinating Board Rules Chapter 21, Subchapter B, §21.26(b)(4)

Ethics

Employees of RCBA who are involved in any part of the scholarship awards process will recuse themselves from all scholarship activities in the event of nepotism, bias, conflict of interest and/or prejudice. RCBA will look to the TTU Ethics Policy (OP 10.11) for guidance.

Scholarship Committees

Scholarship recipients will be chosen by committees from each academic area. Each scholarship committee will be made up of no less than 3 faculty members. Each committee is tasked with matching the most deserving students with available funding while observing any and all criteria set forth by the donor(s). Each committee will document the method used to award scholarships and provide a copy of that documentation to the Dean's Office by February 1st of each year. Each committee will also provide a memo (Committee Memo) to the Dean's Office which states the names of its members, the category(s) of scholarships the committee will be awarding, and the term(s) for which scholarships are being awarded. The Committee Memo is due to the Dean's Office by February 1st of each year. Copies of all donor related scholarship memos should be provided to the Rawls College Executive Director of Development.

Funding

Once the Dean's Office receives the Committee Memo, the Dean together with the Senior Associate Dean and the Director of Internal Operations will review funding alternatives and return to the committee, in memo form (the "Funding Memo"), a listing of scholarship fops from which to award scholarships, and the corresponding amounts available in each FOP. The Funding Memo will be returned to the committee within one week from the date the Committee Memo is received. Committees may not advise students that they will be receiving a scholarship until after the funding memo has been issued. Committees may not exceed the funding amounts provided in the funding memo for any of the individual scholarship FOPs. Overages will not be covered by the Dean's Office without prior approval from the Dean. Committees will access donor restriction information for each scholarship FOP they award from the RCBA Scholarship Donor Restrictions database. The Unit Coordinator for each area issuing scholarship awards is responsible for issuing an award letter to the student and for collecting thank you letters from students receiving scholarships awarded from their academic areas.

Scholarship Tracking System (STS)

Scholarship committees will complete an official RCBA form to advise the Dean's Office of all scholarship recipients ("Scholarship Recipients form"). ***This form is due to the Dean's Office by March 1st of each year. For graduate students starting in the spring, or applying for summer scholarships, the Scholarship Recipients form is due to the Dean's Office at least 30 days prior to the start of the semester for which the student is being awarded.*** Once the Scholarship Recipients form has been received and approved by the Dean's Office, committees may advise students that they have been awarded. Funding will be entered into STS by the Director of Internal Operations. The Unit Manager for the Dean's Office will enter undergraduate students' awards into STS. The Unit Coordinator for Graduate Services will enter graduate students' awards into STS. Awards will be entered to STS on an academic year basis with the exception of graduate students starting in the spring semester and dual degree MBA students attending in the summer. Every semester, each area will be responsible for reviewing students' GPAs to ensure eligibility is being maintained. Students who do not meet the requirements of their scholarship will have their awards revoked for the subsequent semester. ***If multi-year funding is promised to any student(s), it is the responsibility of the awarding committee to enter the recipient's information on the Scholarship Recipient's form each year, and these award amounts must be counted as part of the total funding provided for in the Funding Memo.***

Students' Responsibilities

Students receiving scholarship awards are responsible for preparing a thank you letter to the donor of the award. Undergraduate students receiving scholarships from their academic area will submit their thank you letters to the area's Unit Coordinator. Undergraduate students receiving college scholarships will submit their thank you letters to the Unit Manager for the Dean's Office, and Graduate students will submit their thank you letters to the Unit Coordinator for Graduate Services. The Unit Manager for the Dean's Office and the Unit Coordinator for Graduate Services will track thank you letters and will revoke scholarship awards for students who do not submit thank you letters within 30 days of receiving their award letter.

Normal Award Periods

The scholarship application cycle begins each September for the following academic year. TTU OP 30.02 discusses application deadlines for students to apply for university scholarships. TTU OP 30.02 also sets deadlines for departments to enter first-round scholarship offers into STS. Both the application deadlines and the STS deadlines are shown in the tables below. According to information obtained from the Graduate School's website, academic areas are responsible for setting their scholarship application deadlines for graduate level students. Scholarship application deadlines for Rawls College of Business Administration graduate students are shown below.

117 Rawls College Councils and Committees

117.1 Councils

Rawls College Leadership Council

Charge: Advise the dean on the administrative issues of the college

Members: Dean, Associate Deans, Area Coordinators, and Directors

Rawls Coordinating Council

Charge: Advise the dean on the academic issues in the college

Members: Dean, Associate Deans, Executive Directors, and Area Coordinators

117.2 Committees

Faculty Credentials Committee

Charge: Assessment of the research, teaching, and participation level of the college faculty

Members: Appointed bi-annually by the dean; Chair selected by committee

Graduate Programs and Assessment Committee (GPAC)

Charge: Curricular oversight for all graduate programs and sole oversight committee for MBA programs. Primary curriculum management lies with the areas for doctoral and master's specialist programs, but GPAC maintains secondary oversight to ascertain that these programs' curriculum are consistent with the mission of the college and university. Included in this curriculum oversight is a mandate to seek continuous improvement of the graduate curricula through the use of assessment data. GPAC will also coordinate with the Office of Graduate and Professional Studies regarding graduate admissions and other operational issues as requested.

Members: Appointed bi-annually by the dean; Chair selected by committee

Merit Advisory Committee

Charge: Assessment of faculty annual reports as advisory to the Dean's merit adjustments

Members: Elected annually by area faculty; Chair selected by committee

PhD Committee

Charge: Administration of operations related to doctoral programs, including curriculum, assessment, recruitment, retention, and grade appeals for doctoral courses.

Members: Appointed annually by the dean; Chair appointed by the dean

Promotion & Tenure/Post Tenure Review Committee

Charge: Promotion, tenure, and post-tenure review

Members: Elected annually by area faculty; Chair selected by committee

Research Advisory Committee

Charge: Review of faculty research grants and awards

Members: Appointed annually by the Dean; Chair selected by committee

Textbook Committee

Charge: Annual approval of use of faculty authorized textbooks; annual approval of all educational materials for classes of the college

Members: Appointed annually by the dean; Chair appointed by dean

Undergraduate Programs and Assessment Committee (UPAC)

Charge: Curricular oversight for undergraduate programs and sole oversight committee for the undergraduate business core curriculum. UPAC should ascertain that the undergraduate business core curriculum and area curricula are consistent with the mission of the college and university – including a mandate to seek continuous improvement of the undergraduate core curriculum through use of assessment data. UPAC will also coordinate with the Office of Undergraduate Services Center for various operational issues as requested.

Members: Appointed bi-annually by the dean; Chair selected by committee

118 Annual Faculty Development Plan -
To be determined

119 Rawls College Faculty Workload Policy
Provided as a separate document

200 General Policies

200.1 Academic Year

The academic year for faculty begins on the date the faculty reports for duty for the fall semester and concludes the Monday after spring Commencement. This is the duty period that faculty members are expected to observe. The first pay period begins on September 1 and the last pay period ends on May 31. Faculty members may choose to have their nine month salary divided into twelve equal payments. Faculty members may receive appointments for summer teaching at the discretion of their area coordinator and dean.

