



TEXAS TECH™



**2024-2025 Faculty Handbook**



# Introduction

The *Texas Tech University Faculty Handbook* is presented by the Office of the Provost as a convenient reference resource. It contains many statements of policy and existing arrangements but does not intend to cover all available information of relevance to faculty. More precise and detailed information may be obtained from appropriate administrative personnel or from other publications, some of which are listed below. Should exact text be needed, consult the document cited at the end of the pertinent section.

The following publications are available for reference online as indicated:

- [Undergraduate/Graduate Catalog](#)
- [School of Law Catalog](#)
- [Student Handbook](#)
- [Directory of Standing Councils and Committees](#)
- [Campus Directory](#)
- [Operating Policies and Procedures Manual](#) – Many items within the handbook are followed by a referenced link to the OP Manual, in the format, for example, [OP 10.01](#).

We recommend that faculty members verify all policies stated in the handbook with the latest updates to the OP Manual. Board of Regents policies are maintained in the [Rules and Regulations of the Board of Regents of the Texas Tech University System](#).

Texas Tech University System policies are maintained in the [Texas Tech University System Regulations](#).

The information contained herein may be changed at any time by action of appropriate segments of the institution. Although the material was submitted to numerous university officials for verification, errors may occur. We encourage submission of corrections or changes to the Office of the Provost. We extend our appreciation and gratitude to the many persons who helped in compiling and reviewing this handbook.



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# 1 General Information

## University Mission Statement

As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation, and world.

## Campuses

Texas Tech University is the largest institution of the Texas Tech University System, with an enrollment of more than 40,000 students. The university also operates the Research Center-East Campus (Lubbock); Texas Tech University Farm at Pantex in the Texas Panhandle; research facilities at Reese Technology Center (west of Lubbock); agricultural field laboratories at New Deal; Texas Tech University Center at Junction (a 411-acre educational facility in the Texas Hill Country); and off-campus educational sites at Brownwood, Dallas-Fort Worth, El Paso, Forney, Fredericksburg, Jefferson, Marble Falls, and Waco. The university also has a campus in San Jose, Costa Rica.

## History

Texas Tech University was created by legislative action in 1923 and has the distinction of being the largest comprehensive higher education institution in the western two-thirds of the state of Texas. The university is the major institution of higher education in a region larger than 46 of the nation's 50 states, and it is the only campus in Texas home to a major university, law school, and medical school.

Originally named Texas Technological College, Texas Tech opened in 1925 with six buildings and an enrollment of 914. Graduate instruction began in 1927 within the School of Liberal Arts. A "Division of Graduate Studies" was established in 1935, which became known as the Graduate School in 1954.

By action of the Texas State Legislature, Texas Technological College formally became Texas Tech University on September 1, 1969. At that time, the schools of Agricultural Sciences, Arts and Sciences, Business Administration, Education, Engineering, and Home Economics also became known

as "colleges." Architecture became a college in 1986. Two colleges changed their names in 1993 to reflect the broadening fields each serves: the College of Agricultural Sciences became the College of Agricultural Sciences & Natural Resources, and the College of Home Economics became the College of Human Sciences. The Honors College was established in 1998, and the J.T. & Margaret Talkington College of Visual & Performing Arts opened in 2002. Media & Communication became a college in 2004.

The Texas State Legislature authorized funds in 1965 to establish the Texas Tech University School of Law, and the Law School's first dean was appointed in 1966. The first class of 72 students enrolled in 1967. The Law School was approved by the American Bar Association in 1970 and is fully accredited by the Supreme Court of Texas (1968) and the Association of American Law Schools (1969).

In 2019, the Texas Legislature appropriated \$17.35 million to Texas Tech University and directed the institution to undertake the steps necessary to open the School of Veterinary Medicine (SVM). Located in Amarillo, the SVM welcomed its inaugural class in the Fall of 2021, 50 years after the Texas Higher Education Coordinating Board (then the Texas College and University System Coordinating Board) initially approved Texas Tech.

As a member of the National Collegiate Athletic Association, Texas Tech began competing in the Big 12 Conference in 1996 after a 35-year membership in the former Southwest Conference.

Texas Tech was first accredited by the Southern Association of Colleges and Schools in 1928 and has been accredited continuously since that time. Texas Tech was selected to shelter a Phi Beta Kappa chapter in 2006.

The presidents of Texas Tech have been Paul Whitfield Horn (1925-1932), Bradford Knapp (1932-1938), Clifford Bartlett Jones (1938-1944), William Marvin Whyburn (1944-1948), Dossie Marion Wiggins (1948-1952), Edward Newlon Jones (1952-1959), Robert Cabaniss Goodwin (1960-1966), Grover Elmer Murray (1966-1976), Maurice Cecil Mackey Jr., (1976-1979), Lauro Fred Cavazos (1980-1988), Robert W. Lawless (1989-1996), Donald R. Haragan (1996-2000), David J. Schmidly (2000-2002), Jon Whitmore (2003-2008), Guy Bailey (2008-2012), M. Duane Nellis (2013-2016), and Lawrence E. Schovanec (2016-present).

The 61st Legislature created the Texas Tech University School of Medicine in 1969 as a multi-campus institution with



Lubbock as the administrative center and regional campuses in Amarillo, El Paso, and the Permian Basin. In 1979, the charter was expanded, and the Texas Tech University Health Sciences Center was created with the addition of the School of Nursing, the School of Health Professions, and the Graduate School of Biomedical Sciences.

With the creation of the Texas Tech University System in 1996, the Texas Tech University Health Sciences Center became a separate institution.

In 2007, Angelo State University in San Angelo joined the Texas Tech University System. The school was founded in 1928 as a two-year college and began offering four-year degrees in 1965.

In 2013, the Texas Legislature approved the creation of Texas Tech University Health Sciences Center El Paso as the System's fourth institution.

In 2021, Midwestern State University, a leading liberal arts university in Wichita Falls, became the fifth component institution of the Texas Tech University System following signed legislation from Governor Greg Abbott.

## Organizational Structure

A nine-member Board of Regents governs Texas Tech University, Angelo State University, Midwestern State University, and the Texas Tech University Health Sciences Centers in Lubbock and El Paso. The Governor of the State of Texas appoints the Regents to six-year terms. The terms of office of three Regents expire every two years. The university's governance, control, and direction are vested in the Regents, who appoint a Chancellor to carry out the System's policies as determined by the Regents. The Chancellor appoints a president for each institution in the System. The presidents are chief executive officers of their respective institutions and are responsible for the strategic operation of each institution.

Texas Tech University is home to the Graduate School; School of Law; School of Veterinary Medicine; Honors College; Davis College of Agricultural Sciences & Natural Resources; Huckabee College of Architecture; Rawls College of Business; Whitacre College of Engineering; Talkington College of Visual & Performing Arts; and the Colleges of Arts & Sciences, Education, Human Sciences, and Media & Communication. Each college is administered by a dean and consists of many instructional departments or areas.



## Administrative Officers

### Office of the President

**Lawrence E. Schovanec, Ph.D.**

President

**Ronald Hendrick, Ph.D.**

Provost and Senior Vice President for Academic Affairs

**Jamie Hansard**

Vice President for Enrollment Management

**Joseph Heppert, Ph.D.**

Vice President for Research & Innovation

**Grace Hernandez**

Vice President for Administration and Chief of Staff

**Kirby Hocutt**

Director of Athletics

**Byron Kennedy, J.D., CFP**

Vice President for University Advancement

**Noel Sloan, J.D., CPA**

Senior Vice President for Administration & Finance and  
Chief Financial Officer

**Jorge Iber, Ph.D.**

Interim Vice President for Campus Access &  
Engagement

**Matthew Dewey**

Vice President for Marketing & Communications

**Keith Halman**

Interim Chief Information Officer

### Academic Officers

**Mark Sheridan, Ph.D.**

Vice Provost for Graduate and Postdoctoral Affairs;  
Dean, Graduate School

**Jack Nowlin, J.D., Ph.D.**

Dean, School of Law

**Guy Loneragan, B.V.Sc., Ph.D.**

Dean, School of Veterinary Medicine

**Clint Krehbiel, Ph.D.**

Dean, Davis College of Agricultural Sciences &  
Natural Resources

**Urs Peter Flueckiger, M.Arch.**

Dean, Huckabee College of Architecture

**Tosha Dupras, Ph.D.**

Dean, College of Arts & Sciences

**Margaret L. Williams, Ph.D.**

Dean, Rawls College of Business

**Kamau Oginga Siwatu, Ph.D.**

Interim Dean, College of Education

**Roland Faller, Ph.D.**

Dean, Whitacre College of Engineering

**Jill Hernandez, Ph.D.**

Dean, Honors College

**Tim Dodd, Ph.D.**

Dean, College of Human Sciences

**Rob Stewart, Ed.D.**

Interim Dean, College of Media & Communication

**Martin Camacho, D.M.A., M.B.A.**

Dean, Talkington College of Visual & Performing Arts

**Patrick C. Hughes, Ph.D.**

Dean, University Studies

**Earnstein Dukes, M.L.S.**

Dean of Libraries

**Jeffrey Belnap, Ph.D.**

Dean, TTU-Costa Rica

### Texas Tech University System

#### Chancellor / Board of Regents

##### System Chancellor

**Tedd L. Mitchell, M.D.**

##### Board of Regents

*Term Expires January 31, 2025*

**Mark Griffin, Chair** ..... Lubbock

**Ginger Kerrick Davis, Vice Chair** ..... Webster

**Dusty Womble** ..... Lubbock

*Term Expires January 31, 2027*

**Arcilia Acosta** ..... Dallas

**Cody Campbell** ..... Fort Worth

**Pat Gordon** ..... El Paso

*Term Expires January 31, 2029*

**Clay Cash** ..... Lubbock

**Tim Culp** ..... Midland

**Shelley Sweatt** ..... Wichita Falls

##### Student Regent

*Term Expires May 31, 2025*

**Jad Zeitouni** ..... Lubbock

## 2 Role of the Faculty

The Board of Regents assigns a major role in the governance of this institution to the faculty of Texas Tech University in the areas of general academic policies and welfare, student life and activities, requirements for admission and graduation, honors and scholastic performance generally, approval of candidates for degrees, and the faculty rules of procedure. All actions taken by the faculty are subject to the authority of the Board of Regents.

The general faculty delegates the detailed exercise of its powers to the Faculty Senate, a group consisting of faculty members who do not hold administrative positions higher than department chair. This provides a deliberative body that makes recommendations to the Provost and the President concerning a wide range of policies affecting the university.

Matters relevant to graduate studies are referred to the Graduate Council, a body of elected representatives of the colleges chaired by the Dean of the Graduate School and including associate deans of the Graduate School. This is the legislative body of the university's graduate degree programs. It determines minimum criteria for admission to and continuation in graduate degree programs, approves new graduate degree programs, and can recommend the abolition or modification of existing degree programs. It provides advice to the Graduate Dean on graduate program matters in general.

College, school, and department faculties establish the rules of membership and procedures for themselves according to university guidelines. Voting members consist of professors, associate professors, assistant professors, and full-time faculty in the ranks of professors of practice, research professors, and lecturers. As applicable and according to unit-level rules, instructors, visiting professors, part-time instructors, and

adjunct professors may also participate in voting on relevant topics. Excepting visiting professors (at any rank), each full-time faculty member at the university provides an annual report to the department chair who evaluates the faculty member's performance; this is made a part of the permanent file. The department chair communicates the results of the annual evaluation to each faculty member and to the dean.

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: teaching, research or creative activity, university service, professional service, and community engagement ([OP 32.06](#)).

Texas Tech University subscribes fully to the general principles endorsed by the Association of American Colleges and Universities in January 1941, by the American Association of University Professors in December 1941, and to the statement of principles included in the standards of the Southern Association of Colleges and Schools Commission on Colleges. That statement of principles confirms that institutions of higher education are conducted by the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free speech for truth in its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental for the protection of the rights of the instructional staff and of the students to learn in an environment in which academic freedom exists.



# 3 Facilities and Services

## Admissions

The Office of Undergraduate Admissions provides personalized services throughout the enrollment process from the generation of initial interest, recruitment, campus visits, recruitment events, and admission to the eventual enrollment of qualified, diverse first-year and transfer domestic and international students. The office is located in West Hall and reports through the Vice President for Enrollment Management. For additional information, call 806.742.1480 or visit the website [www.gototexastech.com](http://www.gototexastech.com).

## Athletic Facilities, NCAA Programs

As a member of the National Collegiate Athletic Association (NCAA) and the Big 12 Conference, Texas Tech provides intercollegiate athletic programs for both men and women. Texas Tech's 17 athletic programs operate under NCAA and Big 12 rules and regulations as well as under the auspices of the Texas Tech Athletic Council whose membership represents the faculty, student body, Alumni Association, and a member-at-large appointed by the university President.

Red Raider athletic activities are organized under the Director of Athletics with head coaches in each of the sports responsible to the Director. Texas Tech began competing in the Big 12 Conference in 1996 after a 35-year membership in the former Southwest Conference.

Female athletes compete in intercollegiate volleyball, soccer, cross country, basketball, golf, tennis, softball, and indoor/outdoor track and field. In 1993, the Lady Raider basketball team claimed the school's first NCAA National Championship. The men's program includes football, basketball, cross country, indoor/outdoor track and field, baseball, golf, and tennis. Texas Tech added its second national title in its history in 2019 when the men's track and field program won the NCAA Outdoor Championships held in Austin.

Jones AT&T Stadium is named for Texas Tech's late President Emeritus Clifford B. Jones and his wife Audrey and for SBC Communications. While SBC's gift of \$20 million enabled renovation of the stadium in 2003, the Jones family provided the initial funds to permit construction of the stadium in 1947. Because SBC Communications acquired AT&T in 2005 and chose to keep the AT&T name, the former Jones SBC Stadium was renamed and became the only collegiate athletic facility in the nation with the AT&T name. A 2003 renovation added a new west side building, complete with 54 luxury

suites, a club level, and press and camera levels. In 2010, an east side stadium building opened, featuring 29 luxury suites and over 500 outdoor club seats. The addition increased stadium capacity to over 60,000.

Dan Law Field at Rip Griffin Park hosts the university's baseball team and has been voted one of the best places in the nation to watch a college baseball game. Outdoor track and field events are held at the Terry and Linda Fuller Track Complex, and soccer events are held at the John Walker Soccer Complex. Basketball games tip off in the 15,098-seat United Supermarkets Arena, one of the finest on-campus basketball-volleyball facilities in the nation. In October of 2016, Tech debuted a center-hung video board with four displays and four corner boards throughout the arena.

The Texas Tech tennis and softball programs enjoy the Don and Ethel McLeod Tennis Complex and Rocky Johnson Field. The university's golf teams began their first season at The Rawls Course in 2003. Named after Texas Tech alumnus Jerry S. Rawls, who provided an \$8.6 million gift for construction of the course, The Rawls Course was named the fourth-best on-campus course in the nation and second-best golf course in Texas by *Golfweek Magazine* in 2022.

The Marsha Sharp Center for Student-Athletes opened in 2004 and features classrooms, a computer lab, a resource library, tutoring rooms, private study areas, and administrative offices.

In October 2017, Texas Tech opened the Sports Performance Center. Funded by gifts to The Campaign for Fearless Champions, the state-of-the-art Sports Performance Center provides Texas Tech student-athletes world-class opportunities to compete, train, and achieve at the highest levels. The building houses a 200-meter indoor banked track with seating for more than 2,000 spectators. The indoor football practice field provides an important recruiting tool and ensures that Texas Tech football players will never miss another practice due to inclement weather. A removable door separates the football and track venues, allowing privacy and student-athlete access to both sides of the facility during events.

Texas Tech unveiled in February 2020 the Cash Family Sports Nutrition Center, a \$5.6 million dining facility that will serve the university's more than 400 student-athletes. The facility allows Texas Tech to enhance its nutritional offerings through on-site meal preparations, a touch-screen ordering system, and the Dean and Christi Quinn Education Kitchen.

Additionally, Texas Tech opened the Dustin R. Womble Basketball Center in May 2021, a state-of-the-art practice

complex for both the Red Raider and Lady Raider basketball programs that is located immediately east of the United Supermarkets Arena. The \$32.2 million facility was funded through philanthropic giving to The Campaign for Fearless Champions.

Texas Tech broke ground in December 2022 on possibly its most expansive project to date in a \$200 million project to construct a new south end zone building to Jones AT&T Stadium and the Dustin R. Womble Football Center. The project will provide Texas Tech with the largest contiguous football complex in the country, connecting the Womble Football Training Facility, Sports Performance Center, and the south end zone building all in one. Construction is expected to be completed in time for the 2024 season, providing significant additions to premium areas of Jones AT&T Stadium as well as state-of-the-art team amenities for the university's more than 110 football student-athletes.

## Bookstore

The Raider Depot Campus Store is located in the Student Union Building. Working directly with faculty and TTU departments, the Raider Depot Campus Store offers a large selection of required and recommended textbooks and course materials; options include new, used, digital, access codes, Inclusive Access, and rentals. Book buybacks are conducted at competitive prices every day.

The Raider Depot Campus Store offers the best selection of Texas Tech apparel, spirit items, giftware, school supplies, and much more. Additionally, the Raider Depot Campus Store carries Apple hardware and accessories as well as Dell laptop configurations, which students can shop by major. The Raider Depot Campus Store also houses a cafe serving Starbucks® coffee, grab-and-go meals, and low-cost lunch options. In-store events and student programming are hosted in the cafe lounge area.

Texas Tech students can purchase and rent course materials and shop for apparel, gifts, and more online at [www.raiderdepot.com](http://www.raiderdepot.com). Competitive shipping rates are available. Order online and pick up in store!

The Raider Depot Campus Store accepts major credit cards, PayPal (online), and Follett gift cards. Please visit the store website for updated store hours, promos, sales, in-store events, and announcements.

**Contact:** 806.203.3232, [www.raiderdepot.com](http://www.raiderdepot.com)

## Center for Transformative Undergraduate Experiences

The [Center for Transformative Undergraduate Experiences \(TrUE\)](http://www.depts.ttu.edu/true/) works to support the development, enhancement, and scaling of high-impact educational practices (HIP). The Center's work engages both students and faculty across Texas Tech University. Our mission is to connect every TTU undergraduate student with transformative learning experiences before they graduate!

**Produced by TrUE.** Programming directly developed and executed by the TrUE team:

- [TrUE Scholars](#)
- [TrUE Student Project and Travel Funding](#)
- [Raider Service Breaks](#)

**Supported by TrUE.** Programs and externally funded collaborations developed outside of TrUE receiving support from the Center:

- [TTU Undergraduate Research Conference](#)
- [Discoveries to Impact](#)
- [Transformative Undergraduate Experiences Symposium](#)

**Sparked by TrUE.** Faculty-led pilot programming developed outside of TrUE with intensive up-front financial and/or in-kind support from the Center:

- [TrUE Transformers](#)
- [Sparked by TrUE Projects](#)

**Contact:** <https://www.depts.ttu.edu/true/>, Drane Hall 239, 806.742.1095, [true@ttu.edu](mailto:true@ttu.edu)

## Contract Management

The Contract Management Office's mission is to ensure legally sufficient and valuable contractual relationships for all departments in support of TTU's strategic initiatives. The Contract Management Office is required to review, negotiate, execute, and retain all TTU business contracts and low-dollar construction contracts (less than \$4,000,000) to ensure compliance with Texas laws, Texas Tech University System (TTUS) *Regents' Rules*, TTU System Regulations, and TTU Operating Policies and Procedures. Additional information regarding Contracting Procedures is outlined in [TTU OP 72.02](#).