200.2 Academic Freedom

Institutions of higher education exist for the common good. The common good depends upon a free search for truth and its free expression. Hence, the faculty member must be free to pursue scholarly inquiry without undue restriction and to voice and publish conclusions concerning the significance of evidence considered relevant. The faculty member must be free from the corrosive fear that others, inside or outside the university community, because of their differing view, may threaten the faculty member's professional career or the material benefits accruing from it (www.aaup.org/aaup). Each faculty member is entitled to full freedom in the classroom in discussing the subject taught. Each faculty member is also a citizen of the nation, state, and community, and when speaking, writing, or acting as an individual citizen, must be free from institutional censorship or discipline. Recent experience at several U.S. universities indicates that, from time to time, an allegation of misconduct in research or scholarly activity may be made against a member of an institution's faculty. If such an allegation were made at Texas Tech University, the allegation would be dealt with according to [OP 74.08](#).

200.3 Academic Integrity

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension.

The instructor in a course is responsible for initiating action for dishonesty or plagiarism that occurs in his or her class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should not submit a grade until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester. See OP 34.12 and the section on "Academic Dishonesty" in the Code of Student Conduct for more information.

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

“Cheating” includes, but is not limited to, the following:

- a. Copying from another student’s test paper.
- b. Using materials during a test that have not been authorized by the person giving the test.
- c. Failing to comply with instructions given by the person administering the test.
- d. Possessing materials during a test that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
- e. Using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program.
- f. Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with an assignment without authority.
- g. Discussing the contents of an examination with another student who will take the examination.
- h. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.
- i. Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment.
- j. Paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program.
- k. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
- l. Taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
- m. “Plagiarism” includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work being offered for credit. Any student who fails to give credit for quotations or for an essentially identical expression of material taken from books, encyclopedias, magazines, Internet documents, reference works or from the themes, reports, or other writings of a fellow student is guilty of plagiarism.
- n. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- o. “Falsifying academic records” includes, but is not limited to, altering or assisting in the altering of any official record of the university, and/or submitting false information or omitting requested information that is required for or related to any academic record of the university. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

- p. “Misrepresenting facts” to the university or an agent of the university includes, but is not limited to, providing false grades or resumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.

200.4 Instructor Responsibilities

The instructor in a course is responsible for initiating action in cases where there is an admitted act or convincing evidence of academic misconduct. Before taking such action, the instructor should attempt to discuss the matter with the student. If the alleged misconduct involves a final exam, the instructor will withhold the grade until a reasonable attempt can be made to contact the student after the end of the semester.

200.5 Instructor Sanctions

If academic misconduct is determined by the instructor, a failing grade shall be assigned to either the assignment in question or to the course grade. When a student is given a failing grade in a course as a result of academic misconduct, the instructor shall report in writing to the instructor’s area coordinator the facts of the case and the action to be taken against the student. The area coordinator shall provide a copy to the student, to the dean (and the Graduate Dean in the case of graduate students) and to the Student Judicial Programs office.

200.6 Grade Appeal Procedure

The Grade Appeal Procedure may be used to appeal a failing course grade, but not a failing grade given for a class assignment. The disciplinary penalty of a grade of F shall not be implemented until the disciplinary procedure of grade appeal process has been exhausted. A student may continue the course work until a final decision is made.

200.7 Repeated Academic Misconduct

In cases of repeated violations, either the instructor (through his or her Area Coordinator and/or academic dean) or the dean may refer the case to the Student Judicial Programs office for further disciplinary proceeding.

200.8 Academic Regulations

Regulations concerning admission, registration, grading practices, class attendance, the university calendar, and other similar matters are stated in the current [*Undergraduate and Graduate Catalog*](#). Faculty members are advised to consult the catalog in order to become familiar with those regulations. Information concerning admission of graduate students is contained in the Graduate School section of the catalog. Additional information may be distributed as needed by memoranda or letters.

200.9 Adoption and Sale of Textbooks and Related Materials

Texas Tech University encourages faculty members to publish textbooks and other professional works. Such textbook may be used by the author or by other staff members in their classes if the textbook has been printed by a recognized and reputable publishing house at its own risk and expense, has been made available for open sale, and has been approved for

classroom use by a committee of the department. Such approval must be made in writing and is to be secured annually. Educational material in any multi-graphed form, which is to be sold for use in class or in laboratory work, must be approved by a departmental committee. Such material is to be made available to students through an established bookstore or copying service. A member of the faculty or staff may not have any financial interest in, or receive any financial compensation from, the sale of such material. Under no circumstances shall money be paid by a student to a teacher or instructor for any instructional material. A committee shall be appointed by the Faculty Senate to render an advisory opinion or to hear any appeal lodged with the provost by either faculty, administrator, or student, concerning any alleged conflict of interest from the sale of textbooks or other materials. (OP 30.18)

200.10 Americans with Disabilities Act (ADA)

The Americans with Disabilities Act, Public Law 101-336, was signed into law on July 26, 1990. This far-reaching statute does more than simply add “disability” to the list of protected classes under federal law and is not simply a duplication of The Rehabilitation Act of 1973. It was the intention of Congress to effect sweeping changes in the attitudes and practices of American businesses and state and local government agencies in order to remove barriers to employment and services for persons with disabilities. With the growing number of disabled students on campus, it is important that faculty members be aware of how they are identified, when and how to make reasonable accommodation, the services available to disabled students, and the assistance available to faculty in this process.

Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) require that universities, and all faculty and staff therein, make reasonable accommodation for all students with disabilities in all programs and activities, both academic and nonacademic. If such reasonable accommodation is denied to any disabled student, the institution may be held in violation of the law. It is advisable that you ask in each first class session that students with disabilities or health problems identify themselves to you (privately after class or during your office hours) and indicate to you any special accommodations you will need to make for them during the semester (for example, extended time examinations). Examples of how this may be done are included below. While disabled students are always told to notify their professors, some may be reluctant to do so.

Faculty are not allowed to provide accommodation for a student’s disability needs unless the student provides proof of a disability for which the accommodation requested is appropriate. While such proof should ideally be provided at the beginning of the semester, accommodation requests can be submitted at any time during a semester. The accommodations begin on the date the letter is signed by both the instructor and the student and are NOT retroactive.

The university-approved mechanism for doing so is a Letter of Accommodation (LOA) from Student Disability Services. The LOA on official university letterhead indicates to faculty members that the student has given proof of his or her disability and that the accommodation noted is considered appropriate and reasonable. No further proof of disability should be required of the student. Students presenting verification other than the LOA should be referred to Student Disability Services in West Hall, Room 335 for the appropriate identification. No requirement exists that accommodation be made prior to completion of the approved university process. Faculty should be aware of the related student grievance process as detailed

in the *Student Handbook*. It is our hope that this system will enable faculty and staff to easily and quickly access those resources necessary to respond effectively to these students' needs, particularly those students whose disabilities are not visible or as familiar as others. Student Disability Services is available to advise and assist faculty members in the accommodation process. Faculty can train in disability awareness and accommodation procedures for any employees of the university. Student Disability Services also provides a comprehensive faculty guide to working with students with disabilities. Copies are available to any faculty member either electronically or in printed version. They can be reached at 806.742.2405.

Keep in mind that the purpose of classroom accommodation is to eliminate the competitive disadvantage caused by the disability itself. Students with disabilities should be expected to do the same quality of work and the same quantity of work as every other student. It is the method by which this is accomplished that is sometimes different. An example for a statement in class would be: "I would appreciate hearing from anyone who has a disability that may require some special accommodations. I am sure we can work out whatever arrangements are necessary. Please see me after class or during my office hours."