All contracts (including new contracts, amendments, extensions, renewals, etc.) must be routed through the Contract Management Office for required legal and fiscal review and appropriate signature. The TTUS Board of Regents' definition of a contract includes letter agreements, cooperative agreements, memorandums of understanding, interagency contracts, grants, loans, easements, licenses, leases, permits, and restrictions on acceptances of gifts and bequests. Contract signature authority is granted by the Texas Tech University System Board of Regents ("BOR") to the President and Chancellor and is further delegated by the President and Chancellor to the chief financial officer of the appropriate component institution or TTU System and the TTU Assistant Vice President and Chief Procurement Officer. Departments do not have the authority to sign any binding contracts. A list of individuals authorized to sign contracts is provided at <https://www.depts.ttu.edu/procurement/resources/contract-management/documents/procurement-o-delegated-contract-authority.pdf>.

All contracts except for sponsored project proposals and related contracts, technology commercialization contracts, user agency contracts as described by the Department of Defense, contracts with an investment manager funded with

assets owned or controlled by TTUS, construction contracts processed by the TTUS Office of Facilities Planning & Construction, and any other authorized contracts that may be granted an exception or as further delegated in writing shall be processed by the Contract Management Office.

All contracts must be submitted to the Contract Management Office with a completed and signed Contract Routing Sheet. The Contract Routing Sheet can be found on the Procurement Services webpage at <https://www.depts.ttu.edu/procurement/forms/documents/purchasing/procurement-contract-routing-sheet.pdf>. Each contract must be assigned a contract administrator at the department level who will oversee the scope of work and monitor the vendor's performance. By signing the Contract Routing Sheet, the contract administrator confirms that they will comply with the requirements of the contract and that there is or will be sufficient funding throughout the term of the contract.

For contracts requiring an expenditure or payment from TTU/TTUS, the department must submit a requisition in TechBuy to encumber the payment if paid in full or the first year's payments (for multi-year agreements beyond the current fiscal year) and electronically attach the draft contract in Word format and a signed Contract Routing Sheet demonstrating adequate funding and departmental approval.

For non-expenditure contracts, the department shall submit the contract draft in Word format and the signed Contract Routing Sheet directly to the Contract Management Office at [contracting@ttu.edu](mailto:contracting@ttu.edu).

For revenue contracts, the department shall submit the contract draft in Word format, the signed Contract Routing Sheet, a report of estimated annual revenue, and the receiving FOAP(s) directly to the Contract Management Office at [contracting@ttu.edu](mailto:contracting@ttu.edu).

Questions about contracts or the contracting process can be directed to the Contract Management Office team by email at [contracting@ttu.edu](mailto:contracting@ttu.edu) or by phone at 806.742.3844.

## Equal Opportunity Policy

Texas Tech University is open to all persons eligible for admission as students regardless of race, color, religion, sex, age, national origin, mental or physical disability, or Vietnam Era or Special Disabled Veteran status. All students admitted to the university are treated without discrimination in regard to their participation in university educational programs or activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, or status as a protected veteran. The university does not discriminate on the basis of sex or disability in its educational programs. Any student with inquiries or complaints concerning Section 504 of the Rehabilitation Act of 1973 (504) or the Americans with Disabilities Act (ADA) of 1990 should contact the

ADA/Section 504 coordinator located in Student Disability Services, 130 Weeks Hall, 806.742.2405.

## Hospitality Services

Hospitality Services focuses on unsurpassed service and top-quality food choices for the campus community with the best dining experience possible.

Follow Hospitality Services on Instagram, Facebook, and X @EatAtTexasTech for events, specials, and more.

**The Masked Rider Dining Plan** (formerly named the Faculty/Staff Dining Plan) makes it easy to dine on campus and is accepted at all [Hospitality Services locations](#). No matter where you work, there is a dining location close by! The Masked Rider Dining Plan can be purchased in increments of \$50 up to \$300 and provides a 15 percent discount at all Hospitality Services dining locations. The Masked Rider Dining Plan carries from semester to semester for Texas Tech employees and may be purchased at [hospitality.ttu.edu](http://hospitality.ttu.edu). For more info about Hospitality Services and campus Dining Plans, call 806.742.1360 or visit [hospitality.ttu.edu](http://hospitality.ttu.edu).

**23 at Sneed** revolutionizes retail eating for Texas Tech's Red Raiders, offering a fusion of diverse culinary options. This new dining venue caters to the eastern side of campus, providing a rotating mix of homestyle dishes, grilled items, fresh salads, and international cuisine.

**The Market at Stangel/Murdough** offers a wide variety of choices available in a food court atmosphere with individually priced menu selections. The Market hosts many options such as Mexican choices, grilled items, home-style entrées, Asian foods, a full salad bar, and much more. The Market features Fazoli's®, Day Break® Coffee Roasters, and The Corner Market convenience store.

**The Sam's Place at Murray** features a large variety of selections, including Raider Cantina Mexican Cuisine, Guns Up Grill & Burgers, crafted stir-fry entrées, Bell Tower Pizza, Sushi with Gusto®, build-your-own salads, and pre-packaged retail items.

**The Student Union** is home to a full-service Chick-fil-A®, Starbucks®, and a state-of-the-art food court! The Student Union Food Court is home to Boar's Head® Deli, Raider Pit BBQ, and SUB to Go with a brand new Pizza Hut®! The Student Union also includes Sam's Place Mini-Market serving your favorite Mexican entrées along with retail options and The Break Acai Bowls & Smoothies serving up freshly blended creations.

**The Commons at Talkington Hall** features various service styles in one location! In addition to Einstein Bros® Bagels, it serves retail concepts such as authentic Mexican entrées, made-to-order salads, a grilled cheese line, and much more.

**Raider Exchange** is located at the West Village and features a blend of upscale food choices.



**Top Tier Catering** provides professional catering for small and large events at locations both on and off the Texas Tech campus. For information call 806.742.1966.

**Rawls College of Business** offers two dining venues. Chick-fil-A® serves breakfast items and all their other chicken entrées. Einstein Bros® Bagels features a variety of specialty coffees, gourmet bagels, and sandwiches for both breakfast and lunch.

**Starbucks®** in the Honors Residence Hall offers a complete menu of hot and cold drinks, whole-bean coffee, specialty drinks and teas, frappuccino beverages, pastries, and other snacks.

**Transact Mobile Ordering** makes ordering food for pickup a snap from participating Hospitality Services locations on campus! Available on the App Store and Google Play, browse menus, order from the app, pick it up, and enjoy! Get \$3 off your first on-campus dining pickup order of \$7 or more with code VICTORY.

## Information Technology Services

The Information Technology (IT) Division ([www.it.ttu.edu](http://www.it.ttu.edu)), under the oversight of the Chief Information Officer (CIO) and Vice President for IT, provides a wide selection of computing resources, services, and support for students, faculty, and staff in support of institutional strategic goals and priorities. This is achieved through partnerships and collaboration with our strategic vendor partners and other university areas such as the Office of the Provost, TTU Online, TLPDC, and many others. Some of the key services provided include, but are not limited to, university software site licenses, learning management system (Blackboard), desktop support, support for centrally managed classroom technology, student engagement tool (Top Hat), digital signage, identity federation, enterprise lecture capture solution (Mediasite), online meeting space, university application support, mobile application support, online and distance education support, and IT consulting. For a full listing of IT services, please visit <http://www.depts.ttu.edu/infotech/itlinks.php>. As part of the Cybersecurity Awareness Program ([www.cybersecurity.ttu.edu](http://www.cybersecurity.ttu.edu)), the TTU Office of the CIO hosts multiple educational events each semester, maintains State-mandated Cybersecurity Awareness Training programs, and provides other educational resources to raise IT security awareness for the Texas Tech community.

Departments of the TTU IT Division listed below provide additional services.

**Technology Assessment** ([www.depts.ttu.edu/infotech/techassessment.php](http://www.depts.ttu.edu/infotech/techassessment.php)) provides pertinent and objective information and analysis of current and emerging technologies. This area provides the TTU community with information and guidance on various levels of technology assessment and technology-related issues, informing decision making regarding technology investments at TTU.

**Technology Support (ITTS)** ([www.itts.ttu.edu](http://www.itts.ttu.edu)) provides a variety of IT services and operates the Advanced Technology Learning Center (ATLC Main) in the west basement of the Texas Tech Library building, as well as remote student computing labs located throughout the campus ([www.depts.ttu.edu/itts/labs](http://www.depts.ttu.edu/itts/labs)). Computer workstations can be accessed either in-person or remotely at <https://remoteaccess.labstats.com/texas-tech>. Some of the other IT services provided include no-cost, no-credit technology-related short courses (hands-on and online), 3D printing, WEPA print kiosks throughout campus (<http://www.depts.ttu.edu/itts/labs/printing/index.php>), university software site licenses, mission critical university systems management (e.g., Blackboard, Mediasite, Zoom, OmniCMS, Top Hat, SharePoint Online, etc.), technology accessibility review ([www.accessibility.ttu.edu](http://www.accessibility.ttu.edu)), and lab management consulting. Technology Support also manages the university web systems infrastructure and operations per [OP 52.07](#) (in partnership with TOSM) and provides training and support for website optimization and accessibility. Technology Support provides periodic campus training sessions on cybersecurity practices and awareness, hosts IT vendor educational presentations, and facilitates advanced training sessions for campus IT professionals.

**IT Help Central (ITHC)** ([www.ithelpcentral.ttu.edu](http://www.ithelpcentral.ttu.edu)) provides students, faculty, and staff with friendly “front line” IT support for the multitude of IT services available on campus. ITHC is the primary point of contact for anyone needing assistance regarding technology issues, as well as secondary support for campus IT professionals. In addition to resolving questions quickly, the Service Desk is also structured to escalate requests, incidents, problems, and concerns from the TTU community to the appropriate IT staff member. All requests are tracked online until they are closed. Students, faculty, and staff may utilize the self-support and chat features through askIT ([www.askit.ttu.edu](http://www.askit.ttu.edu)) or may contact ITHC at 806.742.4357 (HELP) or [ithelpcentral@ttu.edu](mailto:ithelpcentral@ttu.edu).

**Telecommunications** ([www.net.ttu.edu](http://www.net.ttu.edu)) architects and manages TTUnet (the Texas Tech network), Unified Communications/Skype for Business/Teams, secure wireless network, Internet, LEARN, and Internet2 connections. Telecommunications plans and administers the development, acquisition, repair, maintenance, and delivery of network services for TTU. This department also manages the eRaider authentication account services that provide secure access to various campus resources and other select non-TTU resources through identity federation. Telecommunications is also responsible for Microsoft 365, TTU email service, and domain name service.

**High Performance Computing Center (HPCC)** ([www.hpcc.ttu.edu](http://www.hpcc.ttu.edu)) promotes and supports research and teaching by integrating leading-edge, high-performance computing; storage; and data processing resources for students, faculty, and staff. Additionally, HPCC provides consulting services and assistance to campus researchers with advanced computational software and/or hardware needs and experimental software

and/or hardware requirements, as well as training in parallel computing. The HPCC participates in regional, national, and international initiatives to bring expertise and resources to Texas Tech University researchers.

**Application Development and Support (ADS)** ([www.ads.ttu.edu](http://www.ads.ttu.edu)) analyzes, designs, creates, and provides high-quality applications, reports, and solutions to support academic, research, and business processes, such as web-based learning, eCommerce transactions, syllabus publication, data integrations, data security, data science, data analytics, and data collection. These solutions improve student services, enhance operational visibility, streamline strategic decision making, and reduce costs. ADS also leads and assists the Texas Tech community in protecting internally developed and third-party-provided applications, using appropriate authentication and security measures.

**Enterprise IT Security (EITS)** protects the confidentiality, integrity, and availability of the university's information resources in support of the university's strategic goals. Risks are identified, assessed, and managed through the execution of a comprehensive information security program. As part of the program, EITS actively monitors the threat landscape and sets the strategy to defend against IT threats, responds to cybersecurity incidents, and continually enhances security processes. In addition, EITS manages the network access control service for devices that connect to TTUnet. EITS seeks to integrate secure computing into the culture of Texas Tech University through active collaborations with the campus community.

In addition to the university's IT Division resources, the Texas Tech University System provides the following IT resources:

- **Communication Services** ([www.itcs.ttu.edu](http://www.itcs.ttu.edu)) provides legacy telephone services for Texas Tech entities, including supporting the associated telephone infrastructure. This area also supports university-owned cellular voice and data devices and the on-campus directory assistance. For any of these needs, contact Communication Services at 806.742.2000.
- **Information Systems (IS)** ([www.texastech.edu/it/infosys](http://www.texastech.edu/it/infosys)) is responsible for the design, development, implementation, maintenance, and support of enterprise applications shared across Texas Tech System institutions, including Banner products supporting students, student financial aid, finance, human resources, payroll, and budget systems.
- **Technology Operations & Systems Management (TOSM)** ([www.tosm.ttu.edu](http://www.tosm.ttu.edu)) provides technology consulting, backup/recovery, and hosting services, as well as managing the University Data Center. TOSM provides a production-grade data center and encourages areas and units to house servers and data in this facility. All mission-critical services managed locally must be housed in the University Data Center and managed judiciously in accordance with university IT OPs, to protect institutional data and ensure disaster recovery planning for key IT services. For additional information, call 806.742.2900.

## Institutional Advancement

The Texas Tech University System Office of Institutional Advancement (IA) is responsible for fundraising, donor cultivation, recognition, and stewardship for all institutions and campuses of the Texas Tech University System, including Texas Tech University, Texas Tech University Health Sciences Center – Lubbock, Texas Tech University Health Sciences Center – El Paso, Angelo State University, and Midwestern State University. The objective is to develop and implement a well-coordinated, comprehensive advancement program that maximizes private giving, awareness, and goodwill. Individuals, corporations, foundations, and other organizations are encouraged to assist in building the future of the Texas Tech University System and its component institutions. Leadership for institutional advancement is provided by the Vice Chancellor for Institutional Advancement (VCIA), who reports directly to the Chancellor.

Each university has a chief advancement professional who reports to the president. The president and institutional chief advancement professional shall collaborate with the Chancellor and the VCIA to administer fundraising activities for the component institution. Development officers at each component institution may be assigned to academic colleges, centers, institutes, schools, regions, and units to facilitate the fundraising priorities of the Chancellor, university presidents, provosts, vice presidents, deans, and faculty in generating private support to fulfill the mission and vision of component institutions. Priorities are established by the coordinated efforts of the component institution and IA, including increasing endowments and raising funds to support students, academics, research, and athletic programs.

Gifts may include cash, stock, land, in-kind gifts, and planned gifts (bequests, annuities, trusts, insurance, and other financial instruments). The Texas Tech University System Office of Institutional Advancement is responsible for all matters relating to gifts, including, but not limited to, gift acceptance, processing, and reporting; gift acknowledgments; alumni and donor records; and related research.

The Texas Tech Foundation, Inc. (the Foundation) is an independent non-profit corporation, qualified under section 501(c)(3) of the Internal Revenue Code. The Foundation's mission is to exclusively support and promote the Texas Tech University System and its component institutions through the acceptance and management of gifts for the benefit of the system. The Foundation's board of directors provides volunteer leadership and input to facilitate institutional advancement programs and assists with fundraising activities and major capital campaigns.

Gifts of any type for the Texas Tech University System or to the Texas Tech Foundation, Inc. should be handled by IA. Faculty and staff should not request a gift or philanthropic grant using the Foundation without approval of the Foundation's CEO and Foundation Counsel.

## International Affairs

International Affairs integrates the global vision of Texas Tech University by fostering international leadership, awareness, education, research, and outreach for the university and the greater community. Working with and through the colleges, International Affairs (IA) coordinates international activities at Texas Tech and is composed of the following divisions/stand-alone units:

- Center for Global Communications
- International Center for Arid and Semi-Arid Land Studies
- K-12 Global Education
- International Grants Administration & Partnerships
- International Relations
- International Student and Scholar Services
- Study Abroad
- TTU Center in Sevilla

**Contact:** International Affairs, [www.international.ttu.edu](http://www.international.ttu.edu), Vice Provost Elizabeth Trejos-Castillo, Ph.D., 806.742.3667.

**Center for Global Communications (CGC).** CGC develops global citizens through internationalizing thinking and communication. The CGC provides resources for *students* interested in learning more about global challenges; *faculty* looking for support through workshops designed to help internationalize courses or strategies to [integrate](#) teaching, research, service, and grant writing; *administrators* developing student and faculty interest in study abroad through advancing curriculum; *staff* who would like to expand their global thinking and communication skills; and *community* members and organizations who have an interest in [intercultural](#) communication.

**Contact:** Center for Global Communications (CGC), Director, Dr. Rich Rice ([rich.rice@ttu.edu](mailto:rich.rice@ttu.edu)).

**The International Center for Arid and Semi-Arid Land Studies (ICASALS).** ICASALS promotes the university's special mission of the interdisciplinary study of arid and semiarid environments and the human relationship to these environments from an international perspective. The purpose of ICASALS is to stimulate, coordinate, and implement teaching, research, and public service activities concerning all aspects of the world's arid and semiarid regions, their people, and their problems.

**Contact:** International Center for Arid and Semi-Arid Land Studies (ICASALS), Interim Director, Dr. Mario Beruvides ([mario.beruvides@ttu.edu](mailto:mario.beruvides@ttu.edu)).

**K-12 Global Education.** The K-12 Global Education (GE) unit serves as a liaison for the university, providing cultural programming to K-12 students from public, private, and home schools throughout the South Plains.

**Contact:** K-12 Global Education (IE), Assistant Director of IE, Charles Olivier ([charles.olivier@ttu.edu](mailto:charles.olivier@ttu.edu)).

**International Grants Administration and Partnerships (IGAP).** IGAP works with faculty to identify and disseminate international research and development grant opportunities and to help develop and submit multidisciplinary proposals to fund-

ing agencies. Additionally, they work with faculty to develop partnerships with international institutions to further enhance the international reputation of Texas Tech University.

**Contact:** Division of International Grants Administration and Partnerships, Assistant Vice Provost and Senior Director, Reagan Ribordy ([reagan.ribordy@ttu.edu](mailto:reagan.ribordy@ttu.edu)) or Associate Director, Michael Johnson ([michael.johnson@ttu.edu](mailto:michael.johnson@ttu.edu)).

**International Relations (IR).** Comprised of International Alumni Relations, International Arts and Culture (art exhibits, speakers, etc.), International Scholars Engagement, and International Fundraising, IR engages and connects TTU alumni, scholars, and donors and brings cultural programming to the multiple and diverse South Plains and TTU communities.

**Contact:** Division of International Relations, Assistant Director, Carolina Arellanos ([carolina.arellanos@ttu.edu](mailto:carolina.arellanos@ttu.edu)).

**International Student and Scholar Services (ISSS).** ISSS operates the university's international student and exchange visitor immigration programs and provides employment-based immigration services to the university. It also oversees the Office of International Student Life (ISL). Counselors advise and assist international students and scholars concerning immigration rules, financial concerns, and cross-cultural issues. International Student Life plans activities for international students and coordinates with other offices on campus to provide services and programmatic support to all international students. From airport pickup to advising the International Student Advisory Board, this office is the go-to place for international students.

**Contact:** Division of International Students and Scholar Services, Vice Provost for International Affairs, Dr. Elizabeth Trejos-Castillo ([elizabeth.trejos@ttu.edu](mailto:elizabeth.trejos@ttu.edu)).

**Study Abroad.** The Study Abroad Office in International Affairs coordinates all study abroad programs for Texas Tech University students. In today's globalized job market, students who participate in a study abroad program, to include international internships, service-learning, and research, can be more competitive in almost every field. An educational experience overseas can equip college students with an international perspective that helps them function more objectively and comfortably in the global marketplace while earning credit toward their degree.

Texas Tech students may choose from several types of study abroad programs. The Texas Tech Center in Sevilla, Spain, offers students the opportunity to take Texas Tech catalog classes in subjects such as Spanish, engineering, architecture, pre-health, and more. Students live with host families and are immersed in the language and culture through excursions and day-to-day experiences.

Many academic departments offer faculty-led programs, usually in the summer, with a wide variety of course offerings and locations to include the TTU Center in Sevilla. Students can earn Texas Tech credit while taking a catalog course in an international location with Texas Tech faculty.



Other study abroad programs available to Texas Tech students range in length from three weeks to a full academic year. Study Abroad Counselors assist students in choosing a program that best fits their individual needs and goals. The Texas Tech Study Abroad team also provides guidance during the application and orientation processes.

Students participating in an approved credit-bearing Texas Tech study abroad program are encouraged to apply for the Study Abroad Competitive Scholarship. This scholarship is funded by the International Education Fee paid by all Texas Tech students. Many additional scholarships are also available for study abroad. Students participating in credit-bearing Texas Tech study abroad programs also remain eligible for Texas Tech financial aid to help fund their international program.

**Contact:** [studyabroad@ttu.edu](mailto:studyabroad@ttu.edu); [www.studyabroad.ttu.edu](http://www.studyabroad.ttu.edu); 806.742.3667; International Cultural Center, 601 Indiana Avenue, Lubbock, TX.

For the TTU Center in Sevilla, Spain, contact Director, Dr. Sara Pink ([sara.pink@ttu.edu](mailto:sara.pink@ttu.edu)) or Assistant Director, Dr. Jonathan Deen ([jonathan.deen@ttu.edu](mailto:jonathan.deen@ttu.edu)).

**Passport Office.** International Affairs also offers full passport services to the public.

**Contact:** Administration and Finance, Director, Rachel Jarnagin ([rachel.jarnagin@ttu.edu](mailto:rachel.jarnagin@ttu.edu)).

## MailTech

**Mail/Package Services.** MailTech, located at the new Grantham Warehouse, 608 N. Knoxville Ave. (Corner of Knoxville Ave. and Erskine St.), delivers incoming interdepartmental and U.S. mail and processes outgoing mail and commercial carrier shipments. Mail is delivered and picked up at most departments. Department-initiated special pickups are available upon request, as is information on USPS and commercial carrier rates and services. Campus mailing information, including guidance on addressing, use of campus mail, and a list of campus mail stops can be found at [www.depts.ttu.edu/services/MailTech/](http://www.depts.ttu.edu/services/MailTech/). The hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday.

**Contact:** [MailTech@ttu.edu](mailto:MailTech@ttu.edu), 806.742.2286

**Central Warehouse.** The Central Warehouse is located at the Grantham Warehouse, 608 N. Knoxville Ave. Central Warehouse can receive and distribute inbound shipments to the requisitioning departments.

**Contact:** [Central.Warehouse@ttu.edu](mailto:Central.Warehouse@ttu.edu), 806.742.3871

## Museum of Texas Tech University

As an education resource for a diverse audience, the Museum of Texas Tech University collects, researches, and disseminates information about the natural and cultural heritage of local and related regions. It is accredited by the American Alliance of Museums and is located on the campus at Fourth Street and Indiana Avenue.

The building, completed in 1970 and extended several times since then, contains over 250,000 square feet of galleries, research facilities, classrooms, work areas, and collection housing. The museum complex includes the main museum building, Moody Planetarium, Natural Science Research Laboratory, and Lubbock Lake Landmark. A 40-foot mural, created in India ink by Peter Rogers, dominates the lobby. Galleries showcase long-term and temporary exhibitions drawn from the museum's own collections and traveling exhibits.

The Moody Planetarium is a 71-seat and two-wheelchair area auditorium with a full-domed digital mirror projection system. It has daily astronomy and laser programs for the public at 2 and 3:30 p.m. Wednesday through Friday; 11:30 a.m., 2, and 3:30 p.m. on Saturday; and 2 and 3:30 p.m. on Sunday.

The Museum houses the Master of Arts in [Heritage and Museum Sciences](#) academic program.

Although the chief source of funding for the museum is legislative appropriation, additional support comes from endowments and granting agencies. The Museum of Texas Tech University Association supports traveling exhibits. The education division of the museum conducts programs throughout the year, including curriculum-based, self-guided tours for public schools, public workshops and lectures, special events, and other activities for major exhibitions. Volunteers from the community and Texas Tech University are always needed and welcome. The museum is a military-friendly, Blue Star museum.

The museum is closed on Monday but open free of charge from 10 a.m. to 5 p.m. Tuesday through Saturday and 1 to 5 p.m. on Sunday.

## National Ranching Heritage Center

The National Ranching Heritage Center (NRHC) tells the story of ranching in North America through the real stories of real ranches and real heritage of early settlers who forged the ranching lifestyle into what it is today. The museum boasts 27 acres of indoor and outdoor exhibit areas with more than 50 historic ranching structures from historic ranches. The historic structures at the NRHC have been chronologically arranged to exhibit the evolution of ranch life from the late 1700s through the mid-1900s. Each was relocated, restored, and furnished for period correctness. A mile and a half of paved pathways provides wheelchair and stroller access to each structure. Posted signs give a history of the structures in both English and Spanish.

The Cash Family Ranch Life Learning Center featuring Hank the Cowdog, the newest addition to the NRHC, explores modern-day ranching and how it impacts daily life through interactive, hands-on exhibits. With Hank the Cowdog as the guide, visitors can experience what life on Hank's ranch is like and learn about the business of ranching, a day in the life of

a cowboy, ranch equipment, cattle nutrition, prairie ecology and natural resources, native wildlife, and so much more.

TripAdvisor, the world's largest travel site, has inducted the center into its Hall of Fame for six consecutive years of consistently high ratings from travelers.

In addition to museum exhibits, the museum hosts several public events and education-based seminars and programs throughout the year. More than 200 community and student volunteers assist at public events where many dress in period clothing to re-enact scenes from pioneer days and frontier life.

The NRHC is open to the public from 10 a.m. to 5 p.m. Monday through Saturday and 1 to 5 p.m. on Sunday. The NRHC is closed on all major holidays, including the holiday schedule of Texas Tech faculty and staff. For additional information, visit [www.ranchingheritage.org](http://www.ranchingheritage.org), call 806.742.0498, or email [ranchhc@ttu.edu](mailto:ranchhc@ttu.edu).

## Psychology Clinic

The Texas Tech Psychology Clinic has a long history of providing quality services to the Lubbock area and university community. The Psychology Clinic is now located on the first floor of Texas Tech Plaza, adjacent to campus. The Psychology Clinic is the primary training facility for the clinical and counseling psychology doctoral programs. The purpose of the Psychology Clinic is threefold: 1) to provide multidisciplinary, evidence-based training to doctoral students under the supervision of program faculty; 2) to provide high-quality, affordable psychological services to the university and the Lubbock community; and 3) to advance theory-based mental health research. The Psychology Clinic provides a range of outpatient services to children, adolescents, and adults, including individual, family, and couples therapy. Therapists address a broad range of issues such as depression, anxiety, relationship and interpersonal problems, emotional and behavioral problems, eating disorders, and problems with stress and coping. The Psychology Clinic also provides psychological and neuropsychological testing and assessment services to the Texas Tech and Lubbock communities.

## Publications

**Office of Official Publications.** This office oversees the review, maintenance, and preparation of the following publications:

- The online *Undergraduate and Graduate Catalog*;
- The online *School of Law Catalog*;
- The online *Operating Policies and Procedures Manual*;
- Three commencement programs annually;
- Parts of the online class schedules, including the final exam schedule and all course descriptions;
- The online *Faculty Handbook*;
- The university's official academic calendars for publication in the university catalogs and for general distribution on the Texas Tech website; and
- The official online listing of the university's core curriculum and multicultural requirements.

Additionally, Official Publications participates in the approval process for all new, changed, or deleted courses and academic programs via Curriculog and provides Curriculog support to all university personnel. For assistance, please visit <https://www.depts.ttu.edu/officialpublications/curriculog/index.php> or contact [officialpubs.curriculog@ttu.edu](mailto:officialpubs.curriculog@ttu.edu).

The office director serves as a member of the Academic Council. Official university calendars and copies of each official publication are available at [www.depts.ttu.edu/officialpublications](http://www.depts.ttu.edu/officialpublications), while operating policies are published at [www.depts.ttu.edu/opmanual](http://www.depts.ttu.edu/opmanual). Information appearing in back issues of catalogs is available from the office and in a limited electronic archive on the office website.

**Office of Marketing & Communications.** This office leads the university's media relations, communications, brand, and marketing efforts. The team includes experts across the core marketing and communications functions and provides resources and support for the colleges and executive offices. Of note, the office serves as steward of the iconic Double-T mark and maintains the award-winning TTU.edu homepage, *Evermore* magazine, and *Fearless* podcast. Reporting to the President, the office also supports the strategic initiatives of the President's Office. To learn more about the team, visit [www.depts.ttu.edu/communications/staff](http://www.depts.ttu.edu/communications/staff).

**Toreador Media.** Toreador Media, located on the first floor of the rotunda in the Media & Communication building, provides out-of-classroom learning opportunities for students to use academic training obtained at Texas Tech in practical settings of publishing the student newspaper, *The Daily Toreador*, and digital media at [www.dailytoreador.com](http://www.dailytoreador.com). All publications, productions, and telecasts within the department are nonacademic and considered out-of-classroom learning opportunities, free from administrative censorship. Student editors in Toreador Media have the authority to make all content decisions and bear the responsibility for their decisions.

Toreador Media employs 30–50 students each semester as collegiate editors, reporters, photographers, videographers, anchors, graphic designers, print and digital advertising account executives, and members of the delivery staff and street team. Many of the employees are students in the College of Media & Communication, and some study other disciplines. Students interested in the fields of advertising, journalism, marketing, public relations, photography, and broadcast are encouraged to apply for positions on the newspaper and multimedia website staffs by visiting [www.dailytoreador.com](http://www.dailytoreador.com).

**Contact:** Media & Communication Rotunda, Room 180; 806.742.3388; [www.dailytoreador.com](http://www.dailytoreador.com)

**Alumni Magazine.** Celebrating 75 years of publication in 2025, the award-winning *Texas Techsan* is a publication of the Texas Tech Alumni Association. It is sent four times annually to association members. Since 1950, it has highlighted alumni stories and accomplishments, alumni association programs, campus events and developments, and faculty accomplish-

ments. Faculty members are encouraged to send information about academic endeavors and honors for the campus news section of the magazine.

## Radio and TV Stations

**Texas Tech Public Media.** Licensed and owned by Texas Tech University, Texas Tech Public Media broadcasts from stations in Lubbock, El Paso, and San Angelo. The four branches include PBS Texas Tech Public Media (KTTZ-TV), NPR Texas Tech Public Media (KTTZ-FM), PBS El Paso (KCOS), and NPR San Angelo (KNCH). All four stations operate as divisions within Texas Tech University and are licensed by the Federal Communications Commission (FCC) to the university's Board of Regents. Texas Tech Public Media is supported by its listeners and viewers, and additional funding is supplied by grants, underwriting, and financial support from Texas Tech University.

**PBS Texas Tech Public Media (KTTZ-TV)** produces local, noncommercial educational and arts programming and holds community events for viewers of all ages. KTTZ-TV's office, studio, production, master control, transmitters, engineering facilities, and 703-foot antenna tower are located on the southwestern campus triangle west of Indiana Avenue. The station broadcasts diverse digital programming 24 hours a day, seven days a week. PBS, PBS Kids, and Create are all aired by KTTZ-TV. The signal coverage zone encompasses Lubbock and 13 surrounding counties and serves 157,000 households. KTTZ-TV is a member of the Public Broadcasting Service (PBS), a noncommercial network of 356 television stations interconnected by satellite.

**NPR Texas Tech Public Media (KTTZ-FM)** airs locally produced classical music and arts programming, as well as local, community-based, people-first news coverage. NPR Texas Tech Public Media broadcasts on a frequency of 89.1 MHz at 70,000 watts but also hosts three high-definition channels—with content spanning music and arts programming to news from around the globe. KTTZ also has a music app—KTTZ Classical. KTTZ-FM operates 24 hours a day, seven days a week—providing service to South Plains listeners within a 75-mile radius of Lubbock.

**PBS El Paso (KCOS).** Like PBS Texas Tech Public Media, PBS El Paso produces local, noncommercial educational and arts programming and holds community events for viewers of all ages. Located in El Paso, Texas, the station broadcasts diverse digital programming 24 hours a day, seven days a week. PBS, PBS Kids, and Create are all aired by KCOS-TV. KCOS-TV's signal reaches a potential audience of 2 million people in three states and two countries: Texas, New Mexico, and Chihuahua, Mexico. KCOS-TV is a member of the Public Broadcasting Service (PBS), a noncommercial network of 356 television stations interconnected by satellite.

**NPR San Angelo (KNCH)** is the National Public Radio station for the Concho Valley of west-central Texas. Licensed to San Angelo, it is owned by Texas Tech University and operated out of Texas Tech's campus in Lubbock.

**KTXT-FM.** The campus radio station, KTXT-FM (The Raider 88.1), is the student radio station that broadcasts on a frequency of 88.1 MHz at 35,000 watts. Staffed by students and administered by the College of Media & Communication, KTXT-FM provides the university community with diverse programming, including BBC World Service; Texas Tech news and information; weather; live play-by-play broadcasts of Texas Tech soccer, volleyball, and softball; alternative music; and a variety of student-produced radio programs. Students from the campus community can serve as members of the staff and gain valuable educational experiences related to management, marketing, producing, and entrepreneurship.

## Registrar

The Office of the Registrar serves students (prospective, current, and former), administration, faculty, and staff in all student record-related activities. Located in West Hall, this office maintains official student records and provides students with registration information and services, transfer credit evaluation, official TTU transcripts, and Texas Success Initiative (TSI) compliance services. The Registrar's Office supports the institution by collecting student record data, building and scheduling courses and sections, certifying athletic teams for competition, providing degree audit resources, advising the Office of the Provost regarding policy reviews and recommendations, providing student record training, and enforcing FERPA compliance. Questions regarding FERPA should be referred to this office. The Office of the Registrar is under the direction of the Vice President for Enrollment Management.

## Speech-Language and Hearing Clinic

The Speech-Language and Hearing Clinic, with facilities on the east side of the Health Sciences Center, serves as a practicum site for students in the Department of Speech, Language, and Hearing Sciences.

Under faculty supervision, students in speech-language pathology and audiology provide clinical services for the students, faculty, and staff of Texas Tech University and other residents of West Texas and eastern New Mexico. Assessment services and therapy are available for children and adults with hearing problems or disorders in language, voice, stuttering, or articulation. Individuals are accepted by self-referral and upon referral from other professionals. Anyone needing these services should contact the office of the Speech-Language and Hearing Clinic at 806.743.5678.

## Strategic Acquisitions

Information on requirements and procedures for purchasing goods and services for Texas Tech University (TTU) business use may be obtained from the [Procurement Services website](#) or from the Strategic Acquisitions Office (806.742.3844 or [strategic.acquisitions@ttu.edu](mailto:strategic.acquisitions@ttu.edu)).



Purchasing requirements are set forth in the [TTU Operating Policies and Procedures](#). All purchasing information, including access to policies, guidelines, forms, and training information, can be viewed on the Procurement Services website. All purchase requisitions must be entered into the TechBuy system by the requesting department and shall include concise, clear descriptions that enable the vendor to clearly understand the goods and services being purchased. TechBuy automates the review and workflow processes and is the repository for all purchase, contract, and vendor payment information. The TechBuy website is [techbuy.ttu.edu](http://techbuy.ttu.edu). The financial manager can grant other faculty, staff, and student employees permission to purchase and approve transactions on their organization code in TechBuy in the TeamApp system ([team.texastech.edu](http://team.texastech.edu)). Once registered in the TeamApp system, the users will be required to attend training and will be granted access to TechBuy. For assistance with Strategic Acquisitions questions, email [strategic.acquisitions@ttu.edu](mailto:strategic.acquisitions@ttu.edu). For technical assistance with using TechBuy, email TechBuy Support at [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu).

TTU, the State of Texas, and many sponsored project regulatory agencies require a competitive process for any single purchase or repetitive purchases made to the same vendor that exceed \$50,000.00 in a fiscal year (September 1–August 31). Informal bids may be obtained for purchases with a value between \$50,000.01 and \$100,000.00. A formal competitive procurement process (Request for Proposal) is required when the threshold exceeds \$100,000.00. The use of TTU-negotiated, State of Texas, federal GSA, other state agency, and purchasing cooperative contracts satisfies the competitive procurement requirements and negates the need for additional quotes or a competitive process.

The State of Texas requires compliance with all laws related to Historically Underutilized Businesses (HUBs). A good faith effort is required on all purchases. Most purchases exceeding \$50,000.00 will require soliciting at least two Texas-certified HUB vendors. Strategic Acquisitions can assist with these requirements.

The purchase of goods and services may be restricted based on the funding source. Rules will vary depending upon the funding type the department is using. Guidelines on fund use are available at <https://apps.dmfr.ttu.edu/expenditure/>.

Sponsored projects may have additional compliance requirements as provided for by the regulating agency or in the terms and conditions of the grant. The Principal Investigator (PI) is responsible for compliance with the requirements of the grant.

## Student Union Building (SUB)

The Student Union Building (SUB) is the community center of campus. The SUB has as many as 20,000 students, faculty, staff, alumni, and guests come through its doors daily.

The Student Union & Activities department works hard to bring Texas Tech spirit into the building. The third floor of the building was renovated in 2017 to provide an open collaboration space for all students. The space is filled with moveable tables, chairs, and whiteboards, as well as a threaded power system throughout the floor, resulting in hundreds of available power outlets for students to charge their laptops, phones, and other devices. Additionally, the second-floor corridor was updated with new paint and carpet with a renovated student collaboration space on the West side in 2019. In 2014 the Student Union added the Stars and Stripes Military, Veteran, and Family Lounge. The Red Raider Ballroom was renovated with improved lighting, sound, and visual technologies in 2013. In 2006 the SUB completed a \$45 million renovation and expansion that has created one of the finest facilities in the United States. The expansion included additional space for the official campus bookstore, a games area, Student Government Association office suite, and office spaces for the Student Union & Activities department, Dean of Students, Center for Campus Life, Office of Parent and Family Relations, and Student Legal Services.

The SUB features a food court, a casual dining area with seating for 500 patrons, multiple study rooms and spaces, 20 technologically capable meeting rooms for events, the 936-seat Allen Theatre, the courtyard, and the east entrance ATM hub. The food court was renovated with a Pizza Hut®, Boar's Head® Deli, and Raider Pit BBQ that opened in Spring 2022. A full-service Chick-fil-A® opened in 2019. The retail and service corridor on the first floor houses the University ID Office, Prosperity Bank, a University Police sub-station, Sam's Place Mini-Market, CopyMail service center, Smart Choices, and Paciugo Gelato Caffé.

The Student Union Building is open from 7 a.m. to 11 p.m. Monday–Friday, 8 a.m. to 11 p.m. on Saturday, and noon to 11 p.m. on Sunday.