Faculty are required to insert the following into each course syllabus:

- *Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office in 335 West Hall or 806-742-2405.*

This is required as part of [OP 34.22](#), "Establishing Reasonable Accommodations for Students with Disabilities" and is the only acceptable statement. Any other syllabus statement should be removed and replaced with the official statement above in order to assist the university with maintaining ADA compliance.

200.11 Appointments

Original appointment to the faculty of Texas Tech University is confirmed per official letter setting forth the regular and standard conditions of employment, including salary and period covered. It is conditional on criminal background clearance and on receipt in the provost's office of all official baccalaureate, master's, and doctoral transcripts, a CV, and proof of authorization to work in the United States. Any special provisions and conditions are included with the letter. The letter bears the signature of the provost (or designated representative) at the time sent to the appointee, as well as instructions for completion and disposition of the copies. Notification will be given of subsequent changes in rank or salary. ([OP 32.17](#))

200.12 Awards and Honors

Awards and honors are available to faculty through selection by various entities such as the Honors and Awards Council, the Texas Tech Association of Parents, Mortar Board and Omicron Delta Kappa, Faculty Development Committee, Research Council, Alumni Association, the Teaching Academy and deans. These awards include the Spencer A. Wells Faculty Award, Hemphill Wells New Professor Excellence in Teaching Award, Barnie E. Rushing Jr. Faculty

Distinguished Research Award, Faculty Distinguished Leadership Award, Faculty Recognition Award by Mortar Board and Omicron Delta Kappa, President's Excellence in Teaching Award, President's Academic Achievement Award, President's Book Award, Alumni Association New Faculty Award, Excellence in Equity Award, and the Teaching Academy's Departmental Excellence in Teaching Award, and others.

200.13 Civility in the Classroom

Texas Tech University is a community of faculty, students, and staff that enjoys an expectation of cooperation, professionalism, and civility during the conduct of all forms of university business, including the conduct of student–student and student–faculty interactions in and out of the classroom. Further, the classroom is a setting in which an exchange of ideas and creative thinking should be encouraged and where intellectual growth and development are fostered. Students who disrupt this classroom mission by rude, threatening, abusive or obscene language and/or behavior will be subject to appropriate sanctions according to university policy. Faculty members are expected to maintain the highest standards of professionalism in all interactions with all the constituents of the university. See the website:

www.depts.ttu.edu/officialpublications/catalog/EthicalPrinciples.php

200.14 Commencement

Commencement ceremonies are scheduled three times each academic year. The December ceremony honors fall graduates. The May commencement honors spring graduates, and the August ceremony honors those students who complete their degree requirements during the summer. Faculty members are urged to participate in commencement ceremonies.

200.15 Communicable and Transmittable Disease Control in the Employee Workforce

Texas Tech University is committed to providing fair and equal employment opportunities for all individuals, including those who have been exposed to communicable and/or transmittable diseases. The university is also committed to providing a safe workplace for all employees and a safe environment for its students which meets or exceeds federal, state, and local regulations.

The university is legally and ethically required to refrain from releasing any information pertaining to a person diagnosed as having a serious medical illness. Knowledge of any person so affected will be confined to those persons with a direct need to know.

This policy applies to all areas of the university and personnel administration including, but not limited to, hiring, job assignment, opportunities for training and development, pay, benefits, promotions and demotions, layoffs and terminations, and standards of personal conduct.

The following definitions apply:

- a. Communicable Disease—A disease easily spread by casual contact and which poses a threat to other employees and/or to students.
- b. Transmittable Disease—A disease not easily spread by casual contact but which may be blood borne, transmitted sexually or through other bodily fluids, or transmitted in other ways so as to pose only a limited threat to other employees and/or students.
- c. Noncommunicable Disease—A disease not considered transferable from person to person so as to pose no threat to other employees and/or students.

An employee who is a victim of a communicable or transmittable disease as determined by medical certification may elect to utilize sick leave, vacation leave, and temporary disability leave without pay benefits in accordance with normal university policies (OP 70.01) and/or family and medical leave policies (OP 70.32).

An employee who is a victim of a communicable or transmittable disease which poses a threat to other employees or students may be required by the applicable administrative officer to utilize additional sick leave, vacation leave and/or leave without pay benefits until such time as the threat is removed. The employee may also be required by the university to obtain a medical certification that he/she does not represent a threat to other employees or students prior to being permitted to return to work at the discretion of the applicable administrative officer. The employee may also be reassigned to other work or to other work areas in order to reduce or remove the threat posed to other employees or students. Each case will be evaluated on the basis of that particular case taking into consideration the desires and rights of the employee, the safety of the workplace, and the needs of the university.

An employee who is a victim of a non-communicable disease as determined by medical certification may elect to use sick leave, vacation leave, family and medical leave, and temporary disability leave without pay benefits in accordance with normal university policies. Such employees may be permitted to work as long as they are able to work a regular schedule and fulfill the duties and responsibilities of their position. (OP 70.24)

200.16 Conflict of Interest and Ethics Code

By state law, no officer or employee of a state agency shall have any direct or indirect interest, financial or otherwise, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of duties in the public interest. The full text of this law may be found in Texas Government Code, Section 572.001 (Vernon, 1994) [\(OP 10.11\)](#).

200.17 Holding Non-Elective Offices and Multiple State Employments

In November 1967 the voters of Texas approved an amendment to the Texas Constitution that would allow “non-elective state officers and employees to serve in other non-elective offices or positions under this state or the United States ... if the offices or positions are of benefit to Texas or are required by state or federal law, and there is no conflict of interest with the original office or position . . .” (Art. 16, Sec. 40-Texas Constitution). Notification of such appointments should be made in writing and submitted through administrative channels for Board of Regents’ approval before the faculty member accepts. [\(OP 70.15 & OP 32.07\)](#)

200.18 Sponsored Research

In response to federal requirements, the university has established a policy on conflicts of interest in sponsored research. The policy requires that any faculty or staff member listed as an investigator on a proposal disclose any significant financial interests, including interests of their spouse and dependent children, that would reasonably appear to be affected by the research or educational activities proposed for funding, or any significant financial interest in an entity

whose financial interest would reasonably appear to be affected by the research or educational activities funded, or proposed for funding, by an external sponsor. (OP 70.37)

200.19 Consulting or Outside Employment

It is desirable that the faculty be composed of persons with such competence in their fields that their service in a professional capacity will be sought outside the university. Hence, a faculty member may, with prior approval of administrative authorities, do outside work for pay during the months of regular employment, not to exceed 10 hours per week. However, such outside work must not interfere with normal duties, including those extra responsibilities expected of all faculty members. Therefore, the amount of time involved and absence from the campus while rendering outside services are of primary concern. Outside employment must be compatible with the interests of the institution and of such a nature that it will not impair the usefulness of the individual as a teacher and scholar. Details regarding consulting or outside employment are covered in OP 32.07.

200.20 Correspondence Requiring Official Action

Correspondence requiring official action goes from the faculty member to the area coordinator for transmittal to the dean, to the provost, and to the president. Routine correspondence (such as request for leave of absence, budgetary matters, etc.) is normally routed only to the person designated to take the action requested. No correspondence of a personal nature should be transmitted on university letterhead.