## Teaching Academy

The Teaching Academy is a university-wide organization of faculty who have demonstrated excellence in teaching and are committed to the improvement of teaching and learning. Members of the Teaching Academy facilitate and participate in activities that demonstrate, support, promote, and recognize pedagogical excellence at Texas Tech University. Established in 1997 by the Office of the Provost, the Teaching Academy represents strong and visible evidence of the university's commitment to its teaching mission.

The membership application for the Teaching Academy occurs every spring. To become a member of the Teaching Academy, faculty must be nominated and supported by two sitting members of the Academy and submit a formal application. Applicants must have a full-time faculty appointment (tenure-eligible and non-tenure-eligible) and have been at Texas Tech for a minimum of three years (completed six long semesters). Applications are reviewed by a standing committee of Academy members, and new members are inducted

during a ceremony in the fall semester. This year's Induction Ceremony will be held on Thursday, September 26, 2024. More information and access to application materials may be found online at the [Teaching Academy website](#).

The organizational structure of the Teaching Academy includes an Executive Council, elected by the full Academy membership and composed of one representative from each college (two from the College of Arts & Sciences) and two at-large members. The Chair and Chair-Elect are selected from the elected members of the Executive Council, and the Executive Director of the Teaching, Learning, and Professional Development Center (TLPDC) also serves as an ex officio member. The Executive Council meets monthly. The Teaching Academy serves as the review committee for the Chancellor's Council Distinguished Teaching Award and the Departmental Excellence in Teaching Award and facilitates the Piper Professor Award nomination process. The Teaching Academy's mission is to advocate for teaching excellence, promote service related to the university's teaching mission, advise and mentor colleagues and others, and share knowledge about teaching strategies and their implementation. Toward this mission, the Teaching Academy collaborates with the TLPDC in the Teacher Mentoring through Peer Observation (TeMPO) program to facilitate mentoring relationships among faculty using peer-observation. Each year, the Teaching Academy also hosts events and workshops on campus to continue conversations about teaching and offer opportunities for faculty members and students to connect and share their understanding about teaching and learning.

The John M. Burns Conference is an annual teaching conference hosted each fall by the Teaching Academy. Past speakers include James Lang, Noah Finkelstein, Bryan Dewsbury, Peter Felten, Claire Howell Major, Michele DiPietro, and Derek Bruff. This year's conference will be held on Friday, September 27, 2024, featuring Lindsay Masland (Appalachian State University).

Each fall, the Teaching Academy also offers the Lawrence Schovanec Faculty Development Scholarships to fund faculty attending conferences focusing on teaching skills and techniques. Although the number of scholarships awarded and the amounts will vary according to funding, at least one will be designated for an individual who is not a member of the Teaching Academy.

For more information about the Teaching Academy, visit the website at [www.depts.ttu.edu/tlpdc/Teaching\\_Academy/](http://www.depts.ttu.edu/tlpdc/Teaching_Academy/) or contact the Chair of the Executive Council, Professor Nancy Soonpaa.

## Teaching, Learning, and Professional Development Center

The Teaching, Learning, and Professional Development Center (TLPDC) at Texas Tech University supports the university's commitment to excellence in teaching and learn-

ing. The center aims to develop and advance the whole individual by providing practical teaching assistance and other interactive professional development opportunities for all instructional faculty and staff, encouraging innovation in high-impact, evidence-based teaching practices.

Confidential teaching consultations are an important service provided by the TLPDC. At the instructor's request, a consultant will observe classes and gather feedback from students about their learning. There are also workshops throughout the year open to all in the TTU community focused on teaching and learning issues for face-to-face, hybrid, and online teaching modalities. In addition to consultations and workshops, the TLPDC website is a rich resource providing links to articles, white papers, videos, and more. For example, faculty can find required and recommended syllabus statements on our site.

The TLPDC has several faculty cohort programs each academic year that focus on STEM, teaching strategies, mentoring, academic coaching, and ethics in teaching and learning.

- **The Faculty Mentorship Academy (FMA)** empowers faculty success by connecting and promoting multidisciplinary collaboration. The FMA supports development through peer mentoring circles, resources, and workshops. Pre-tenure faculty might be particularly interested in FMA, although there are also opportunities for tenured faculty.
- **Ethics in Teaching & Learning (ETL)** helps faculty navigate ethical complexities in teaching and learning through focused study, peer support, and individual and group reflection. This program is a good fit for both pre-tenure and tenured faculty.
- **The Institute for Faculty Excellence (IFE)** encourages mid-career faculty to enhance their career paths through personalized coaching, research support, and collective learning for continued academic excellence.
- **The STEP Faculty & Student Partnerships Program** facilitates faculty-student partnerships and evidence-based training to create classroom communities that enhance teaching and learning. This program is not exclusive to STEM disciplines and is of interest to faculty of any rank.
- **The Teaching Mentoring Through Peer Observation (TeMPO) Program** supports teaching growth by fostering interdisciplinary faculty relationships and encouraging peer learning and supportive feedback. Pre-tenure faculty may especially appreciate this opportunity to gain insight into their teaching, but all are welcome.

Each fall, the TLPDC partners with the Teaching Academy in hosting the John M. Burns Conference on the Scholarship of Teaching and Learning. Each spring, the TLPDC sponsors the virtual Advancing Teaching and Learning Conference, bringing nationally recognized leaders in higher education to West Texas. The TLPDC also coordinates New Faculty Orientation each August and January and the Tenure Academy in November.

For further information about any of these programs or for questions regarding teaching practices at Texas Tech University, please contact Suzanne Tapp, Managing Director ([suzanne.tapp@ttu.edu](mailto:suzanne.tapp@ttu.edu)); call 806.742.0133; stop by the TLPDC, located on the first floor of the north wing of the library; or see the TLPDC website ([www.depts.ttu.edu/tlpdc/](http://www.depts.ttu.edu/tlpdc/)).

## Texas Tech Chess Program (TTCP)

The Texas Tech Chess Program (hereafter referred to as the TTCP) embraces as its charge the following aspirations: to promote and passionately advocate for the growth of chess, especially via engaged and persistent outreach to the K-12 students in Lubbock and the surrounding area; to recruit, build, and mentor a competitive collegiate team that celebrates diversity, fosters inclusion, and champions equity for all. The TTCP seeks to support the academic pursuits of our students while simultaneously providing a challenging and competitive experience against the top chess programs in the country. We endeavor to uphold the values of Texas Tech University and to serve as informed and conscientious citizens of the world. We are strengthened by our close partnership with Student Life, and we strive daily to provide rich and significant opportunities for growth and excellence.

The Texas Tech Chess Program was formed in 2007 and, over the past 14 years, has captured more than 10 national titles as well as numerous regional and state championships. Included among the team's signature wins are the National College Team Championship in 2011 and 2012. In 2015, the TTU Chess Team won the Pan-American Intercollegiate Chess Championship for the first time in program history and then, just four years later, won it again in 2019. In 2014 and then again in 2020, Texas Tech University was named Chess College of the Year. The TTCP is led by International Grandmaster Alex Onischuk, a former U.S. Champion and one of the top professionals in the world.

The Texas Tech Chess Program offers competitive chess scholarships to qualified undergraduate and graduate applicants, and all scholarship awards reduce in-state tuition. Additionally, scholarship recipients receive rigorous training under supervision and tutelage of International Grandmaster Onischuk.

Working alongside the Knight Raiders—the university's student chess club—the TTCP offers a variety of services and opportunities related to chess. Activities include regular meetings, tournaments, after-school programs, workshops for teachers, and chess camps for kids. The Chess Program staff prepares the state-wide UIL chess quizzes and also provides resources and support to community organizations in the form of chess sets, chess clocks, a specialized chess library, demonstration boards, chess game analysis programs, and tournament management.

**Contact:** University Library, Room 303,  
[texastechchess@ttu.edu](mailto:texastechchess@ttu.edu), 806.742.7742

## Texas Tech Farm at Pantex

The Davis College of Agricultural Sciences & Natural Resources operates an agricultural farm at Pantex, located 12 miles east of Amarillo. This farm consists of 5,770 acres of deeded land and an agricultural use permit on an additional 5,304 acres controlled by the Department of Energy. The farm serves as a valuable resource for agricultural research and education, adding strength, flexibility, and prestige to the academic programs at Texas Tech.

## Texas Tech Foundation, Inc.

The Texas Tech Foundation, Inc. (the Foundation) is an independent non-profit corporation organized under Texas law and qualified under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. The Foundation supports and promotes every part of the Texas Tech University System, including all five of its universities—Texas Tech University, Texas Tech University Health Sciences Center, Angelo State University, Texas Tech University Health Sciences Center at El Paso, and Midwestern State University. The Foundation is governed by a volunteer Board of Directors and actively supported and administered by the Texas Tech University System Office of Institutional Advancement.

The Foundation advocates for successful performance by:

- Positioning the Texas Tech University System as an institution of distinction;
- Raising funds on behalf of the universities and health sciences centers;
- Stewarding funds, caring for donors, and reporting on gifts and endowments;
- Partnering with the Board of Regents on investment and oversight; and
- Supporting and promoting all colleges, schools, programs, and campuses of the Texas Tech University System.

Due to the structure of the Foundation, faculty should coordinate efforts to solicit private gifts with the System's Office of Institutional Advancement, the university's development team, and the Foundation prior to such solicitation. Solicitation should be conducted in accordance with the Texas Tech University Operating Policies & Procedures, the Texas Tech University System's *Regents' Rules*, and other policies as may be in effect.

Gifts to the Foundation may be tax-deductible and are so receipted and acknowledged to the donor. The donor may reasonably designate the use and purpose of the gift. Gifts to the Foundation may be made online at [www.give2tech.com](http://www.give2tech.com) or a number of other philanthropic tools. Texas Tech faculty members should work directly with the Office of Institutional Advancement to coordinate any and all gift(s) to and/or through the Foundation.

## Texas Tech Police Department

The Texas Tech Police Department is located at 413 Flint Avenue and provides 24-hour law enforcement services and



security for the entire Texas Tech community. In case of an emergency, dial 911. The department phone number is 806.742.3931.

Officers of the Texas Tech Police Department are licensed by the Texas Commission on Law Enforcement.

The Texas Tech Police Department offers presentations on a number of topics, including personal safety, burglary/theft prevention, sexual assault awareness, active shooter awareness, and drug and alcohol awareness programs.

The department posts information and crime statistics online at [www.depts.ttu.edu/ttpd/](http://www.depts.ttu.edu/ttpd/). Follow us on X @TexasTechPD.

## Texas Tech University Agricultural Field Laboratories—Lubbock County

The principal field laboratory units for the Davis College of Agricultural Sciences & Natural Resources (Davis College) are (1) Texas Tech Research Farm, (2) Texas Tech Quaker Avenue Research Farm, (3) Fiber & Biopolymer Research Institute Farm, (4) Texas Tech Native Rangeland Area, (5) Texas Tech Equestrian Center, and (6) Texas Tech Human-Animal Interaction Facility. These field laboratories are heavily used in teaching and research programs.

The Texas Tech Research Farm, located in northeast Lubbock County (six miles east of New Deal on FM 1729) consists of 982 total acres of farmland, of which 271 acres are irrigated (232 acres by subsurface drip and 39 by center pivot). The predominant soil is Pullman clay loam, which is representative of soil types in the South Plains area. Two buildings are used for teaching and research in conjunction with studies related to soils and crops. To foster innovative creativity to address regional issues with global implications, while engaging with external community members through citizenship, there are three swine buildings, a ruminant nutrition center, a sheep and goat center, a beef cattle center, the Burnett Center for Beef Cattle Research and Instruction, a canine research center, a cattle energetics lab equipped to house cattle for energy balance research, and shared laboratory space to support research toward sustainable crop and livestock systems. The field laboratory facilities are essential integrated research and teaching spaces used by researchers and students for study in Davis College.

The Quaker Avenue Research Farm is located less than two miles from central campus on Quaker Avenue just north of 4th Street. The Department of Plant and Soil Science uses this 130-acre farm for research on many different crops, including cotton, corn, sorghum, sesame, horticultural crops, and turfgrass. More than three-quarters of the farm is equipped with subsurface drip irrigation. Class activities on irrigation, crop breeding, crop production, pollinator activity, and turf management are often held at this farm.

A research farm at the Fiber & Biopolymer Research Institute Laboratory at East Loop 289 and 4th Street was opened in 2015. This farm includes a 17-acre half circle center pivot, 19 acres of permanent drip, and a three-acre vineyard. The

location also includes nine acres with temporary subsurface drip irrigation. Research is conducted on cotton, corn, grain sorghum, peanuts, wine grapes, and vegetable crops.

Also located about two miles from central campus, west of the Rawls Golf Course on Erskine Street, is the Texas Tech Native Rangeland Area managed by the Department of Natural Resources Management (NRM). This 132-acre tract has been a part of the university since its inception in 1923. The rangeland has been consistently used as an outdoor classroom for hundreds of students annually in NRM and several other departments on campus. Historically, the area was grazed by cattle between 1960 and 2000. The rangeland is now recognized as one of the most important native short-grass prairie sites remaining in the Lubbock area. Since its creation, more than 100 graduate students have performed portions or all of their field research for their advanced degrees on the native rangeland. Currently, there are long-term projects on plant ecology, biodiversity, small mammals, and avian use of this unique site. Public schools and conservation groups conduct field trips to the site to observe wild animals and conduct educational programs about the ecology of the Southern High Plains.

The 120-acre Texas Tech Equestrian Center (TTEC), located approximately seven miles southwest of campus on County Road 1500, is home to multiple equine activities, including the Equestrian Team, Horse Judging Team, Ranch Horse Team, Rodeo Team, and the Therapeutic Riding and Therapy Center. The facility offers an indoor arena used for classes, team practices, and events, with seating for approximately 700 people; a warm-up arena; two small indoor arenas used for classes and team practices; and five outdoor arenas and two calf roping lanes. There are boarding stalls and runs dedicated for Rodeo Team and Ranch Horse Team members' horses as well. Other features TTEC has to offer are a breeding barn with stocks and support lab and four round pens for classes, students, and boarder use. TTEC has 312 indoor/covered stalls for use during events or by students and the outside public to board their horses. The facility is available for lease for public and private events.

In 2017, with the addition of a Companion Animal Science program in the Department of Animal and Food Sciences, a new facility was constructed to enhance the teaching and research capabilities in the Companion Animal Sciences. The Human-Animal Interaction Facility, located minutes from the main campus (Grantham Building on Erskine Street), consists of office space and an observation room.

## Texas Tech University Press

Texas Tech University Press (TTU Press) has been the book publishing arm of Texas Tech University since 1971 and a member of the Association of University Presses since 1987. The mission of TTU Press is to disseminate the fruits of original research by publishing rigorously peer-reviewed works that compel scholarly exchange and that entertain and enlighten the university's broadest constituency throughout

the state, the nation, and the world. TTU Press publishes 15–20 new titles each year and has approximately 450 titles in print. In addition to a diverse list of nonfiction titles focused on the history and culture of Texas, the Great Plains, and the American West, the Press publishes in the areas of natural history, border studies, and peace and conflict studies. Additionally, the Press is committed to publishing early career writers who work in literary genres that are underrepresented in the contemporary commercial publishing landscape. It also publishes the annual winner of the Walt McDonald First-Book Competition in Poetry.

For more information and to order, visit [www.ttupress.org](http://www.ttupress.org) or call 800.832.4042.

## Transportation and Parking Services

All vehicles parked on campus must have a valid Texas Tech ePermit. Students living off campus may purchase a permit for a commuter parking lot or garage that is valid weekdays from 7:30 a.m. to 5:30 p.m. Students living on campus may purchase a permit for their residence hall parking lot that is valid 24 hours a day, seven days a week or may purchase a commuter parking lot or garage permit. Permits are available on a first-come, first-served basis. Transportation and Parking Services uses license-plate recognition to monitor campus parking, so students receive no physical permits.

By using “My Parking Account” on the Transportation and Parking Services website ([www.parking.ttu.edu](http://www.parking.ttu.edu)), viewers can access and update account information, register motor vehicles and bicycles, purchase a permit, and explore other ways to simplify their on-campus parking experience. The website also provides maps, citation appeals procedures, traffic and parking regulations, and other useful information.

A free on-campus Motorist Assistance Program is available 24 hours a day for anyone who runs out of gas, needs a battery boost, needs a car door unlocked, or has a flat tire on campus. Call 806.742.6277 (MAPP).

To contact Transportation and Parking Services, call 806.742.7275 (PARK) or visit Room 145 of the Administrative Support Center, 407 Flint Ave., from 7:30 a.m. to 5:30 p.m. Monday through Friday.

## TTU Online

Texas Tech University offers multiple certificate programs, bachelor's degrees, and graduate degrees at a distance. These degree programs are delivered through various modalities, including synchronous or asynchronous web-based instruction, self-paced, and interactive video conferencing.

Instructional technology available to faculty and students includes:

- Blackboard learning management system: TTU Online, 806.742.4357, or [blackboard@ttu.edu](mailto:blackboard@ttu.edu)
- Online accessibility information: [www.ttu.edu/accessibility](http://www.ttu.edu/accessibility)
- IT Services for Students: <https://www.ttu.edu/it4students/>

The Office of the Provost works with Texas Tech colleges and departmental leaders on the development of new, online, and distance degree and certificate proposals. TTU Online is responsible for compliance activities for federal and state regulations as well as accreditation activities related to online and distance learning.

Faculty who are developing or instructing courses in online formats are supported through resources within their respective college or school; the Teaching, Learning, and Professional Development Center (806.742.0133); the Information Technology Division (806.742.5151 or 806.742.1650); and dedicated instructional designers available directly through TTU Online (806.742.7227). For more information about online and distance learning, visit the TTU Online website ([depts.ttu.edu/online/](http://depts.ttu.edu/online/)) or contact Dr. Brian Still ([brian.still@ttu.edu](mailto:brian.still@ttu.edu) or 806.742.2184), Vice Provost for TTU Online.

**TTU Regional Sites.** The Office of the Provost coordinates all programs offered at regional sites in El Paso, Fredericksburg, Highland Lakes (Marble Falls), DFW (Irving), and Waco.

Programs at these sites provide distance students with opportunities to earn undergraduate and graduate degrees with a blended delivery of face-to-face, interactive video-conferences, and online classes. Students may complete their degrees without the need to relocate or travel long distances from their homes and work.

Texas Tech partners with regional community colleges for lower-division coursework and offers upper-division courses to complete a bachelor's degree at the TTU regional sites. Graduate degrees are offered through participating colleges at Texas Tech.

Students pursuing degree programs at TTU regional sites are held to the same entrance requirements as students at the Lubbock campus. Courses, curriculum, and graduation requirements at each site meet the same standards as those in Lubbock.

For more information about the various TTU regional sites, visit [www.elearning.ttu.edu/regional](http://www.elearning.ttu.edu/regional) or contact Dr. Brian Still ([brian.still@ttu.edu](mailto:brian.still@ttu.edu)), 806.742.2184.

## University Libraries/Special Collections

Texas Tech University Libraries serve as a vital partner with students and faculty in their learning endeavors. The University Libraries' system is comprised of (1) University Library, (2) Southwest Collection/Special Collections Library, (3) Architecture Library, and (4) Peters Family Legacy Library. The University Library is a patent and trademark depository and is one of two regional depositories for U.S. government documents in Texas. The central focus of the Texas Tech University Libraries is to make available 3.72 million physical volumes, electronic resources, special collections, and archives and to offer services to students and faculty that enable academic and research success.

**The University Library** is open more hours than any other building on campus (with special 24/7 hours during final exam periods) and provides access to approximately 191,000 online journals, newspapers, and periodicals; 686,000 e-books; more than 400 databases; and 1 million architecture and art digital images. The University Library is the center of academic, social, and intellectual discovery on (and off) campus. Librarians offer personalized assistance for research and reference needs in person, by phone, via email, or through the Ask-A-Librarian chat service. Every major has its own Personal Librarian who can be found at <http://guides.library.ttu.edu/>. The Library's award-winning Document Delivery service will obtain materials not owned by the Libraries for students and faculty and will hold and/or deliver them upon arrival.

The Library houses 279 public computers (both PC and Mac), the most computer stations on campus, each equipped with the full and latest versions of the Microsoft Office Suite, Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.), AutoCAD, and other project/product and publishing tools. The University Library also features the Study Hub with 14 Solstice Pods allowing screen mirroring for group work, as well as four KIC Scanners allowing patrons to easily digitize content.

In the basement of the University Library, the state-of-the-art Crossroads Recording Studio provides a free facility to all students and university employees for practice, performance, podcasts, music, theater, and oral presentations. The basement also houses new instruction labs for workshops and more.

On the second floor, Dynamic Media Services (DMS) and the 3D Animation Lab provide access to the latest Mac and PC software, including industry-standard design, video editing, and 3D art, modeling, and animation software. Anatomy models, digital cameras, high-definition digital camcorders, GoPro cameras and mounts, more than 5,000 American and international film and movie DVDs, and music and audio-books on CD are all available for checkout. The DMS also includes two podcast studios for recording and shares space with the Library Makerspace featuring 3D printing, scanning, doodling pens, laser cutting and modeling assistance, in addition to a Virtual Reality Lab offering VR headsets with controllers.

Thirty-five group study rooms are available for reservation and over 180 individual study rooms are available for checkout. The Library also offers exhibit space reservations for faculty, staff, and students, as well as event space on a limited basis.

The university offers a 1 credit-hour course (LIBR 1100) to convey effective library research methods and strategies for scholastic success. The Library also offers numerous workshops throughout the year on topics such as databases, managing citations, 3D printing, and more.

**Contact:** 806.742.2265 or [library.ttu.edu](http://library.ttu.edu)

**The Architecture Library** is located on the ninth floor of the Architecture Building. Its collection includes materials on architecture, design, urban planning, and landscape architecture, as well as an image library of digital collections on architecture, art, and design. The Architecture Library's services include reference, reserve, instruction, and circulation. It also offers 13 public computers and two KIC Scanners.

Hours are Monday through Thursday 8 a.m. to 10:30 p.m., Friday 8 a.m. to 5 p.m., Saturday 1 to 6 p.m., and Sunday 1 to 10:30 p.m.

For more information: 806.742.8058 or <http://library.ttu.edu/arch/index.php>

**The Peters Family Legacy Library** is located within the Center for Intercultural Education & Engagement. It is staffed with a full-time librarian and staff member. Its collections include books and resource materials relevant to sociological, historical, political, and cultural aspects of underserved communities. It also offers four public computers.

Hours are Monday through Friday 8 a.m. to 8 p.m. and Saturday noon to 5 p.m.

For more information: 806.742.1435 or <https://www.depts.ttu.edu/library/pfllibrary/>.

**The Southwest Collection/Special Collections Library (SWC/SCL)** includes the Southwest Collection; the University Archives; Rare Books; the James Sowell Family Collection in Literature, Community and the Natural World; the Archive of Turkish Oral Narrative; and the Southwest Music Archive.

The Southwest Collection is the regional repository for historical information pertaining to West Texas and the Southwest. The SWC/SCL collects and makes available for research more than 1,800 collections of personal papers; more than 5,000 hours of oral history interviews; noncurrent business and institutional records; and a non-circulating library of Texana, Western Americana, maps, periodicals, photographs, newspapers, interviews, films, videotapes, and microfilm.

**The University Archives** serves as the institutional memory for Texas Tech University by collecting, preserving, and making accessible to researchers such materials as administrative and faculty records, publications, photographs, memorabilia, and video and audio recordings. These materials document the legal, historical, fiscal, administrative, and intellectual aspects of the university, as well as the cultural and social aspects of student life.

Consisting of some 38,000 volumes, Rare Books is a rich resource for research. Its holdings provide a wide breadth of materials, including rare and early printed books and maps; artists' books; and limited edition, illustrated, and finely bound books. Areas of strength include the history of science and medicine, European and American literature, book history and book arts, Russian and Eastern European history and culture, Mesoamerican and illuminated Medieval manuscript facsimiles, and Greek and Roman classical authors.

The James Sowell Family Collection in Literature, Community and the Natural World contains the personal papers of award-winning contemporary American writers whose work



deals with the natural world, the significance of communities, and questions of social justice. In addition to published books, materials available for research include correspondence, drafts of manuscripts, research notebooks, diaries, calendars, photographs, and film.

The Archive of Turkish Oral Narrative is a research collection devoted to the study of Turkish folktales and related narrative forms: folk history, legends, folk minstrelsy, and myths.

The Southwest Music Archive is a premier music archive in Texas actively pursuing musicians and their associates to collect and preserve the state's vast musical heritage. Additionally, the archive is working outside the state to obtain important music collections that have been overlooked.

All materials may be used by both the university community and the general public for research or reference. The SWC/SCL is located north of the University Library. Reading Room service is provided during regular semesters from 9 a.m. to 5 p.m. Monday through Friday with some extended hours available. The building is closed on campus holidays, and all hours are subject to change. Please call to confirm hours. Inquiries and donations are welcome. Tours are available.

**Contact:** 806.742.9070 or <http://swco.ttu.edu>

## University Student Housing

University Student Housing offers a variety of living options and provides convenient and affordable housing for over 8,000 students. Our residence halls consist of traditional, suite, pod, and apartment-style configurations and offer students unique settings to live and learn. Students living on-campus enjoy proximity to the Student University Recreation Center & Leisure Pool, multiple athletic venues, the Library, Urbanovsky Park, and over 20 on-campus dining locations.

University Student Housing offers Learning Community options, allowing on-campus students to live with peers who share similar interests or majors. We provide free tutoring services and multiple job opportunities. Our residence halls are staffed by trained students and full-time professionals dedicated to addressing student questions, concerns, and conflicts by offering a range of resources and assistance. Additionally, University Student Housing hosts a variety of programs and events within the residence halls designed to facilitate connections among students and with the broader TTU Campus. On-campus housing for married couples or individuals with children is not available.

The university requires enrolled first-year students to live on-campus in the university residence halls. The First Year On-Campus Residence Requirement applies to students enrolled in more than six hours for the fall and spring semesters, and/or enrolled for three hours per summer session. Students may be eligible to live off-campus if they meet one of the off-campus eligibility requirements, complete the off-campus exemption application, supply any required documentation, and are subsequently approved by University Student Housing.

Applications for admission to the university and applications for residence hall accommodations are separate processes.

Students are encouraged to apply for housing as soon as they are accepted to Texas Tech and receive their eRaider account information. All rates are subject to change with appropriate notice and are reviewed and approved by the President annually. The most recent housing and dining rates are posted on the [University Student Housing](#) and [Hospitality Services](#) websites.

Like all other services and facilities of Texas Tech University, residence halls are available to all students regardless of race, creed, national origin, age, sex, or disability. Registered sex offenders and students convicted of any felony are not permitted to live in university-owned housing. The information submitted is subject to verification.

## Vietnam Center and Archive

Texas Tech University established the Vietnam Center in 1989 with the missions of funding and guiding the development of the Vietnam Archive and encouraging continued study of all aspects of the American Vietnam experience. The center provides a forum for all points of view and all topics related to Southeast Asia, particularly America's involvement in the region before, during, and since the Vietnam War.

The Vietnam Archive collects and preserves materials and artifacts focusing on the men and women who directly participated in wartime events. This includes people from the United States as well as from all participant nations. Located in the Special Collections Library, the Vietnam Archive currently contains approximately 20 million pages of material, making it the largest repository of Vietnam War related materials outside the U.S. federal government.

In addition to documents, artifacts, and related items, the Vietnam Archive includes a dynamic oral history project, a library of more than 14,000 books, and an unrivaled microfilm/microfiche collection. The Vietnam Archive microform collection comprises material from all the U.S. presidential administrations involved in Southeast Asia from World War II to 1975 and contains a comprehensive collection of other government agency and military branch records. This collection also includes one of the largest French Indochina and Vietnamese newspaper collections in the country.

To ease the burden of researching these vast holdings, the Vietnam Archive has developed one of the largest online document retrieval systems in the nation. Created in 2001, The Virtual Vietnam Archive now provides access to more than 10 million pages of materials, all of which are accessible free of charge through the internet. These online materials include documents; photographs and slides; and thousands of maps, audio recordings, oral history interviews, films, and more. The Vietnam Archive is continually adding new pages of digital material online each year.

In addition to the Vietnam Archive and its component projects, the Vietnam Center also administers a number of special projects and events, including scholarships for Texas Tech students, annual conferences and symposia, and numerous other projects and publications. The Vietnam Center website is [www.vietnam.ttu.edu](http://www.vietnam.ttu.edu).

# 4 Office of the Provost

## Administration

The Office of the Provost and Senior Vice President is charged with developing, implementing, and reviewing academic policies and programs. The Provost serves as the chief academic officer of the university. The office coordinates academic deans and directors and informs and advises the President on academic matters. The office is responsible for academic personnel and budgetary matters, including support areas such as the Libraries; the Graduate School; the Teaching, Learning, and Professional Development Center; TTU Online; International Affairs; Institutional Effectiveness; Academic Innovation and Student Success; Faculty Success; Outreach and Engagement; the Museum of Texas Tech University; the Humanities Center; the National Ranching Heritage Center; TTU Press; the Institute for Studies in Pragmatism; and Official Publications. Student Life also reports to the Provost.

## Academic Structure

The principal administrative officer of each of the colleges and schools of the university is the dean. Faculty are assigned to each college and school except the Graduate School. The Davis College of Agricultural Sciences & Natural Resources; the Whitacre College of Engineering; and the Colleges of Arts & Sciences, Education, Human Sciences, and Media & Communication are organized into instructional departments or divisions administered by chairpersons. The College of Human Sciences also has one school administered by a director. The J.T. & Margaret Talkington College of Visual & Performing Arts is structured with three schools administered by directors. The organizational pattern for the Rawls College of Business includes areas of instruction, headed by area coordinators. The College of Architecture, Honors College, School of Law, and School of Veterinary Medicine are organized as single units.

Department chairpersons, school directors, and area coordinators are recommended by the dean of the appropriate college and appointed by the Provost, in accordance with [OP 32.03](#). They serve in their administrative roles without tenure and at the discretion of the dean. The dean reviews chairpersons annually.

Each department chairperson, school director, and area coordinator, in cooperation with the faculty, is responsible for supervising the activities of the department, school, or area; developing curriculum; advising students; preparing depart-

ment budget requests; evaluating the performance of the faculty and staff on an annual basis; recommending tenure, promotion, and continuing appointment; recommending merit increases and post-tenure reviews; and initiating appointment recommendations (OPs [32.03](#), [32.06](#), [32.32](#)).

## Academic Council

The Academic Council serves in an advisory capacity to the Provost on matters related to academic policies and procedures. The Council considers requests for changes to existing or the addition of new degree programs and recommends course additions, changes, and deletions. The Council also considers matters of enrollment management, recruitment and retention, off-campus and distance education, core curriculum, faculty development, and academic services.

The Academic Council is composed of the Vice Provost for Institutional Effectiveness, who chairs the Council; Vice Provosts (ex officio); Associate and Assistant Vice Provosts (ex officio); the Vice President of the Faculty Senate; associate deans from each school and college and the Libraries; the Registrar; the Directors of Institutional Research and Official Publications; and a representative from the Student Government Association. Directors of various academic support offices and programs also attend Council meetings.

## Chairs Council

The Chairs Council is convened by the Vice Provost for Faculty Success and provides opportunity for department chairs, school directors, and area coordinators to interact on a monthly basis and with administrative leadership as necessary on a variety of academic affairs matters that directly involve these unit leaders.

## Associate Deans Council

The Associate Deans Council is convened by the Vice Provost for Academic Innovation and Student Success and provides opportunity for associate deans to interact on a monthly basis with vice provosts, associate and assistant vice provosts, and other guest attendees on a variety of academic affairs matters that directly involve these unit leaders. Unit leaders are also asked to bring items for discussion.

## Faculty Ombudsperson

The Faculty Ombudsperson acts as an independent, impartial, confidential, and informal resource for faculty who are dealing with any work-related difficulty including interpersonal conflict or academic or administrative concerns. The Faculty Ombudsperson advises both the Provost and the President of the Faculty Senate on matters concerning faculty welfare.

## Faculty Senate

The Faculty Senate is composed of senators representing the voting faculty of Texas Tech University. The voting faculty are those who have completed at least one year in a full-time appointment in a tenure-track or tenured position, including librarians and archivists who hold appointments that make them eligible for tenure, and those in a full-time, non-tenure-track faculty position who are eligible for continuing appointment by virtue of serving six or more consecutive years in the faculty position. Membership of the Faculty Senate includes one senator for each twenty voting faculty members or fraction thereof from each college or school, but not fewer than two senators, and nine additional senators at-large. Members may not hold administrative positions higher than department chair. The Senate elects a president, vice president, and secretary from its membership to serve terms of one year.

The Faculty Senate acts on behalf of the faculty and serves as an advisory body to the President of the university and may consider all matters of university concern. Any member of the university community may bring a matter of university concern to the attention of the Senate. The Senate may make recommendations to the President of the university concerning the academic functions of the university, academic freedom, and other matters pertaining to the welfare of the university, particularly those of special interest to the faculty. If the President of the university chooses not to follow a recommendation of the Faculty Senate, the President shall inform the Senate in writing of the reasons and, on request of the Senate, the President shall meet with the Senate for discussion of the matter.

The Texas Tech University Faculty Senate is a member of the Council of Faculty Governance Organizations.

## Graduate and Postdoctoral Affairs

The Vice Provost for Graduate and Postdoctoral Affairs and Dean of the Graduate School is responsible for coordinating graduate admissions, programs, advising, and events of Texas Tech University. The Graduate School administers policies related to graduate faculty, graduate students, and postdoctoral fellows, and provides professional development opportunities for graduate students and postdoctoral fellows.

**Graduate Faculty.** Graduate Faculty are responsible for the graduate instruction of the university. Members participate in all phases of the graduate program, assist in determining policy, and elect members to the Graduate Council. Member-

ship is a means of recognizing faculty members for scholarly and creative activity, direction of graduate research and study, and other contributions to the graduate programs of the university.

University-wide criteria for graduate faculty membership are (1) possession of the terminal academic degree in the field or recognition for substantive and distinctive contributions to the discipline involved, (2) evidence of current interest and involvement in scholarly research or creative productivity, and (3) successful experience in the teaching, counseling, and/or direction of students at the graduate level.

**Graduate Council.** The Graduate Council, assisted by the graduate faculty, is responsible for formulating the policies of the Graduate School and the requirements for graduate degrees. These policies are administered by the Graduate Dean.

The Graduate Council is composed of 14 voting members. The graduate faculty elects 11 members (three-year, non-renewable terms), the Graduate Dean appoints two (two-year terms), and the Faculty Senate elects one from its graduate faculty membership (one-year, renewable term). The Graduate Dean is ex officio and chairs the Council. Other ex officio members include the following: the Provost (or designee), associate deans, and representatives from the Library, the Law School, the School of Veterinary Medicine, Texas Tech University Health Sciences Center, and others appointed by the Dean. The Graduate Vice President for the Student Government Association and the President of the Graduate Assembly also serve as ex officio members.

Elected members serve three years and are not eligible for immediate reelection unless they have been chosen to fill an unexpired term. Appointed members serve two years. By a system of rotation, some new members join the Council each year, replacing those whose terms have expired.

## University Councils and Committees

Standing councils and committees are appointed to serve the needs and interests of Texas Tech University. These bodies, most of which have faculty, student, and administrative representation, are an important element in the effective functioning of the institution. The collective ability, knowledge, and competency of council and committee members are an invaluable resource to the administration. By their membership on university councils and committees, faculty members participate in and contribute substantially to the activities and operations of the university, especially in academic affairs.

Councils and committees are advisory bodies, unless specifically charged with other responsibilities. It is not intended that they assume the authority and responsibility assigned to offices within the administrative structure of the university. Ideas and suggestions from these bodies are, however, of great value to administrators in their continuing efforts to improve operations of the institution and in broadening



the base for decision making. In addition to contributing to the orderly and objective administration of the university, councils and committees afford the members an opportunity to participate in the governance process, to enhance their personal and professional growth, and to broaden their knowledge of the operations and activities of the institution.

Details of the councils and committees are contained in the [Directory of Standing Councils and Committees](#). The directory should be consulted for the latest and most accurate information on councils and committees because membership, responsibilities, and administrative procedures are subject to change. Each entry in the directory specifies how a council or committee membership is determined.

In addition, the Faculty and Staff Senates have standing committees, but they are not standing committees of the university. They are listed below as a matter of information and for convenience of reference by the faculty and staff.

#### **Faculty Senate Standing Committees**

- Academic Issues Committee
- Administrator Evaluation Survey Committee
- Budget Study Committee

- Committee on Committees
- Faculty Senate Campus Climate Committee
- Faculty Status and Welfare Committee
- Nomination Committee
- Study Committee A
- Study Committee B
- Study Committee C

#### **Staff Senate Standing Committees**

- Bylaws and Constitution Committee
- Caregiver Committee
- Communications/Public Relations Committee
- Elections Committee
- Executive Board
- Grievance Committee
- Issues Committee
- Nominations Committee
- OP Review Committee
- Red Raider HIT (Humanity, Impact, & Togetherness) Committee
- Scholarships and Awards Committee
- Staff Emergency Fund Committee
- Technology Committee



# 5 Research

The [Office of Research & Innovation \(OR&I\)](#) serves as a resource to all faculty members and offers guidance at every step of the research process, from finding funding to taking technology to market. The office provides oversight and management of all research functions at Texas Tech except financial post-award assistance, which is managed by [Accounting Services](#).

## Award Process

### **Start-Up Funds for New Faculty**

Start-up request negotiations must be for an individual and must be completed and routed for approval and signatures prior to sending a faculty offer.

Once approved, start-up funds are used to support the development of your scholarly and creative work. Start-up funds are provided to support your research initiatives during your first three years at Texas Tech.

Start-up funds may be used to purchase items that will aid you in acquiring external funding and further your research initiatives. Some of these expenditures include salary support, equipment, travel, software, lab supplies, etc. All purchases must fall in line with state and university guidelines. [More information about start-up guidelines is available here.](#)

### **Pre-Award/Proposal Services**

**Finding Funding.** Texas Tech has a membership to [Funding Institutional](#), which provides federal and private opportunities and is recommended as a primary source of finding funding.

**Limited Submissions** – Many federal, state, and private funding agencies issue requests for proposals that limit the number of applications they will accept from an institution. Texas Tech has established a process to identify [limited submission opportunities](#) and internally select applicants to submit full proposals in response to a particular program.

**Internal Funding** – To assist faculty in securing competitive research funding, the OR&I has several internal support programs meant for Texas Tech faculty who have exhausted their startup and have few resources to apply for external funding. [Information about internal funding opportunities is available on the OR&I website.](#)

**Proposal Development.** The [Office of Research Development & Communications \(ORDC\)](#) relieves faculty administrative burden through a suite of research development services, including proposal development, organizing and supporting large interdisciplinary teams, grant editing, and graphics support.