200.21 Days of No Classes

During the days of no classes before final examinations, no university activities may be scheduled without prior approval by the Provost's office. These include study periods, make-up examinations, or any other activity that would interfere with the individual study time available to students.

200.22 Emeritus Appointments

The Board of Regents has established the following policy with respect to emeritus appointments. The title "Emeritus" may be conferred as recognition for long and faithful service, or for very distinguished service to the institution. Members of the faculty with rank of professor or associate professor at retirement may be given emeritus appointments provided they have completed at least 10 years of service at Texas Tech University or have been recommended on the basis of "very distinguished service." Administrative officers in major positions at the time of retirement from administrative duties may be considered for emeritus appointments. Emeritus appointments are strictly honorary and without stipend. Each such appointment shall be subject to approval by the Board of Regents upon recommendation by the President with concurrence by the Chancellor. ([OP 10.07](#), [04.01.2C-Sec. 04.01.2 Regents' Rules](#))

200.23 Endowed Chairs and Designated Professorships

Designated academic positions are one means the university uses to honor certain faculty assignments. Designated positions affirm the importance of an area of scholarship and inquiry. They give the university the ability to attract and retain scholars of extraordinary talent. Policies and procedures related to establishing endowed chairs and professorships are in [OP 02.08](#) and [OP 32.22](#).

200.24 Horn Professorships

Horn Professorships—the highest honor the university may bestow on members of its faculty—are granted to professors of international or national distinction for outstanding teaching, research, or other creative achievement. The number awarded is not limited, nor is any attempt made to maintain any fixed ratio between colleges or departments. The base salary of an appointee is increased by not less than \$8,000, with a discretionary account in the amount of \$20,000 per year. The first four appointments were made in 1967 and were named in honor of Texas Tech's first president, Paul Whitfield Horn.

200.25 Faculty Enrollment in Courses

Full-time members of the faculty and staff of Texas Tech may enroll for courses by permission of the Area Coordinator person concerned. In registering for graduate work, they become subject to the usual regulations of the Graduate School. However, members of the faculty who hold rank higher than instructor at Texas Tech are not normally eligible to pursue a graduate degree program at this institution; exceptions require prior approval of the college dean. Faculty members enrolling for course work are exempt from payment of nonresident tuition. Families of faculty members who work half-time or more pay resident tuition.

200.26 Faculty Responsibility

Texas Tech University is a publicly supported institution that is obligated to provide instruction in higher education; to advance knowledge through scholarship and research; and to provide related services to the community, the state, and the nation. As a center of learning, the university has the obligation to maintain conditions that are conducive to freedom of inquiry and expression in the maximum degree compatible with the orderly conduct of its functions. The responsibilities of the university dictate, to a major extent, the responsibilities of the individual faculty member. The faculty member is properly concerned with the whole process of education and is aware of the responsibilities of the university in a free society. Responsibility is assumed for performing several essential functions: research, teaching, university service, professional service, and community service.

200.27 Teaching

The faculty member has responsibilities to students, to a discipline, to a profession, and to the university in their teaching responsibilities. These responsibilities entail facilitating the intellectual and emotional growth of students, encouraging free inquiry in the classroom, and striving to create and maintain a climate of mutual respect that will enhance the free interplay of ideas. A faculty member has a responsibility to recognize the varying needs and capabilities of students and to make every effort to assure that evaluations of students' work reflect the students' level of achievement. The faculty member also has the responsibility to uphold the highest scholarly standards and encourage respect for such standards in the classroom; to engage in a continual and critical study of the subject matter of one's discipline; to ensure that class presentations contain the most current and useful knowledge and that the course being taught is consistent with the course of study outlined by a department or college; and to recognize the responsibilities of a teacher as a counselor and devote a reasonable portion of time aiding, guiding, and counseling students outside the classroom. Finally, the faculty member has a

responsibility to strive to maintain those skills and values that ensure the continuation of free and open inquiry.

200.28 Curriculum Changes

All curriculum changes (including adding or deleting courses, program, certificates and specialization; changing the delivery format of a course; renaming or changing credit hours for existing course) must be presented to GPAC (graduate level) or UPAC (undergraduate level). GPAC and UPAC will vote on the proposed changes upon approval by the appropriate committee, requested changes are next presented to the Coordinating Council. Upon approval of Coordinating Council the Senior Associate Dean will submit graduate changes to Academic Programs Committee of the Graduate Council, transmitted via the Academic Council. Undergraduate changes go directly to Academic Council for approval.

200.29 Research, Creative, and Scholarly Activity

Through research and scholarly activity, a faculty member grows intellectually, stimulates students' learning, and adds to the accumulated knowledge of a discipline. A faculty member should strive constantly to contribute to the growth and understanding of knowledge in one's particular field through creative research and scholarship. The faculty member has an additional responsibility to share the results of research by disseminating them to students, colleagues, and professionals in one's discipline and to the public.

200.30 University Service

A faculty member has a responsibility to participate in the various activities, programs, and functions related to the enhancement of the university, such as participating in the formulation of academic policies, service on university committees, and accepting other assignments.

200.31 Professional Service

Within one's field of competence and as time and resources permit, the faculty member has a responsibility to respond to requests for advice and aid and to participate in the activities of one's profession. The faculty member should exercise care to avoid infringement upon obligations and responsibilities to the university.

200.32 Community Service

As a member of a community, the faculty member has the same obligations and responsibilities as those incumbent upon other members of the community to contribute to the effective functioning of the community. Such services should be consistent with regulations of the university and the state. In the case of both professional and community service, the faculty member should exercise discretion in distinguishing between acts carried out or statements made as an individual or a professional and those carried out or made as a representative of the university. ([OP 32.06](#))

200.33 Conduct of University Members

Colleges and universities that are tax-supported must function in accordance with the public trust, and the actions by faculty, staff, and students within them must be consistent with the execution of that trust. Each employee of the university shall be furnished a copy of this policy,

([OP 70.31](#)), and shall be required to abide by the terms of this policy as a condition of employment

200.34 Drug-Free Workplace

It has long been the policy of the university to maintain a drug-free workplace as exemplified by [Section 03.02.1i Regents' Rules](#), approved May 11, 2001. Furthermore, the Drug Free Schools and Communities Act Amendments of 1989—changed to the Clery Act—require that the university review each year the laws pertaining to the *Students Right to Know-Clery Act* and determine the information required for compliance. ([OP 76.02](#)) The Campus Safety website (www.safety.ttu.edu) will include a statement of TTU's policies regarding a drug-free workplace.

200.35 Employee Assistance Program

The university offers counseling through the Employee Assistance Program (EAP) to assist employees and their family members with substance abuse problems. This confidential service is also available for other personal problems such as emotional stress, trauma, divorce, parenting problems and financial problems. The EAP provides concerned assessment by licensed professional counselors. Texas Tech employees are entitled to five (5) free counseling sessions (individual, couple, or family) per academic year. Daytime and evening appointments are available. When necessary, the employee or family is referred to the most appropriate service available at the least cost. The EAP is located at the Texas Tech University Health Sciences Center. To use the EAP, call 806.743.1327. Employees who feel they may have problems with drug use are urged to take advantage of this confidential program. Additional information is available on the EAP website (www.eap.ttuhs.edu).

200.36 Sexual Harassment

A basic objective of the university is to provide an environment in which faculty, staff, and students may pursue their careers and studies with a maximum of productivity and enjoyment. Behavior or conduct that interferes with this goal is not to be condoned or tolerated.