To maximize the help you can receive, reach out to ORDC at least two to four weeks in advance, or earlier when possible. ORDC works closely with faculty to develop competitive proposals for awards like Centers of Excellence, NSF Engineering Research Centers, and NSF Regional Innovation Engines. Support from the office includes assistance in identifying internal and external partners, crafting strong narratives, and managing milestones to ensure proposals stay on track for submission.

### **Proposal Submission**

The [Office of Research Services \(ORS\)](#) provides administrative and management services for sponsored projects. Sponsored projects include grants, contracts, and cooperative agreements from both the public and private sectors.

All proposals for sponsored projects funding must be routed for approvals via [Cayuse](#), Texas Tech's internal, electronic routing and approval system. This process should be completed prior to submission of the proposal to the sponsor and is the responsibility of the Principal Investigator (PI).

Frequently required information like budget templates, institutional data and forms, and boilerplates are provided for reference on the [ORS website](#).

**Deadlines for Submission.** PIs are asked to notify their [ORS Pre-Award Analyst](#) as early as possible of the intent to submit a proposal. **Please provide at least two weeks' notice for typical proposals and at least three to four weeks' notice for proposals with subcontracts or cost share.**

A signed, completed Internal Routing sheet must accompany all proposals submitted to ORS. In order for ORS to complete a full and comprehensive review prior to submission, proposals are required to meet the following deadlines:

Five Days Prior to Sponsor Deadline:

- Budgets should be reviewed and finalized by ORS.
- Cayuse routing should be complete and all certifications and authorizations should be present.

### Three Days Prior to Sponsor Deadline:

- All Proposals should be ready for a full and complete review and should include all documents required for submission such as cover letter, abstract (or project summary), project narrative, budget, budget justification, biographical sketches of key personnel, current and pending support, facilities and equipment, letters of support, etc.).
- In addition, a complete submission will include applicable supporting documents (e.g., cost share documentation, subcontract documentation, compliance certifications, etc.).

**Late Submissions.** Proposals are reviewed in the order they are received. A proposal submitted to ORS after the applicable date (three to five business days before the sponsor deadline) will be considered a late submission. ORS will make every effort to process late submissions, but there may not be time for an adequate review. If an award is made based on a late submission of a proposal signed by the college, school, department, and/or campus leadership, that unit will be responsible to cover costs incurred by Texas Tech as a result of proposal errors. Such costs might include cost sharing commitments or unallowable commitments of Texas Tech resources.

**Award Negotiation and Acceptance.** ORS has contract negotiators who are responsible for reviewing, signing, and processing awards for all sponsored projects. Texas Tech works with a wide variety of sponsors, including federal, state, industry, non-profit, and foreign. Different award documents may be utilized depending on the sponsor and requirements of the project. Texas Tech requires that all sponsored projects awarded to the university be reviewed and signed by an authorized official, who is not the PI. **Texas Tech faculty are not authorized to sign sponsored project agreements.** However, the PI will be involved and informed in any negotiation, and no decisions will be made without full concurrence of the PI.

Once an award or amendment has been reviewed and signed by ORS and the Sponsor, award and budget information is provided to the [Office of Accounting Services \(AS\)](#). All post-award services and inquiries will be handled through AS unless a change in award is required.

## Responsible Research

### Export and Security Compliance

Texas Tech University faculty, staff, and students are likely to intersect with federal regulations imposing restrictions on access, dissemination, or participation when transferring items and information. Texas Tech is committed to complying with all U.S. export control laws and regulations having been implemented for reasons of national security, foreign policy, anti-terrorism, or non-proliferation. Violations of export control laws and regulations can result in significant civil and criminal penalties for Texas Tech and for individual

researchers involved. The [Office of Export and Security Compliance](#) establishes policies for federal laws and regulations governing the export of information, products, and technology. More information on training, situations that fall under export control, and other resources are available on OR&I's website.

### Responsible Conduct of Research

OR&I is responsible for overseeing [responsible conduct of research \(RCR\)](#), compliance issues, human subjects, animal use, and Environmental Health & Safety.

**Training.** Texas Tech encourages all faculty, students, and staff to participate in discussions and training about Responsible Conduct of Research. A variety of [training opportunities](#) are available to all members of the Texas Tech community. There also are select activities and courses that count toward RCR training requirements. For information or questions, please contact the [Office of Responsible Research](#).

**iThenticate Service.** To support responsible research practices at Texas Tech, OR&I encourages use of iThenticate software to screen grant proposals and scholarly papers for plagiarism or misuse of text. [User Accounts](#) are available to faculty and research scientists who serve as PIs of external awards by request through the Office of Responsible Research.

**Investigator Financial Disclosure.** Federal regulations require that Texas Tech have policies and procedures in place to ensure that employees disclose any significant financial interests that may represent an actual or potential conflict of interest in relationship to externally sponsored projects.

All investigators need to annually disclose significant financial interests with Texas Tech. The [Investigator Financial Disclosure](#) website provides instructions. For those who have NIH or other PHS grants, Texas Tech follows NIH guidelines for financial disclosure. Annual disclosure is submitted via the secure online questionnaire.

Faculty or other personnel who have applied or plan to apply for NIH or other PHS funding must complete training and disclose business or financial interests before submitting proposals or receiving funds. Texas Tech's Financial Disclosure Office offers assistance, information, and training options.

Texas Tech [Operating Policy 74.17](#) outlines the general university regulations and procedures regarding annual disclosure of significant business and financial interests as well as the identification of conflicts or potential conflicts of interest, which serve to protect the credibility and the integrity of the university's faculty and staff, as well as the institution so that public trust and confidence in its sponsored activities are not compromised.

**Human Research Protection Program.** The [Human Research Protection Program \(HRPP\)](#) is the office that coordinates with the Texas Tech University [Institutional Review Board \(IRB\)](#). All research involving human subjects at Texas Tech must be approved by the IRB. Texas Tech recommends



researchers complete human subject training prior to submitting an IRB. The HRPP office maintains all IRB records, provides support through IRB development and submission, offers education programs, coordinates reliance agreements, and monitors post approvals.

Cayuse IRB is the online system Texas Tech researchers use to submit their IRBs. Using branch logic, researchers answer questions related to their study and skip irrelevant ones. It is the mission of the IRB to operate efficiently throughout the review process to support the research efforts of the university.

**Animal Care Services.** The Animal Care Services (ACS) office is charged with providing for the physical and psychological well-being of animals used in research and teaching. The office also aids investigators in obtaining and properly using animals. [Regulations and guidelines](#) as well as [protocol forms, annual review forms, and protocol amendment forms](#) can be found on the website.

- **IACUC** – The [Institutional Animal Care and Use Committee](#) (IACUC) serves as the review body for animals used by Texas Tech faculty, staff, and students. Texas Tech policy requires that the use of all live vertebrate animals for research, instruction, demonstration, production, or maintenance purposes by faculty, whether the animals are located in facilities at Texas Tech or elsewhere, be approved by the IACUC in advance of their usage.
- **Animal Use Training** – The IACUC requires all individuals who will work with animals through Texas Tech to complete the generic training course. Additionally, all personnel working with animals must enroll in the annual Occupational Health and Safety (OH&S) program. Before any animal work can begin, the training and the OH&S assessment must be confirmed in the IACUC office. At any time, an animal user can be reassessed by the OH&S program. The completed quiz score for the generic training must be submitted to the IACUC. The OH&S assessment must be completed annually. Other trainings that are available are species specific, emergency preparedness, and CITI (Collaborative Institutional Training Initiative). All [training](#) is available on the Animal Care & Use website.

**Laboratory Safety Manual.** The university's [Laboratory Safety Manual](#) clearly defines roles, responsibilities, and procedures around laboratory, studio, and research safety. All faculty, staff, and students who work with chemicals or other hazards in our laboratories, studios, shops, and other facilities must design a safety plan that addresses the unique hazards in their research space. Additionally, awareness training will be required by your department or supervisor. Please contact Environmental Health & Safety with any questions.

## Environmental Health & Safety

[Environmental Health & Safety \(EHS\)](#) is responsible for a variety of safety, health, and environmental issues at Texas

Tech. Staff members have been assigned to specific areas to assist faculty, staff, and students. The office also is responsible for hazardous and radioactive waste removal.

EHS has created a variety of [online training](#) and laboratory safety materials including a laboratory safety checklist to help researchers and lab managers.

## EHS Programs

- Environmental Protection
- Management of [hazardous chemical and biological wastes](#)
- Surveillance of campus food facilities, swimming pools, laboratory animal facilities, and underground/above-ground storage tanks
- Follow-up of environmental complaints
- Coordination of pest control operations
- Monitoring of storm water management activities
- [Safety Concerns and Near-Miss system \(SCANs\)](#)
- Reporting of potential safety issues including hazards or incidents that have not yet resulted in personal injury or property damage
- Reporting potentially unsafe conditions, unsafe work habits, improper use of equipment, use of malfunctioning equipment, or unexpected reactions (reporting can be anonymous)
- [Occupational Safety](#)
- Monitoring compliance with federal, state, and local safety and health regulations
- Surveys that may include, but are not limited to,
  - Noise
  - Lighting
  - Ventilation
  - Chemical hygiene
  - Hazard communication
  - Airborne contaminants
  - Accident investigation
- Training provided in areas such as respiratory protection, hazard communication, and forklift safety
- Laboratory & Biological Safety promotes and supports a strong safety culture in Texas Tech laboratories, art studios, and field research sites
  - [Radiation Safety Program](#)
    - Serves a radiation-use program that is overseen by a Radioactive Materials Broad License issued to the university by the Texas Bureau of Radiation
    - Consists of researchers using radioisotopes to label amino acids on proteins, nucleic acids, sugars, and other molecules; X-ray diffraction machines; and small sealed source

## Safety Committees

- [Institutional Laboratory Safety Committee](#) – Faculty-led committee charged with improving Texas Tech safety culture in laboratories, art studios, and field research sites

- [Institutional Biosafety Committee](#) – Faculty-led committee charged with reviewing and approving research conducted with microorganisms pathogenic to humans, plants, or animals
- [Radiation/Laser Safety Committee](#)
  - Establishes policies and procedures in accordance with current regulations established by the Texas Bureau of Radiation Control (BRC)
  - Provides administrative advice regarding radiation and laser safety
  - Approves all applications, amendments, and sublicense renewals relating to the use of radiation safety

### Required Certifications

If a proposal involves human subjects and/or animal use, review and approval by specific university boards is required. Please contact the appropriate office before submitting a grant proposal.

- [Human subjects](#) – HRPP or the IRB reviews all projects involving human subjects, regardless of funding. Please note that some proposals need IRB approval before submission. If research includes genetic testing or use of the functional magnetic resonance imaging (fMRI) equipment at Texas Tech for body or brain scanning of human subjects, contact the HRPP office.
- [Animal subjects](#) – The Animal Care and Use Committee reviews and approves any project using animals.
- [Radiation, lasers, biohazards, or recombinant DNA](#) – EHS assists with these areas and requires authorization from the appropriate campus committee.

The appropriate committee will notify the researcher and ORS of its approval once it has been obtained. As required, ORS will forward this notification to the potential sponsor.

## Innovation Ecosystem

### Intellectual Property

The [Office of Research Commercialization \(ORC\)](#) helps move research discoveries from the university laboratory to the marketplace.

Steps for commercialization include:

- **Disclosure** – When useful technology is invented, work should be disclosed through the ORC by means of the [disclosure portal](#). Disclosure should occur before the work is published or any other public disclosure of the work has been made. Failure to do so can limit patent rights for the technology. When an invention disclosure is filed with the ORC, inform the office of any public disclosures already made or any that are planned.
- **Assessment** – Once an invention is disclosed, the ORC will schedule a meeting with the inventor to review the disclosure and will create a written technology assessment that reviews the patentability and commercial potential of the invention. The assessment will be shared and discussed with the researcher, and if the assessment

is positive, the ORC will initiate intellectual property protection for the technology and develop an appropriate commercialization strategy. The ORC will forward copies of all patent applications drafted to the researcher for review to ensure that all applications are complete and accurate.

- **Marketing** – Depending on the type of technology and its stage of development, ORC may market the technology to existing companies and list the technologies on various websites to identify potential license partners. The office may also work with the inventor and local entrepreneurs to create a start-up company. Either scenario results in a license agreement between the ORC and a business entity.
- **Terms** – The license agreement will include terms and conditions for the use of the technology and commercial development milestones, as well as define the compensation that will be paid to the university. The compensation will be divided into license fees, legal reimbursement, royalty payments on net sales, and possibly equity in the business partner's company. Inventors can assist the ORC in the licensing process by letting the ORC know about new technology enhancements, upcoming publications or public presentations made to industry, and any questions about or interest in the new technology that may be received from industry contacts.
- **Licensing** – After a license agreement is in place, ORC monitors the licensee to ensure full compliance with contract terms and to support their success in the marketplace. The office also receives all license payments and distributes net revenue generated from the license agreement in accord with TTU [OP 74.04](#). Inventors receive 40 percent of all net revenue generated from license compensation.

### Entrepreneurship Resources

The [Innovation Hub at Research Park](#) is Texas Tech's center for entrepreneurialism and innovation. The Hub is home to a number of programs and facilities including:

- **Commercialization Roadmap** – A [comprehensive document](#) created to support the success of innovators and entrepreneurs at Texas Tech.
- **Texas Tech Accelerator** – Designed to assist faculty, students, and entrepreneurs in launching startup companies or discovering licensing opportunities based on university technology. Participation in the accelerator is based on an application process and requires the company founders to attend a twelve-week boot camp. Participating companies have access to institutional funding, grants, co-working space, and mentors.
- **Presidents' Innovative Startup Award** – Texas Tech University has partnered with Market Lubbock, Inc. to establish the Presidents' Startup Innovation Award. The objectives of the grant from Market Lubbock include (1) programs for students and entrepreneurs, (2) seed-stage funding for startups, and (3) seed grants for startups to

support equipment and rental expense at the Innovation Hub at Research Park (Hub).

- **NSF I-Corps** – The Texas Tech University TTU I-Corps Program in partnership with the Texas Tech University Health Sciences Center is conducting a regional program in Amarillo, TX. The NSF-supported program is designed to foster science and technology entrepreneurship. This program is open to students, faculty, staff, and members of the Amarillo community who are solving problems to make the world a better place. All product or service ideas must be focused on addressing a medical or health science-related problem.
- **Prototype Fund** – The Hub partnered with the Lubbock Economic Development Alliance to establish the Prototype Fund to further the development of startups participating in Hub programs. The competitive program empowers entrepreneurs to create a minimum viable product (MVP) or prototype based on NSF I-Corps recommendations.
- **Faculty C-startup** – This program is designed to support Texas Tech faculty interested in creating a culture of innovation and entrepreneurship. The grants are sponsored by Market Lubbock and are competitive. All applicants will be evaluated by a committee of iTTU Mentors, Innovation Hub staff, and Texas Tech faculty. Faculty who are awarded the grants will become “ambassadors” for innovation and entrepreneurship at Texas Tech for the academic year awarded.

## University-Recognized Research Centers and Institutes

[University-recognized research centers or institutes](#) are organizational units approved by the Vice President for Research & Innovation and the Board of Regents to facilitate activities for faculty, staff, and students.

These centers and institutes provide engagement and outreach beyond what is possible from traditional academic units. Each university-recognized research center or institute should conform to university policies, as well as to state regulations and statutes.

General guidelines for determining whether a unit should be titled a center or an institute are as follows:

- **Center** – Composed of faculty, potential staff, and students who declare a shared technical interest and pursue shared research, instruction, engagement, and/or outreach that involve common activities
- **Institute** – Organization having a particular object or common factor, especially a scientific, educational, or social one, and may be a collection of centers

Formal proposals for establishing university-recognized research centers or institutes should be initiated through OR&I according to [OP 74.14](#). The proposed research center or institute must be clearly aligned with the university strategic plan.

Centers and institutes operating solely within an academic department or college may be established by the respective dean. A comprehensive list of [centers and institutes](#) is available. Those spanning colleges are organized by the OR&I with Board of Regents approval and report to the OR&I.

## Awards

Faculty awards are designed to financially reward the research, scholarship, creative endeavors, and teaching of Texas Tech faculty:

- [Barnie E. Rushing Jr. Faculty Distinguished Research Award](#)
- [Chancellor's Council Distinguished Research and Teaching Awards](#)
- [President's Commercialization Award](#)
- [Incentive Program for Targeted External Awards](#)
- [Assistance for Residential Fellowships Award](#)





# 6 Faculty Affairs

## Academic Year

The academic year for faculty begins on the date designated for faculty to report for duty for the fall semester (usually the third week of August) and concludes the Monday after spring commencement, after the deadline for final grade submission has passed. This is the duty period that all faculty members appointed on a nine-month basis are expected to observe. The first pay period begins on September 1 and the last pay period ends on May 31. Faculty on nine-month appointments may choose to have their nine-month salary divided into twelve equal payments. Faculty members may receive appointments for summer teaching or administrative work at the discretion of their department chairperson and dean of their respective colleges, when salary resources are available and enrollment demand or unit need is sufficient.

## 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.

According to [OP 34.12](#), academic integrity is described for students as follows: Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course.

Definitions specific to academic dishonesty are published in [OP 34.12](#), section 5.

Instructor responsibilities specific to academic dishonesty are published in [OP 34.12](#), section 6.

**Academic Integrity Violation Processes and Outcomes.** Questions or concerns about academic misconduct should be referred to the [Office of Student Conduct](#), a department within [Student Life](#). The staff members in the Office of Student Conduct are trained to assist faculty members with all parts of the academic misconduct process, including assigning an academic penalty following a responsible finding for an academic misconduct allegation.

**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 coursework until a final decision is made. The full Grade Appeal policy is published in [OP 34.03](#).

**Repeated Academic Misconduct.** In cases of repeated violations, either the instructor (through the department chair and/or academic dean) or the academic dean may refer the case to the Office of Student Conduct for further disciplinary proceedings.

**School of Law.** Law students are subject to disciplinary procedures as described in the Honor Code of the School of Law.

**School of Veterinary Medicine.** Veterinary students are subject to disciplinary procedures described in the Student Code of Honor and Professionalism.

## 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.

## Adoption and Sale of Textbooks and Other Required Course Materials

By statute, all textbooks and other required course materials shall have been ordered and made available for student purchase at least 30 days prior to the first class day of the semester. It is university policy that orders of required course materials be placed with the campus bookstore, which, by contractual agreement, will then inform the other local bookstores so that students will have options where to physically purchase their materials.

Texas Tech University encourages faculty members to publish textbooks and other professional works. Such textbooks may be used by the author or by other faculty 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 with a signature from the dean or dean's representative.

Educational material in any 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](#)).

## Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires 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 who may need academic accommodations be sure and provide you with their official documentation from Student Disability Services for any academic accommodations they request from you during the semester (for example, extended time examinations). While students with disabilities are always encouraged to notify their professors, some may be reluctant to do so. An example for a statement in class would be: "I would appreciate hearing from anyone who has a documented need for academic accommodations. We will be able to work out whatever accommodations are necessary. Please see me during my office hours or contact me via email."

Letters of Accommodation (LOAs) that students request be sent to you from Student Disability Services will be sent electronically to your TTU email account as students register for services. The email will contain the student's name, your course number, and section number in the email subject line. The LOA will contain a list of all approved accommodations for the student, as well as options for implementing each. [OP 34.22](#) allows faculty one week from the initial LOA discussion to implement the accommodations. Questions or concerns about academic accommodations can be directed to the Student Disability Services office at 806.742.2405. Faculty are not allowed to provide accommodation for a student's disability unless the student provides official documentation of a disability, which is the electronic LOA. While such documentation 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 reviewed by both the instructor and the student and are NOT retroactive. After discussing the LOA with the student, instructors can reply to the email that the LOA has been reviewed as documentation. No further substantiation of disability should be required of the student. Students presenting verification other than the electronic LOA should be referred to Student Disability Services for the appropriate documentation. 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](#).

Faculty can train in disability awareness and accommodation procedures. Student Disability Services also provides a comprehensive faculty guide to working with students with disabilities ([www.depts.ttu.edu/sds/facultyresources/index.php](http://www.depts.ttu.edu/sds/facultyresources/index.php)).

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.

To assist the university with maintaining ADA compliance, faculty are required, per [OP 34.22](#), 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 (SDS) 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, please contact Student Disability Services in Weeks Hall or call 806.742.2405.**

## Appointments to Faculty Positions

Searches for and appointments to faculty positions at Texas Tech University follow [OP 32.16](#) and [OP 32.17](#). Appointment to the faculty of Texas Tech University is initiated by a conditional letter from the department chair, school director, area coordinator, or dean, which sets forth the regular and standard conditions of employment, including salary and period covered. Appointment is confirmed by an official letter issued from the Office of the Provost and is conditional on criminal background clearance and on receipt in the Provost's Office of all official graduate-level transcripts, a CV, and proof of authorization to work in the United States. Special provisions and conditions, if any, are included with the letter. Notification will be given of subsequent changes in rank or salary ([OP 32.17](#)).

## Awards and Honors

Awards and honors are made to faculty through selection by the Honors and Awards Council, the Texas Tech Association of Parents, Mortar Board and Omicron Delta Kappa, Faculty Development Leave Committee, Research Council, Alumni Association, the Teaching Academy, and deans. Among these awards are the Spencer A. Wells Award for Creativity in Teaching, 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, Institutional Effectiveness Award, President's Excellence in Teaching Award, President's Academic Achievement Award, President's Faculty Book Award, President's Commercialization Award, President's Excellence in Engaged Scholarship Award, Alumni Association New Faculty Award, and the Teaching Academy's Departmental Excellence in Teaching Award. The Texas Tech University System Chancellor's Council offers the Distinguished Teaching Award and the Distinguished Research Award. A listing of all awards, excluding those offered by student organizations, is available on the Provost's website.

The Offices of the Provost and the Vice President for Research & Innovation encourage faculty to apply for various prestigious national awards through the [Targeted External Awards for Faculty](#) initiative. These particular awards, when received, garner high recognition nationally and internationally for the individual faculty recipient, his or her colleagues, and Texas Tech University.

## 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, sarcastic, threatening, abusive, or obscene language and/or behavior will be subject to appropriate sanctions according to university policy. Likewise, faculty members are expected to maintain the highest standards of professionalism in all interactions with all constituents of the university.

## 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 encouraged to participate in commencement ceremonies. The Convocations Committee coordinates commencements and is a very popular service opportunity for many faculty.

## 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 that 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:

- **Communicable Disease** – A disease easily spread by casual contact and that poses a threat to other employees and/or to students.
- **Transmittable Disease** – A disease not easily spread by casual contact but which may be bloodborne, transmitted sexually or through other bodily fluids, or transmitted in other ways that poses only a limited threat to other employees and/or students.
- **Noncommunicable Disease** – A disease not considered transferable from person to person that poses no threat to other employees and/or students.

An employee who has a communicable or transmittable disease, as determined by medical certification, may elect to utilize sick leave, vacation leave, or leave without pay benefits in accordance with normal university policies and/or family and medical leave policies.



In addition, an employee who has a communicable/transmittable disease that poses a threat to other employees or students may be required by the applicable administrative officer to utilize additional sick leave, vacation leave, family and medical leave, and/or leave without pay benefits until the threat is removed. The employee may also be required by the university to obtain a medical certification that they do not represent a threat to other employees and/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 and/or students.

Each situation 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 has a noncommunicable disease, as determined by medical certification, may elect to use sick leave, vacation leave, family and medical leave, and/or leave without pay benefits in accordance with normal university policies ([OP 70.24](#)).

## 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](#)).

### **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 32.07](#), [OP 70.15](#)).

**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 10.20](#), [OP 74.17](#)).

## 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 beyond the hours of a standard workweek, not to exceed 10 hours per week, during the months of regular employment. 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](#).

## Day(s) of No Classes

During the day(s) 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.

## Emeritus Appointments

The Board of Regents has established the following policy with respect to Emeritus appointments. The title “Emeritus” may be conferred on a faculty member or an administrative officer 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 awarded 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](#); [Section 04.01.2, Regents’ Rules](#)).

## 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 proce-

dures related to establishing endowed chairs and professorships are in [OP 02.08](#) and [OP 32.22](#).

**Horn Distinguished Professorships.** Horn Distinguished 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 first four appointments were made in 1967 and were named in honor of Texas Tech's first president, Paul Whitfield Horn. Currently, the base salary of an appointee is increased by not less than \$8,000, with a discretionary account provided in the amount of \$20,000 per year.

## Expressive Activities and Holding Public Office

**Academic Expression.** 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 and creative inquiry without undue restriction and to voice, publish, and present conclusions. 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](http://www.aaup.org/aaup)).

Each faculty member is entitled to full freedom in the classroom in discussing the subject taught, as every faculty member is hired and credentialed to teach in the faculty member's areas of expertise. Each faculty member is also a member of the nation, state, and community, and when speaking, writing, or acting as an individual citizen, must be free from institutional censorship or discipline. The teacher is entitled to freedom in the classroom in discussing the subject(s) for which the teacher has been credentialed.

**Freedom of Expression.** Texas Tech University recognizes freedom of speech and expression as a fundamental right and seeks to ensure free, robust, and uninhibited debate and deliberation by students enrolled at TTU as well as other persons. Expressive activities on the TTU campus are governed by Texas Tech University [System Regulation 07.04](#). The terms of such Regulation shall control in the event of any conflict between the provisions set forth in this Handbook and the terms of such Regulation. For additional information regarding events on university property, see "Use of University Buildings and Grounds" below.

**Expression as a Private Citizen and as a University Employee.** When speaking as a private citizen on a matter of public concern, an employee of Texas Tech University has the same rights and responsibilities of free speech, thought, and action as any other American citizen.

When speaking as a university employee, 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.

**Political Activity.** 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 teacher will not allow an interest and participation in public political affairs to be so consuming that work and influence will suffer as a teacher in the university. The classroom and the student have the first call on the instructor's time and interest. These are considered primary responsibilities.

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 should 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 teachers and employees and to avoid impairment of the significant contributions they are capable of making toward improved local, state, and federal government ([OP 32.07](#)).

**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.

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 teacher 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.

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 Texas Constitution, Art. 16, Sec. 40.

## Faculty Enrollment in Courses

Full-time members of the faculty and staff of Texas Tech may enroll for courses by permission of their department chairperson 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 faculty member's college dean.

Faculty members enrolling for coursework are exempt from payment of nonresident tuition.

## Faculty Responsibility

**Conduct of University Members.** Colleges and universities that are tax-supported must function in accordance with the public trust, and the actions of faculty, staff, and students within them must be consistent with the execution of that trust.

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: teaching; research, creative, and scholarly activity; university service; professional service; and community service and engagement. Specific expectations associated with each can be found in [OP 32.06, Faculty Responsibility](#).

**Teaching.** As a teacher, the faculty member has responsibilities to students, to a discipline, to a profession, and to the university. 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 as a teacher 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.

**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.

**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.

**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.

**Community Service and Engagement.** 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](#)).

**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 Student Right to Know-Clery Act and determine the information required for compliance ([OP 76.02](#)). The Risk Intervention & Safety Education website will include [a statement of TTU's policies regarding a drug-free workplace](#).

**Employee Assistance Program.** The university offers counseling through the Employee Assistance Program (EAP) to assist employees and their family members with personal



problems such as substance abuse, emotional stress, trauma, divorce, parenting problems, and financial problems. The EAP provides counseling and assessments by licensed professional counselors. Texas Tech employees are entitled to eight (8) 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. Additional information is available on the [EAP website](#).

**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 workplace 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.

Texas law requires that all employees, including faculty, who in the course and scope of employment witness or receive information regarding an occurrence of sexual harassment, sexual assault, dating violence, or stalking by or against a student or employee of the university at the time of the occurrence must report all such information to the university Title IX coordinator, Title IX deputy coordinators, or Office of EO (see [OP 40.03](#) and [TTU System Regulation 07.06](#) for contact information).

Any faculty member, staff member, or student may pursue a grievance within the procedures outlined in [OP 40.03](#) and [TTU System Regulation 07.06](#) 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 respondent, will be respected to the extent allowed by law.

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.

## 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 spousal or other affectional liaisons, supervisor-employee relationships, or parent-child relationships. The appearance of a conflict of interest is to be avoided. [OP 32.33](#) sets forth details of procedures that are to be followed in this regard.

## 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, the specifics of which would have been detailed in the faculty member's conditional offer letter and/or addenda. These functions include, but may not be limited to, the teaching of organized classes; academic advising and counseling; supervising practica, internships, and clinical teaching; directing individual study, theses, and dissertations; developing curricula; conducting research, scholarly, and creative activity; and serving related institutional and public entities. Teaching load is but one element of faculty workload.

Responsibilities for assigning appropriate workloads shall rest with the department chairpersons and deans. Assignments are reviewed at the Provost level, monitored for compliance and equity, and reported to the President and Board of Regents ([OP 32.18](#)).

## Final Examinations

The official university policy on final examinations is as follows ([OP 34.10](#)):

- Five days are to be scheduled for final examinations at the end of each long 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 a departmental exam for the course. Departmental 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 departmental chairperson and the dean. Any such deviation should be made well enough in advance for planning by students to avoid schedule conflicts with other exams or class meetings. Final examination schedules are available at [https://www.depts.ttu.edu/officialpublications/class\\_schedule/final\\_exams.php](https://www.depts.ttu.edu/officialpublications/class_schedule/final_exams.php).
- Examinations other than bona fide make-up examinations are not to be given during the last week of classes or during the day(s) of no classes. Courses wherein lab examinations and design studio reviews are normally scheduled the week prior to finals are excluded from this policy. Day(s) of no classes are study days, and no class review sessions or similar classes may be scheduled then or during final exams except with permission of the Office of the Provost.

## Grade Records

Grade records should be retained for a minimum of five 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 five years is based on the statutory Records Retention Schedule maintained by the Southwest Collection/Special Collections Library as referenced in [OP 10.10](#).

Chairpersons and division directors 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.

## Leaves of Absence, Travel Leave, Sick Leave, Modified Instructional Duties, and Primary Caregiver Resources

A leave of absence is a period of time during which faculty members are approved to take time off from their positions at Texas Tech University. Generally, faculty leaves of absence typically fall into two main categories: faculty development leave and all other faculty leaves of absence. Leaves of absence may be granted for one or two semesters but may not exceed one calendar year without special and explicit permission.

Faculty development leaves are described in detail in [OP 32.29](#). All other faculty leaves of absence are described in detail in [OP 32.15](#).

It is a policy of the university to grant short-term (generally less than two consecutive weeks) travel leaves 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.

These types of leaves are not considered leaves of absence. Requests for such leaves should be initiated at the departmental level well in advance of the date of departure. If approved by the department chair, such requests are forwarded through normal channels for final approval. 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.

**Development Leave.** Faculty Development Leaves, described in detail in [OP 32.29](#), are provided by legislative action "designed to enable the faculty member to engage in study, research, writing, and similar projects for the purpose of adding to the knowledge available to himself, his students, his institution, and society generally" § 51.102, Education Code. The Provost annually makes notification of the date that applications for Faculty Development Leaves are due and procedures for selection of such leaves. The Faculty Development Leave Committee screens applications and makes recommendations to the Provost who then makes recommendations to the President and to the Board of Regents. The Board of Regents has final approval on Faculty Development Leaves and other extended leaves of absence.

**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](#)).

**Modified Instructional Duties.** Although not a provision for leave, per se, the Modified Instructional Duties Policy

(MIDP) is designed to offer eligible faculty a modified workload that supports work-life balance and provides flexibility in the teaching obligations of faculty who experience a significant life event. These significant life events include, but are not limited to, serious personal illness, caring for a newborn infant or a newly adopted infant or child, providing elder care, and/or illness or injury to one's immediate family members (see [OP 32.35](#) for details and procedures).

**Primary Caregiver Resources.** Although not a provision of leave, per se, the Primary Caregiver Resources program provides full-time faculty members with opportunities to request specific modifications to their responsibilities due to their classification as primary caregivers. More information about this program, along with the application, is available in [this document](#).

## Misconduct in Research by Faculty

From time to time an allegation of fraudulent conduct in research or scholarly activity may be made against a member of an institution's faculty. Such allegations normally accuse 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](#)).

## Nepotism

All faculty and staff appointments will be made on the basis of qualifications and suitability of the appointee, subject to applicable statutes and the provisions of [Section 03.01.11](#), *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. These provisions 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 03.01.11](#), *Regents' Rules*).

## Off-Campus Student Trips and Activities

[OP 79.13](#), University-Related Travel by Motor Vehicle or Commercial, Charter, or Donor Aircraft, governs the use of motor vehicles in any activity related to the academic research and/or administrative responsibility of the department involved. This policy relates to travel undertaken by students to a university-related activity. It also 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 and their parents 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 coursework



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 a very economical trip insurance plan for student groups and their faculty or staff sponsor. Insurance application forms may be obtained by the sponsor at the Contract Management Office. Trip insurance may also be purchased from private insurance companies ([OP 34.06](#)).

## Office Hours

Each faculty member is to maintain scheduled office hours as directed by the dean of the college and/or the chair or director of the individual department or school. Schedules should be published on syllabi and, as applicable, the university's Learning Management System, and otherwise made available to students.

## Open or Public Posting of Student Grades

Open or public posting of student grades poses several legal problems for the university. Texas Tech policy is that no grades should be openly posted at any time. Reference [OP 34.12](#) for additional information on open or public posting of student grades. Reference the Faculty Dashboard available on the [Registrar's website](#) for information specific to faculty members' requirements concerning provision of mid-term, final, and other grades.

## Operating Policies and Procedures

The Texas Tech University Operating Policy and Procedure (OP) 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:

- Ensure consistency among university-wide policies and procedures;
- Provide a university-wide pattern for developing policies and procedures;
- Outline a standard format for policies and procedures;
- Maintain a current and easily accessible online manual of all university-wide policies and procedures;
- Provide notification of policy and procedure changes to the university community;
- Facilitate continuity regardless of changes in personnel assignments; and
- Ensure the periodic review and updating of all university-wide policies and procedures.

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](http://www.depts.ttu.edu/opmanual).

## Post-Tenure Review

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](#). Comprehensive performance evaluations do not preclude the usual annual performance evaluations of faculty, as provisioned in [OP 32.32](#). Annual evaluations remain a regular function for all faculty, regardless of rank or years in service.

## 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](#), [OP 63.08](#)).

## 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 a religion whose places of worship are exempt from property taxation under Texas Tax Code § 11.20.
- 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 should be provided by the faculty member to the chairperson of the department before the observance. This notice will consist of a listing of religious holy days to be observed during the semester.
- Notice must be in writing and should be personally delivered to the chairperson of the department, with receipt of the notice acknowledged and dated by the chairperson, or by certified mail, return receipt requested, addressed to the chairperson.
- The chairperson will attempt to provide class coverage from among regular faculty of the department or area.
- Advance written notice, if needed, will be provided 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 a religion whose places of worship are exempt from property taxation under Texas Tax Code § 11.20.
- A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.
- A student who is excused for this reason may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

## Salary Increases

All salary increases for faculty shall be on a merit basis unless otherwise mandated by the legislature and shall be based on quality teaching, scholarly activity, and other contributory activities as part of faculty responsibilities. The procedure for merit salary increases is set forth in the prevailing instructions for budget preparation issued from the Office of the Provost and/or the Senior Vice President for Administration & Finance/CFO.

It is the responsibility of the department chairperson or school director to recommend salary rates and merit increases. Each faculty member is required to provide an annual report on his work to the department chairperson or school director for use in consideration of a merit increase ([OP 32.08](#)).

## 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 on 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.

## 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 department. 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.

## Small Classes

Small organized classes may be taught only within certain limitations. Ordinarily, undergraduate courses taught as organized classes must include at least 10 undergraduate students, and graduate 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](#)).

## Smoke-Free and Tobacco-Free Environment

To provide for the health and safety of students, faculty, and staff, the university has enacted a policy designed to assure a smoke-free and tobacco-free environment in all academic and administrative facilities. In the interest of providing such an environment, smoking and use of other tobacco products is prohibited in all campus academic, administrative, and athletic facilities. [OP 60.15, Smoke-Free and Tobacco-Free Environment](#), details exceptions and procedures of this policy.

## Student Disability Services

See section, Americans with Disabilities Act (ADA), on page 34.

## 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. It also has lab, radiology, and pharmacy services. Student Health Services is located in the Student Wellness Center at the corner of Main and Flint on the west side of the campus. Appointment hours for the Wellness Center are 8:00 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to noon on Friday.

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. A student

who is unsure about a medical issue or problem may call 806.743.2848 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 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:** 806.743.2848, [www.depts.ttu.edu/studenthealth](http://www.depts.ttu.edu/studenthealth)

## 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 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 in the Student Union, Suite 201, 806.742.5433.

## Summer Appointments

With rare exceptions, faculty are appointed on a nine-month basis, September through May. Summer appointments, when available, are based upon summer instructional needs as determined by the department chair and/or college dean. Summer employment is considered a supplemental appointment and is not guaranteed.

## Tenure Policy and Standards

Tenure applies to faculty whose appointments specified having a tenured or tenure-track position. For up-to-date information regarding promotion and tenure policies, see [OP 32.01, Promotion and Tenure Standards and Procedures](#).

## Travel Reimbursement

Policies governing travel reimbursement are found in the state regulations, the Texas Tech University (TTU) Operating Policies and Procedures ([OP Section 79](#)), and the Travel Services website.

### Definitions.

**Designated Headquarters** – The area within the city's boundaries in which the TTU traveler's primary place of employment is located.

**Financial Manager** – A TTU faculty or staff member with financial responsibility and approval authority (up to the budgeted amount for that FOP), based on the organization code.

**Institutional Funds** – All TTU funds except appropriated funds (11, 12, 13, and 14), including sponsored projects (TTU funds 21, 22, and 23—unless limited by a sponsoring agency).

**Chrome River** – An electronic program used to enter travel Pre-Approvals, Expense Reports, travel receipts, and supporting documentation.

**State Appropriated Funds** – TTU funds starting with 11, 12, 13, and 14. State appropriated funds starting with 13 (HEF) do not permit travel.

**State of Texas Travel Card** – Individual-bill travel cards issued to employees for official TTU travel-related expenses. Payment to the card provider is the sole responsibility of the cardholder. Only TTU employees are permitted to have State of Texas Travel Cards. Note: The State of Texas Travel Card **must** be used for all travel utilizing State Appropriated Funds.

**Pre-Approval** – An electronic document used to encumber expenses and request approval for travel in advance of the trip. See [OP 79.04, Application for Official Travel](#), for additional information.

**Expense Report** – An electronic document used to reconcile charges associated with the approved trip and request reimbursement for travel expenses incurred during the discharge of official state business.

**Traveler** – TTU faculty, staff, student, or representative authorized to travel for official TTU business.

**Travel Exception Form** – Justification form for travel policy exceptions. Travel exceptions are not permitted on State Appropriated Funds.