It is the policy of the university to maintain a work place and a learning environment free of sexual harassment and intimidation. Harassment of students on the basis of sex is a violation of Section 106.31 of Title IX of the Education Amendments of 1972. Harassment of Texas Tech University employees on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the Texas Commission on Human Rights Act. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, participation in a university-sponsored educational program or activity, or in return for a grade or other consideration;
- Submission to or rejection of such conduct by an individual is used as the basis for an academic or employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive working or educational environment.

Any faculty member, staff member, or student may pursue a grievance within the procedures outlined in [OP 10.09](#) without fear of reprisal, stigma, or threats if a complaint is filed in good

faith. In conducting an investigation, the right to confidentiality, both of the complainant and of the accused, will be respected. The entire Sexual Harassment Policy appears in [OP 10.09](#). Pursuant to Article IX, Section 123.5 of the General Appropriations Act, Texas Tech is implementing EEO-Sexual Harassment training for each new benefits-eligible employee whose first day of work was after December 31, 1997. This is required training. Supplemental training for all employees (faculty and noninstructional staff) will be required biennially.

200.37 Faculty–Student Conflict of Interest

The university is responsible for ensuring the integrity of the roles of faculty and students during the period of graduate or undergraduate enrollment and protecting them from conflict of interest. Faculty must avoid academic supervisory, teaching, or evaluative relationships with students that pose significant conflicts of interest from the standpoint of personal or professional connections. Such connections might include husband-wife or other affectional liaisons, supervisor-employee relationships, or parent-child relationships. The appearance of a conflict of interest should be avoided. [OP 32.33](#) sets forth details of procedures that are to be followed in this regard.

200.38 Faculty Workload

The faculty workload policy adopted by the Board of Regents conforms to the regulations of the Texas Higher Education Coordinating Board and the legislature. The current policy is set forth in [OP 32.18](#). In summary, the policy indicates that faculty members in their normal academic assignments are expected to carry out a number of essential functions, including the teaching of organized classes; academic advising and counseling; supervising practica, internships, and clinical teaching; directing individual study, theses, and dissertations; developing curricula; researching in scholarly areas; and serving related institutional and public entities. Teaching load is but one aspect of faculty workload. Responsibilities for assigning appropriate workloads shall rest with the area coordinator and dean; assignments are reviewed at the Provost level, monitored for compliance and equity, and reported to the President and Board of Regents each term. The RCBA workload policy is outlined in Section 119.

200.39 Final Examinations

The official university policy on final examinations is as follows:

- Five days are to be scheduled for final examinations at the end of each full semester. Summer term final examinations are scheduled for two days.
- A 2.5 hour period of time is to be available for administering individual final examinations. Within the time period, instructors may limit the time of a given exam by prior announcement.
- Individual faculty members determine whether a final examination or some other summary submittal or performance is appropriate for the course being taught, unless there is an area-wide exam for the course. College objectives, student welfare, and faculty responsibilities should be considered in reaching this decision.
- Individual faculty members decide whether student exemptions from a final examination are appropriate.
- All faculty members giving final examinations adhere to the printed scheduled time unless granted permission to deviate from the official time by the area coordinator and the dean. Final examination schedules are available on the website www.depts.ttu.edu/officialpublications/ClassSchedule/FinalExams.php.

- Examinations other than bona fide make-up examinations are not to be given during the last week of classes or during the day of no classes. Courses wherein lab examinations and design studio reviews are normally scheduled the week prior to finals are excluded from this policy. Days of no classes are study days, and no class review sessions or similar classes may be scheduled then or during final exams. ([OP 34.10](#))

200.40 Teaching Responsibilities

This section has now been merged with 200.27.

200.41 Grade Records

Grade records should be retained for a minimum of four calendar years. Grade records are defined as grade books, computer and noncomputer-generated grade sheets, and other such materials that permit a reconstruction of a student's graded performance in a course. Grade records are not limited to the final grades submitted at the end of a semester. The need to retain grade materials for at least four years is based on reviews that have occurred following student appeals both on and off campus, including grade appeals, charges of racial discrimination and sexual harassment, and appeals to federal agencies. Area coordinators must collect grade records, or copies of grade records, from instructors who retire or who otherwise leave the university. Each college will determine how materials are to be stored and, in general, how the process will be monitored.

200.42 Grade Replacement

After a course has been retaken at Texas Tech, a student may apply to the Registrar for grade replacement. This policy applies to students enrolled at the university during spring 1993 through spring 2004 and applies only to those who have not received a baccalaureate degree at the time of the request. First-time freshmen entering in the fall of 2004 or after may not repeat a course more than once without paying a substantial fee. They may not repeat a course for grade replacement in which they have received a C or higher. These students have four W's permitting them to drop a maximum of four courses during their time at Texas Tech. Transfer students entering in the fall of 2004 and after have three W's. The student-initiated drop/add period at the start of the term lies outside these limits in regard to the number of drops.

The grade replacement is for the purpose of providing an adjusted grade point average. The most recent passing grade will replace all previous grades in that course. The cumulative adjusted GPA will be posted on the bottom of the student's transcript. A notation will indicate the original course which is being replaced. The original grade and original cumulative GPA will remain (does not show in Banner transcript). The cumulative (not the adjusted) GPA will be used for honors.

The grade of I is given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given instead of an F. Prior to assigning the I, the instructor must fill out a form provided on the Raiderlink portal stating the reasons beyond the student's control for granting the I and the conditions to be met to remove the I. Both the student and faculty member must sign the form. The I may be replaced by an R if the course is repeated, and the appropriate grade will be given for the second registration. The grade of I will revert to an F after one calendar year if the conditions for completing the I as stated on the form have not been met.

An application for grade replacement may be obtained and initiated by the student in the Office of the Registrar after the current semester academic procedures have been completed. The approved form is scanned into student records. Students may apply after the passing grade is received in the replacing course. A student replacing a grade received before fall 1983 should contact the office of the student's academic dean. ([OP 34.15](#))

200.43 Holding Public Office

The Board of Regents does not undertake to determine whether an employee or a member of the faculty of the institution shall become a candidate for, or shall accept, an elective, full-time public office. A faculty member or staff employee may accept a public office or membership on the governing board of a school district, city, town, or other local governmental district provided no salary is received by virtue of such office. A faculty member or staff employee must maintain as a priority the full and complete performance of her or his assigned duties while holding such office. Acceptance of an additional position that pays a salary, per diem or benefits and in instances when the two positions are such that they cannot be held at one time by the same person will automatically be considered as a resignation of employment with Texas Tech University. ([OP 32.07](#) & [OP 70.15](#)) See TX Constitution, Art. 16, Sec. 40.

200.44 Leaves of Absence

It is a policy of the university to grant leaves of absence to members of the faculty and staff to attend conferences and professional meetings when such attendance will enhance the prestige of the university and contribute to the professional development of the individual and to the advancement of knowledge within his or her professional field. Request for such leaves should be initiated at the departmental level well in advance of the date of departure. If approved by the Area Coordinator, such requests are forwarded through normal channels to the President for action. All requests for leaves should be filed as early as possible prior to the departure date. Only in rare instances should applications be submitted for absence during critical periods of operation of the university. Critical periods are those during which the responsibilities of the position are particularly involved. The beginning or close of any semester or term or at any time when reports are customarily due are examples of critical periods.

200.45 Development Leave

Faculty Development Leaves are provided by legislative action "designed to enable the faculty member to engage in study, research, writing, and like projects for the purpose of adding to the knowledge available to himself, his students, his institution, and society generally." §51.102, Education Code. There are attendant statutory regulations concerning such leave. The Provost annually makes notification of the number of leaves to be available and procedures for selection of such leaves. The Faculty Development Committee screens applications and makes recommendations to the Provost.

A faculty member on faculty development leave continues to be an active participant of the Teacher Retirement System of Texas or of the Optional Retirement Program. Deposit and membership dues required to be paid to the TRS or to the ORP and any other amounts required or authorized to be deducted from the compensation paid any faculty member will be deducted from the compensation of those faculty members on leave. ([OP 32.29](#))

200.46 Sick Leave

A regular faculty member shall, without deduction in salary, be entitled to sick leave subject to the conditions listed in [OP 32.11](#). Malingering and other abuses of sick leave shall constitute grounds for dismissal from university employment. A Sick Leave Pool is maintained to benefit regular employees who suffer catastrophic injuries or illnesses. Refer to [OP 70.01](#) for details. Exceptions to the amount of sick leave an employee may take may be authorized by the President on an individual basis after a review of the merits of each particular case. Requests must be made through administrative channels to the Provost and then to the President. The proper reporting and accounting for sick leave is mandated by the legislature. ([OP 32.11](#))

200.47 Misconduct in Research by Faculty

When an allegation of fraudulent conduct in research or scholarly activity is made against a faculty member, such an allegation normally accuses the individual of data falsification or fabrication, improper manipulation of data, plagiarism, or other misrepresentations of research findings, including falsifying the research record on any document submitted to the university for purposes of faculty evaluation or to represent the faculty member's research record to outside agencies. Fraudulent conduct in research and scholarship is totally antithetical to accepted academic procedures.

If an allegation of misconduct in research or other scholarly activity is made against a member of the Texas Tech University faculty, staff, or student body, the allegation shall be dealt with through a two-step process. In the first step the dean of the college or school in which the faculty or staff member is appointed or in which the student is enrolled shall initiate an inquiry. The inquiry shall consist of information gathering and initial fact finding to determine whether an allegation of misconduct warrants an investigation. The dean shall report the results of the inquiry to the Associate Vice President for Research. If the finding of the inquiry is that an investigation is warranted, the Associate Vice President for Research shall initiate the second step, which shall be an investigation. The investigation shall be conducted by an ad hoc committee of five persons. If the committee determines that disciplinary action is warranted, the committee shall recommend to the Associate Vice President what action should be taken. ([OP 74.08](#))

200.48 Nepotism

All appointments will be made on the basis of qualifications and suitability of the appointee, subject to applicable statutes and the provisions of [Section 03.01.8, Regents' Rules](#) and [OP 70.08](#). No persons related to an administrator within a prohibited degree shall be eligible for initial appointment to a position in an area of responsibility over which the administrator has appointive authority, in whole or in part, regardless of the source of funds from which the position's salary is to be paid. Exceptions to this restriction on the initial appointment of a person will be made only by the Board of Regents upon recommendation of the President and the Chancellor and then only when the administrator in question does not directly supervise the person to be appointed. If the appointment, reappointment, reclassification, reassignment, or promotion of an employee places the employee under an administrative supervisor who is related within a prohibited degree, all subsequent personnel and compensation actions affecting the employee shall become the responsibility of the next higher administrative

supervisor. The provisions of this subparagraph shall apply when two employees marry and one spouse becomes the administrative supervisor of the other. All instances in which an employee marries an administrative supervisor, is placed under the administrative supervision of a relative, or is made the administrative supervisor of a relative within the prohibited degree will be reported to the Board of Regents as an information item. ([OP 70.08, Section 03.01.8, Regents' Rules](#))

200.49 Off-Campus Student Trips and Activities

[OP 79.13](#), Policy for University-Related Travel by Motor Vehicle, governs the use of motor vehicles in any activity related to the academic research and/or administrative responsibility of the area involved. This policy relates to travel undertaken by students to a university-related activity located more than 25 miles from the university. It applies to travel undertaken by registered student organizations. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students should understand that participation in such off-campus trips and activities is at the student's own risk. If personal injury or accident should occur to students or other persons during such activities, Texas Tech will assume no responsibility, financial or otherwise. Faculty and staff sponsors and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in the off-campus activity. The questions of financial liability for accident or injury and appropriate insurance coverage should be specifically identified by each group making an official off-campus trip as being the responsibility of each individual student. Special Instruction fees may offset the cost of travel for activities specially related to instruction for a course.

There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips by student organizations. Students will be responsible for making their own individual arrangements with instructors for classwork missed while participating in an off-campus trip. Instructors will be free to set their own requirements for classwork missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an off-campus trip. Each student traveling to participate in a university-related activity must execute the *Student Activity Release Form* prior to the activity. ([OP 79.13](#))

The university provides an optional group accident and health insurance plan for students, with enrollment during registration for the fall and spring semesters. Also available is an economical trip insurance plan for student groups and their faculty or staff sponsor. Insurance application forms may be obtained by the sponsor at the Contracting Office. Trip insurance may also be purchased from private insurance companies. ([OP 34.06](#))

200.50 Office Hours

Each faculty member should maintain scheduled office hours as directed by the dean of the college and/or the individual department. Schedules should be posted and made available to students.

200.51 Operating Policies and Procedures

The Texas Tech University Operating Policy and Procedure system was developed to standardize university-wide policies and procedures and to provide a consistent and coherent method of defining university policies. The system is intended to:

- Provide a university-wide pattern of developing policies and procedures.
- Outline a standard format for policies and procedures.
- Provide a rapid means of identification of policies and procedures.
- Facilitate continuity regardless of changes in personnel assignments.
- Ensure the periodic review and updating of all university-wide operating policies.

Texas Tech OPs are subordinate to higher authorities, including federal law, rules and regulations; state law, rules and regulations; and policies, procedures, rules and regulations of the TTU Board of Regents. Should a conflict occur between policy and/or procedure of an OP and any other written or oral policy or procedure developed by any university department, the policy and/or procedure of the OP will prevail. The TTU OP Manual can be accessed online at www.depts.ttu.edu/opmanual.

200.52 Political Activity

As a citizen, an employee of Texas Tech University has the same rights and responsibilities of free speech, thought, and action as any other American citizen.

As an educated person and an employee of the State of Texas, a faculty member should remember that the public may judge the profession and the university by his or her utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, should emphasize that he or she is not an institution spokesperson, and should be mindful of the best interests of the institution.

An instructional staff member has a binding obligation to discharge instructional and other duties. Performance of these duties may be impaired by private activity requiring a large portion of time and energy. As a person of judgment and mature perspective, the faculty member will not allow an interest and participation in public political affairs to be so consuming that their work and influence will suffer as a faculty member in the university. The classroom and the student have the first call on the instructor's time and interest. These are considered primary responsibilities. The teacher is entitled to freedom in the classroom in discussing the subject but should be careful not to introduce into the teaching controversial matters that have no relation to the subject.

The Board of Regents may compel a faculty member or staff employee to take a leave of absence without pay while campaigning for any other public office and may terminate employment upon acceptance of such an office.

The above regulations shall not restrict the acceptance of appointments or offices of a temporary or part-time nature for which the faculty member is prepared to render exceptional service, which will not involve him or her in direct relationships with the university or make him or her a partisan in matters that have university implication and that will not interfere with normal university duties. Nothing in these regulations shall be construed as abridging the rights of citizenship guaranteed citizens of Texas and of the United States under the state and federal

constitutions. When university employees appear at the polls in any capacity, they will do so as private citizens acting under their constitutional rights, and not as representatives of the university.

Instructional staff and other employees of the university are encouraged to take an interest in public affairs. They should exercise their right to vote and to work for good government. This policy is intended to safeguard the freedom of speech, thought, and action of university employees and to avoid impairment of the significant contributions they are capable of making toward improved local, state, and federal government. ([OP 32.07](#))

200.53 Post-Tenure Review

In compliance with SB 149, each faculty member who is tenured or who receives an academic promotion at Texas Tech University will receive a comprehensive performance evaluation no more often than once every year, but no less often than once every six years after the date the faculty member was granted tenure or received an academic promotion. Standardized procedures developed by a committee of the Faculty Senate and the Office of the Provost and approved by the Board of Regents may be found in [OP 32.31](#).

200.54 Posting of Student Grades

Posting of student grades poses several legal problems for the university. Texas Tech policy is that no grades should be posted at any time. However, classes with several hundred students enrolled must have test grades returned during the semester, which is impossible on an individual basis. In these cases, if the area coordinator grants permission, grades may be posted by randomly generated identification numbers without student names, social security numbers, or Banner R numbers. Furthermore, students may receive grades before they are mailed by the Registrar if they have provided the professor a signed statement with a self-addressed envelope. Grades may also be reported to email addresses verified as belonging to the student. Failure to follow this policy could provide a basis for successful litigation in the future. Legal Counsel has advised us that posting no grades is the safest course of action for protection of student privacy. ([OP 34.12](#))

200.55 Private Use of University Property

By state law university property may not be used for the private benefit of members of the faculty and staff. Particular care must be taken that state-owned vehicles are used only for university business and that proper records are kept of such use. ([OP 10.11](#), [OP 61.01](#), and [OP 63.08](#))

200.56 Promotion and Salary Increases

All salary increases for faculty shall be on a merit basis unless otherwise mandated by the legislature and shall be based on scholarly activity, quality teaching, and other contributory activities, including university community service. The procedure for merit salary increases is set forth in the prevailing instructions from the Office of the Provost for budget preparation. It is the responsibility of the area coordinator or director to recommend salary rates and merit increases. Each faculty member is required to provide an annual report to the area coordinator or director for use in consideration of a merit increase. ([OP 32.08](#))

200.57 Religious Holy Days

Faculty. A regular faculty member shall, without deduction in salary, be entitled to absence for observance of Religious Holy Days subject to the following conditions:

- “Religious Holy Day” means a holy day observed by religion whose places of worship are exempt from property taxation under Section 11.20, Tex. Tax Code Ann§11.20 (Vernon 2001).
- A faculty member who is absent from work for the observance of a religious holy day and gives proper notice of that absence shall not be discriminated against or penalized.
- Proper notice shall be provided by the faculty member to the area coordinator before the observance. This notice shall consist of a listing of religious holy days to be observed during the semester.
- Notice shall be in writing and shall be personally delivered to the area coordinator, receipt therefore being acknowledged and dated by the area coordinator, or by certified mail, return receipt requested, addressed to the area coordinator.
- The area coordinator will attempt to provide class coverage from among regular faculty of the area.
- Advance written notice, if needed, shall be provided in advance to all students whose class would be canceled due to the faculty member’s absence. ([OP 32.12](#))

Students. A student shall be allowed to observe Religious Holy Days without penalty, subject to the following conditions:

- “Religious Holy Day” means a holy day observed by religion whose places of worship are exempt from property taxation under Section 11.20, Vernon’s Texas Codes Annotated, Tax Code.
- A student may be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused for this purpose may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused.

200.58 Salary Payment

Faculty members on nine-month contracts receive four and one-half months’ salary for each semester. Faculty members have the option of receiving nine equal payments beginning on the first working day of October or of receiving the same amount divided into 12 equal monthly payments. Salary checks are issued monthly, on the first working day of each month. These may be picked up at the Payroll Department or, if requested, payments will be electronically deposited in the faculty member’s bank account. Salary for summer sessions is likewise paid at the first of the month. For the first term, a check for a full month’s salary will be received on the first working day of July; a check for a half month’s salary will be received on the first working day of August. For the second term, there will be a check on the first working day of August for a half month’s salary; a check for a full month’s salary will be received on the first working day of September. Hourly employees are paid biweekly with checks ready for distribution every other Wednesday.

200.59 Security Control of Keys

All key issues will be made by the university lock shop, 110 Physical Plant Building. A valid Key Issue Request form approved by the appropriate official should be submitted to the lock shop by campus mail or in person between the hours of 7:45 a.m. and 4:45 p.m. A minimum of 24 hours

should be allowed for locksmiths to complete the request. When keys are ready for issue, lock shop personnel will notify the area. Since a signature is required on the Key Issue Request form, the person to whom the keys are issued will need to pick them up personally. Making or duplicating keys is prohibited.

200.60 Small Classes

Small organized classes may be taught only within certain limitations. Ordinarily, at a minimum, undergraduate courses taught as organized classes must include at least ten undergraduate students and master's level classes must include at least five students as of the 12th class day. The Provost will approve or disapprove the proposed offering of small classes according to conditions stated in the policy, will monitor the offerings, and will provide reports in accordance with state requirements. ([OP 36.07](#))

200.61 Smoking

To provide for the health and safety of students, faculty, and staff, the university has enacted a policy designed to control fire hazards and assure a smoke-free environment in all academic and administrative facilities. In the interest of providing such a smoke-free environment, smoking is prohibited in all campus academic, administrative, and athletic facilities. [OP 60.15](#), "Smoke-free Environment," details exceptions and procedures of this policy. Electronic smoking devices are also prohibited under this policy.

200.62 Student Health Services

Student Health Services is a primary care clinic staffed with licensed physicians, nurses, nurse practitioners, health educators, and support staff that provide care for illnesses and injuries, as well as mental health issues. Student Health Services is located in the Student Wellness Center at the corner of Main and Flint on the west side of the campus. Services are available by appointment by calling 806.743.2848. Appointment hours are 8:30 a.m. to 6 p.m. weekdays.

Students generally pay a medical services fee that entitles them to access clinic and pharmacy services. A valid Texas Tech ID is required to access the clinic services. More than 200 primary care appointments are available each day. A student who is unsure about a medical issue or problem may call 806.743.2860 and speak confidentially to the triage nurse. If all appointments are filled for the day, the triage nurse will advise on care until the student can be seen. Students are not given excuses for missed classes or exams due to a clinic visit. Students experiencing a lengthy illness that may affect their academic performance may consult their Student Health Services physician about obtaining a letter explaining the situation.

In accordance with state law, a student's medical information is kept completely confidential and cannot be released to anyone, including parents and/or guardians, without the student's written permission unless otherwise authorized by law. Student Health Services brochures are available in several locations on campus. **Contact information: 806.743.2860, www.depts.ttu.edu/studenthealth.**

200.63 Student Organization Advisors

Organizational and personal leadership development are central objectives to the university's co-curricular student activities programs, which subsequently promote and cultivate academic

excellence. To facilitate this educational process and to ensure the responsible functioning of registered student organizations, the university requires each university-recognized organization to have a full-time faculty or staff advisor.

The organization selects an advisor who then serves in that capacity for as long as is mutually agreeable. The advisor is encouraged to attend meetings and events to ensure adherence to guidelines for registered student organizations, including university policies and procedures as stated in the Student Affairs Handbook. In addition to serving as a knowledgeable campus and community referral and resource, the advisor assists in organizational development, including membership recruitment, programmatic planning and implementation, and monitoring and authorizing financial accounts. Throughout the year programs will be offered dealing with advisors' roles and responsibilities; however, questions or concerns may be directed to the Center for Campus Life, 228 Student Union, 806.742.3621.

200.64 Summer Appointments

Summer appointments are based upon summer instructional needs. Summer employment is considered a supplemental appointment and is not guaranteed.

200.65 Travel Reimbursement

Policies governing reimbursement for travel are found in the state regulations and in the Operating Policies and Procedures of the university. The university may pay or reimburse a travel expense only if the purpose of the travel clearly involves state business and is consistent with the university's legal authority. A Travel Voucher must explain the nature of the official state business conducted and specify the benefit that the university gained from the travel. Travel expenditures are generally paid on a reimbursement basis. Approval, in the form of an official leave, must have the signature of the claimant, financial manager, and the dean of the college involved.

Prior to travel to any of the other 49 states, the District of Columbia, U. S. possessions, Mexico, Canada, or any other foreign country, the traveler must obtain approval for the travel from an immediate supervisor by submitting a Travel Application at least two weeks prior to departure. All international travel by state employees or students on university business requires Office of International Affairs (OIA) approval (including Canada and Mexico), even when personal funds are used. International Travel Applications and approval from OIA should be submitted at least thirty (30) days prior to departure.

The university participates in the Texas State Travel Management Program (www.window.state.tx.us/procurement/prog/stmp/). Certain airline fares, automobile rental agency rates, contract hotel rates, and a credit card company have been contracted by the Texas Comptroller of Public Accounts Office.

Reimbursement of travel expenses may be obtained by completing an online Travel Voucher. The completed voucher, accompanied by the worksheet and required supporting documentation, must be submitted to the Travel Services Office within thirty (30) days after completion of the trip or within fifteen (15) days if a Transportation Request or Advance was processed. The voucher must be approved by the employee's supervisor. Travel applications, transportation

requests and travel vouchers must be completed at the website <https://www.fiscal.ttuhs.edu/travel2/>.

At this time, the following regulations are in effect:

- Original receipts are required for airfare, car rental, lodging, and registration fees. If the lodging receipt reflects double occupancy, the employee is entitled to reimbursement of the single rate or one-half of the rate if the room is shared with another employee. Each must submit a travel voucher for reimbursement of their share of the room and may not exceed the per diem rate. All required receipts must indicate that the charges have been paid in full.
- Lodging and meals are limited to the per diem for each locality as published by the U.S. General Services Administration (www.gsa.gov/portal/category/21287). If the city or county is not listed, the per diem is \$77.00 for lodging and \$46.00 for meals. The per diem rates change annually and should be verified prior to each trip. Per IRS guidelines, meal and lodging expenses are allowable only for travel with an overnight stay.
- International travel may not be reimbursed using state funds (includes Canada and Mexico). Travelers may claim actual expenses for international meals and lodging costs with itemized receipts, or they may claim per diem. Expenses will be converted to U.S. amounts for reimbursement (http://aoprals.state.gov/content.asp?content_id=184&menu_id=78).
- A traveler is entitled to be reimbursed for mileage incurred by personal vehicle to conduct business. The reimbursement may not exceed the product of the actual number of miles traveled for business and the maximum mileage reimbursement rate. Travel outside of the Texas/New Mexico/Oklahoma area by personal vehicle must be compared to what airfare would have cost at least 30 days in advance of travel. If the actual mileage reimbursement would be less than the cost of the average coach airline fare, the maximum that can be claimed is actual mileage.
- Transportation Requests are designed to assist employees who do not have a state travel card to pay for their major transportation costs. Qualifying employees may request a Transportation Request on the travel application. If approved, the cost of the airline ticket will be charged to Travel Services' credit card, and the employee will not have to pay that expense.
- The university may advance funds for travel expenses to an employee only if the expenses are incurred during travel that requires an overnight stay outside the employee's designated headquarters.

Effective March 1, 2013, all lodging expenses that exceed the maximum lodging reimbursement rate will require a completed Travel Exception Form with the voucher and claim the overage on a FOP from either local or grant funds (if allowable on the grant).

- U.S. GSA Federal Per Diem Rates (In and Out of State Travel)
<http://www.gsa.gov/portal/category/21287>
- If the city is not listed, but the county is listed; use the rate of the county.
- For areas not listed (city or county), the rates for In and Out of State travel is \$77.00
- Per Diem Rates for Alaska and Hawaii
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- International Per Diem Rates
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78%20

- Overages at conference hotels will only require the Traveler's Signature and the Department Head Signature on the Travel Exception Form
- For In-State and Out-of-State Travel, the traveler may claim less than the maximum per diem rate of meals and use the amount of the reduction to increase the maximum lodging reimbursement rate. Use of SPAR funds will require the exception form to be submitted
- Travelers sharing lodging must each submit a travel voucher for reimbursement of their share of the room and may not exceed the per diem rate
- Contract Hotel Directory Listings for In-State and Out-of-State
http://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm
- The Travel Exception form is located on the Travel Services website under Forms: <http://www.depts.ttu.edu/procurement/travelservice/index.asp>

Additional information, training guides, forms, links, etc., are available on the Travel Services website

200.66 Use of University Buildings and Grounds

Reservations must be made for the use of buildings and grounds under the control of the university. Faculty and staff may make requests to use campus grounds or academic space through the Academic Support and Facilities Resources Office. Requests for reservations will be granted according to the priorities of the designated area. ([OP 61.02](#))

200.67 Visiting Speakers

The authorization for any and all on-campus speakers shall be under the direction and be the responsibility of the President of the university. Employees, students, and members of the Board of Regents are exempt from this policy.

The Board of Regents of Texas Tech University respects the rights of the faculty and the student body of Texas Tech to have full freedom in the discussion and presentation of all information and issues. This includes the right to invite off-campus speakers whose ideas and views differ from those of the Board, its individual members, the Chancellor or the President of Texas Tech, or another officer or employee of the university. It is the policy of this Board that the facilities of this institution, which were paid for by the taxpayers of Texas from their earnings in our society based on law and order, be not made available to any person or persons who by reason of their prior expressions or past actions would likely use the invitation to advocate (1) lawlessness and disregard for the laws of this country or the state; (2) any change in the laws of this country or state, other than by constitutionally or statutorily prescribed processes; and (3) the violent overthrow of the government of the country or the state. In determining the likely conduct or speech of the proposed speaker, consideration shall be given to his or her past performance.

Arrangements for the payment of professional fees and expenses for speakers must be made through a purchase order in the TechBuy purchasing system. Payment is made through a Check Issuance Request. Forms for requesting approval of speakers may be obtained from the Academic Support and Facilities Resources office. ([OP 30.13](#))