**Reimbursement Process.** TTU may pay or reimburse a travel expense only if the purpose of the trip clearly involves State business and is consistent with TTU's legal authority. Travel expenditures are generally paid on a reimbursement basis. A Pre-Approval should be submitted in Chrome River at least two weeks prior to departure. Reimbursement of travel expenses may be obtained by completing an Expense Report in Chrome River. An Expense Report must explain the nature of the official state business conducted and specify the benefit



that TTU gained from the travel. The completed Expense Report and required supporting documentation must be submitted electronically in Chrome River within thirty (30) days after completion of the trip or within fifteen (15) days if a Transportation Request or Advance was processed.

The Expense Report must be approved by the Traveler's supervisor. The Financial Manager of the funding source(s) will be provided with email notifications of the travel expenses after a Pre-Approval or an Expense Report is processed.

In accordance with IRS regulations, any Expense Report not submitted to the Travel Office 60 days past the trip end date will be taxable to the Traveler. The Travel Office will submit the taxable expense to the Payroll & Tax Services Office.

**Transportation Requests.** Transportation Requests are designed to assist Travelers who do not have a State of Texas Travel Card to pay for their major airline transportation costs. Qualifying travelers may request a Transportation Request on the Pre-Approval. If approved, the cost of the airline ticket will be charged to Travel Services' central credit card, and the expense will be directly billed to the department. Additional information is available on the [Procurement Services website](#).

**Advances.** TTU may advance funds for travel expenses to a Traveler only if the expenses are incurred during travel that requires an overnight stay outside the Traveler's Designated Headquarters. Advances will not be approved to any Traveler owing money to TTU for a previous trip or if the Traveler is on hold with the Texas Comptroller. Qualifying Travelers may request an advance on the Expense Report in Chrome River. The advance will be approved five business days prior to departure. A check or direct deposit is processed the next day. A direct deposit will show up in the Traveler's deposit account a day or two later. Additional information is available on the [Procurement Services website](#).

**State Appropriated Travel Restrictions.** [Texas Administrative Code \(TAC\), Section 20.413](#), requires a State of Texas Travel Card to be used for all travel expenditures when using State Appropriated Funds. Any allowable travel-related expense not purchased with a State of Texas Travel Card will require the use of other Institutional Funds. Sponsored project funds may also be limited depending on the granting agency/party.

Lodging reimbursements for in-state and out-of-state travel are limited to the rates set forth by the U.S. General Services Administration (GSA). Institutional funds are required for any overages along with conference hotel documentation or a completed Travel Exception Form.

Travel not permitted on State Appropriated Funding (TTU funds 11, 12, and 14; travel is never allowed on funds starting with 13):

- Student or non-employee travel;
- Foreign travel (including Canada and Mexico);
- Gratuities;
- Food and entertainment expenses;

- Alcohol;
- Any expense not evidenced by a receipt; and
- Exception to any TTU/State of Texas travel policy (exceptions are not permitted on appropriated funds—any exception will require an alternate funding source).

Additional information is available on the [Procurement Services website](#).

**International Travel.** All international travel (including Canada and Mexico) by TTU employees or students on TTU business requires the approval of International Affairs (IA) and the Export Control Office. Pre-Approvals for international travel must be submitted at least thirty (30) days prior to departure. Once the Pre-Approval is submitted, IA and the Export Control Office will receive an email notification and will review the Pre-Approval in Chrome River. To comply with federal export control regulations, the following is required on the International Pre-Approval:

- A list of all destinations;
- Destination contact names for every city to be visited;
- Destination affiliations; and
- Business equipment/supplies being transported or in possession of the Traveler.

International travel may not be reimbursed using State Appropriated Funds (TTU funds 11, 12, and 14). Travelers may claim actual expenses for international meals and lodging costs with itemized receipts or per diem for meals. Meal and lodging reimbursements for international travel are limited to the rates set forth by the U.S. Department of State. Expenses will be converted to U.S. dollar amounts for reimbursement based on the date of the expense. Conversion documentation must be submitted with the Expense Report.

The Fly America Act mandates the use of U.S. flag air carriers when traveling internationally on federal funds (funds starting with 21). Waiver information, certified air carriers, and additional information are available on the [Procurement Services website](#).

**Meals and Lodging.** Travelers may either itemize meal expenses or claim the allowable per diem for the entire trip. Original itemized receipts may not exceed the allowable per diem rate, and alcohol is not reimbursable. Lodging and meals for in-state and out-of-state travel are limited to the per diem rate for each locality as published by GSA. Per diem rates for Alaska and Hawaii are limited to the rates set forth by the U.S. Department of Defense. If the city or county is not listed, the per diem is the standard rate for lodging and meals. The per diem rates are updated annually (October) and must be verified prior to each trip. If the lodging receipt reflects double occupancy, the Traveler is entitled to reimbursement of the single rate or one-half of the rate if the room is shared with another Traveler. All required receipts must indicate that the charges have been paid in full. Reimbursement for meals and lodging expenses is allowed one day before and one day after official business begins. Per IRS guidelines, meal and lodging expenses are allowable only for travel with an overnight stay.

**Taxes.** Employees are exempt from state hotel occupancy tax for travel within the State of Texas.

**Transportation.** A Traveler is entitled to be reimbursed for mileage incurred by a 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. Travelers are required to select the most cost-effective means of transportation. Reimbursements for personal mileage may not exceed the cost of a contracted rental vehicle. A [mileage calculator](#) is available on the TTU Chrome River homepage that compares the contracted rate and the State of Texas mileage 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 or rental vehicle, the maximum that can be claimed is actual mileage.

Vehicle rentals are limited to the [TTU Rental Car Rates](#) found on the Chrome River homepage. The daily rental rate includes LDW (loss/damage/waiver) or comprehensive coverage and liability. Vans and sport utility vehicles may be rented from a contracted vendor only if used by three or more people. Premium, luxury, and convertible vehicles are not permitted.

Employees must obtain the lowest available airfare. The following are not allowed without a business purpose justification and a completed Travel Exception Form: first-class airfare, business-class airfare, extra legroom fees, and travel insurance. Business select and early bird fees on Southwest Airlines are not reimbursable.

## 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 Operations Division Planning and Administration. Requests for reservations will be granted according to the priorities of the designated area ([OP 61.02](#)).

## Visiting Speakers

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. The *Regents' Rules* direct each component institution of the Texas Tech University System to develop "policies necessary for the administration of free speech activities, including placing reasonable restrictions upon the time, place, and manner of on-campus speech." The authorization for all on-campus speakers is under the direction of the Pres-

ident of the university. [OP 30.13](#) is Texas Tech University's policy on visiting campus speakers and applies to all persons who wish to speak within the physical confines of the university except a regular employee, student, or member of the Board of Regents of the TTU System.

To the extent permitted by applicable law, access to speak within the physical confines of Texas Tech University may be denied to those who advocate imminent illegal action, including but not limited to, (1) lawlessness or disregard for the laws of this country or the state, (2) any change to the laws of this country or state by other than constitutionally or statutorily prescribed processes, or (3) the violent overthrow of the government of the country or the state. In determining the likely conduct or speech of the proposed speaker, appropriate consideration shall be given to relevant past performance of the proposed speaker.

Arrangements for the payment of professional fees and expenses for speakers must be made through administrative channels in advance ([OP 30.13](#)).



# 7 Benefits and Services

## Credit Union

Employees of TTU and TTUHSC are eligible to join Texas Tech Credit Union. Member perks include benefit-driven checking/savings accounts, personal loans, lines of credit, vehicle loans, and mortgage loans.

Members have access to 24-hour online and mobile banking, the opportunity to get paid up to two days early with direct deposits, free bill pay, real-time credit monitoring, instant-issue debit cards, and over 30,000 fee-free ATMs..

Branches are located at 1802 Texas Tech Parkway, 4005 98th Street, and Health Sciences Center Room #1A98. To learn more, visit [TexasTechFCU.org](https://www.texas-tech-credit-union.org) or call 806.742.3606.

## Faculty and Staff Clinic Services

The Faculty and Staff Clinic provides urgent care and primary care services to faculty, spouses of faculty, and dependents of faculty under the age of 26. The Faculty and Staff Clinic is located at 3601 4th Street at the TTUHSC Family Medicine Clinic.

Contact: 806.743.2345, <https://www.texastechphysicians.com/clinics/lubbock/faculty-staff-clinic.aspx>

## Holiday and Sick Leave

**Holidays.** The Texas Legislature sets the number of holidays to be observed each year by state employees. The university observes the same number of holidays as other state agencies. The holiday schedule is adjusted each year by the Board of Regents to permit efficient academic scheduling.

**Sick Leave.** Regular full-time faculty members accrue 8 hours of sick leave per month. The accrual for part-time faculty members is proportional to their FTE. Faculty members must submit leave reports via web time entry for all sick leave taken if the absence occurred during the normal workday for regular employees, even if no classes were missed. See [OP 32.11](#) for Faculty Sick Leave Policy.

## Group Insurance

Texas Tech University participates in the State of Texas Employees Group Insurance Benefits Program. The Employees Retirement System (ERS) is the state agency that administers this program.

**Health Insurance Coverage.** Each full-time benefits-eligible employee is automatically covered for employee-only medical, \$5,000 term life, and \$5,000 accidental death and dismemberment (AD&D) insurance at no cost to the employee. Eligible dependents may be covered with the employee paying 50 percent of the dependent cost. Part-time benefits-eligible employees pay 50 percent of the premium for the employee-only coverage and 75 percent of the cost for dependent coverage. The amount contributed by the university toward the employee's health insurance is subject to change by the Texas Legislature. New employees are eligible the first day of the month following 60 days of employment. Employees are enrolled in HealthSelect of Texas, a self-funded managed care plan that offers network and non-network benefits.

**Secondary Option for Health Coverage.** Consumer Directed HealthSelect is available to employees who are not eligible for Medicare. The plan is made up of a high-deductible health plan (HDHP) that offers network and non-network benefits and a health savings account (HSA). The amount of premium contributed by the university is the same percentage as HealthSelect of Texas.

Both health insurance plans utilize the same network of doctors.

For more details on the premiums and benefits provided, refer to [www.ers.texas.gov](https://www.ers.texas.gov).

Enrollment in health insurance is not required in order to enroll in the optional coverages listed below. Premiums for optional coverages are fully paid by the employee through payroll deduction.

**Dental Coverage.** Benefits-eligible employees have a choice between two dental plans. The dental health maintenance organization plan is a DHMO and provides benefits when the employees utilize the DHMO network of dentists. The State of Texas Dental Choice Plan does not restrict the dentist an individual can use; however, the benefits are greater if the individual selects and sees a dentist from the plan's provider network. Enrollment must be completed during the first 31 days of employment or during annual enrollment. The full premium for dental coverage is paid by the employee through payroll deduction. For more details on the premiums and benefits provided by these choices, refer to [www.ERSdentalplans.com](https://www.ERSdentalplans.com).

**Optional Term Life Insurance.** Benefits-eligible employees may elect term life coverage with AD&D with options of one, two,



three, or four times annual salary not to exceed \$400,000 (three or four times salary requires evidence of insurability). Enrollment must be completed during the first 31 days of employment. Subsequent application for enrollment will be subject to satisfying evidence of insurability. For more information, refer to [www.ers.texas.gov](http://www.ers.texas.gov).

**Dependent Term Life Insurance.** Benefits-eligible employees may elect \$5,000 term life insurance with \$5,000 AD&D for all eligible dependents. Benefits are payable to the employee. Enrollment must be completed during the first 31 days of employment. Subsequent application for enrollment will be subject to satisfying evidence of insurability. For more information, refer to [www.ers.texas.gov](http://www.ers.texas.gov).

**Voluntary Accidental Death and Dismemberment (AD&D).** Benefits-eligible employees may elect additional accidental death and dismemberment coverage between \$10,000 and \$200,000 in increments of \$5,000. This plan also provides an option for dependent coverage based on a percentage of the employee's coverage. Enrollment must be completed during the first 31 days of employment or during annual enrollment. For more information, see [www.ers.texas.gov](http://www.ers.texas.gov).

**Short-Term (STD) and Long-Term (LTD) Disability Coverage.** Benefits-eligible employees may elect STD and/or LTD to provide income replacement upon becoming totally disabled and unable to work. The maximum monthly salary available for insuring is \$10,000. STD and LTD benefit payments are offset by any disability benefits received from other sources (such as Social Security, Workers' Compensation, and retirement disability benefits). Enrollment must be completed during the first 31 days of employment. Subsequent application for enrollment will be subject to satisfying evidence of insurability. For more information, see [www.ers.texas.gov](http://www.ers.texas.gov).

**Vision Insurance.** Benefits-eligible employees may elect vision insurance through Eyemed Vision Care. Vision insurance allows employees to visit eye care providers and purchase eyeglasses or contact lenses at a discounted rate. Enrollment must be completed during the first 31 days of employment or during annual enrollment.

## Other Insurance

**Workers' Compensation (WC).** WC is regulated by the State of Texas and may provide medical and income benefits for injuries and occupational illnesses that arise out of the course and scope of employment. This program is available to all employees whose names appear on the payroll. The Texas Tech University System Office of Risk Management (TTUSORM) is the point of contact for all employees. Timely reporting and submission of associated documentation are the responsibility of the employee and employee's supervisor. TTUSORM will report to the State Office of Risk Management, the state agency that administers the program. The Texas Department of Insurance Workers' Compensation Division promulgates rules and regulations governing WC ([OP 70.13](http://www.ers.texas.gov)).

**Automobile Liability.** Texas Tech University System Office of Risk Management administers a self-funded program on behalf of the university to cover university-owned or leased vehicles. Employees who must operate such vehicles as a part of their assigned duties must be designated "approved" by The Texas Tech University System Office of Risk Management ([OP 79.13](http://www.ers.texas.gov) and [80.07](http://www.ers.texas.gov)). Additional information is available through the Texas Tech University System Office of Risk Management.

**Legal Liability Insurance.** In litigation against the university and any employees sued for acts within the course and scope of their employment, the Office of the Attorney General provides a defense. In those cases, indemnity is provided to the employees pursuant to state law. The university does not purchase general liability insurance. For any questions, please contact the Office of General Counsel.

**Unemployment Compensation Insurance (UCI).** Each employee in a position not requiring student status as a condition of employment is covered by the Unemployment Compensation Insurance Program. Through the UCI program, an employee may be eligible for weekly benefit payments during a period of unemployment which occurs through no fault of the employee.

An employee of the university cannot be paid UCI benefits for any week of unemployment that begins during the period between two regular academic terms, or which begins during an established vacation period or holiday recess, if the employee worked the first of such terms or work periods and has a reasonable assurance to work in the second of such terms or periods.

## TEXFLEX Programs (IRS Section 125 Cafeteria Plans)

**Premium Conversion.** All benefits-eligible employees enrolling in the insurance program are automatically enrolled in premium conversion. Insurance premiums, with the exception of dependent life, term life, LTD and STD, and AD&D are deducted from pay on a pre-tax basis, before federal income and social security taxes are calculated. The result is that employees save money on taxes and receive more take-home pay. Premium conversion prevents employees from adding, dropping, increasing, or decreasing any group insurance coverage during the plan year unless a qualifying life event (QLE) occurs. QLEs include things such as marriage, divorce, birth, death, and loss of other coverage. Employees have 30 days from any qualifying life event to change/modify insurance coverage. For more information, refer to [www.ers.texas.gov](http://www.ers.texas.gov).

**Flexible Spending Account – Health Care (FSA-Health).** A benefits-eligible employee may elect to contribute as little as \$15 per month (\$180 annually) or as much as \$3,200 per year to an FSA-Health for Plan Year 2025. This contribution is deducted from pay on a pre-tax basis resulting in more take-home pay for the employee. The FSA-Health can then be

used to pay for health care expenses not covered by insurance such as eyeglasses and co-payments for physician and dental visits. Reimbursement accounts, by federal law, have a “use it or lose it” provision which necessitates caution in estimating reimbursable expenses for the plan year. The plan allows for a \$640 roll-over from the previous plan year. For more information, refer to [www.ers.texas.gov](http://www.ers.texas.gov).

**Flexible Spending Account – Dependent Care (FSA-Dependent Care).** A benefits-eligible employee may elect to contribute as little as \$15 per month (\$180 annually) on a pre-tax basis to an FSA-Dependent Care. The maximum contribution for the plan year is \$5,000 per family (\$2,500 if married but filing separately). FSA-Dependent Care can be used to save money on a dependent child’s daycare or after-school care (until age 13) or dependent care for an adult family member. FSA-Dependent Care may save more money in taxes than the Child Care Tax Credit; however, it depends on your income.

Reimbursement accounts, by federal law, have a “use it or lose it” provision which necessitates caution in estimating reimbursable expenses for the plan year. The maximum carryover for the health care account for Plan Year 2025, ending August 31, 2025, will be \$640. For more detailed information, refer to [www.ers.texas.gov](http://www.ers.texas.gov).

**Limited Flexible Spending Account (LFSA).** A benefits-eligible employee may elect to contribute on a pre-tax basis to an LFSA when they are enrolled in Consumer Directed HealthSelect, the high-deductible health plan. This account lets you set aside money on a limited basis, to pay for dental and vision expenses only. Reimbursement accounts, by federal law, have a “use it or lose it” provision which necessitates caution in estimating reimbursable expenses for the plan year. For more detailed information, refer to [www.ers.texas.gov](http://www.ers.texas.gov).

**Health Savings Account (HSA).** The HSA is part of the Consumer Directed HealthSelect. It helps employees save money to prepare for out-of-pocket costs. Limits for contributions are set annually by the IRS and depend on single or family coverage enrollment in Consumer Directed HealthSelect. The calendar year 2024 limit for individuals is \$4,150 or \$8,300 for family. The calendar year 2025 limit for individuals is \$4,300 and \$8,550 for family. Employees must be enrolled in Consumer Directed HealthSelect to open an HSA. Funds deposited into an HSA do not have a “use it or lose it” provision. The funds are accessible to the employee year after year for medical or dental expenses, even upon changing employment.

## Retirement

Each regular employee of the university at the time of employment is required as a condition of employment to be a member of the Teacher Retirement System (TRS). An Optional Retirement Program (ORP) is available in lieu of TRS for full-time faculty and certain executive management, professional, and administrative employees. Contributions to TRS and ORP are on a tax-deferred basis.

State law requires both the employee and the state to make contributions based on a percentage of the employee’s salary. State contribution rates are established biennially by the Texas Legislature and may fluctuate over time. For more information on the TRS, refer to [www.trs.texas.gov](http://www.trs.texas.gov). For a comparison of ORP and TRS, refer to the benefits link at [www.depts.ttu.edu/hr/EmpBenefits/Retiring/Retirement-Plans.php](http://www.depts.ttu.edu/hr/EmpBenefits/Retiring/Retirement-Plans.php).

**Teacher Retirement System (TRS).** The TRS is a traditional defined benefit state retirement program in which investment risks are absorbed by the state. Contributions go into a large trust fund that is managed by knowledgeable professionals with a prudent yet very successful investment strategy. This type of plan provides stability and does not require any investment decisions by the individual members. Retirement benefits are based on legislatively determined formulas.

**Optional Retirement Program (ORP).** ORP is an individualized defined contribution plan in which each participant selects a variety of investments such as annuity contracts or mutual funds with an authorized company. Because participants manage their own personal investment accounts, ORP entails more individual risk and responsibility than that associated with TRS membership. Benefits are a direct result of the amounts contributed and any return on the investments selected by each participant.

Upon termination of employment from Texas public higher education, ORP participants with more than one year of participation retain control over all investments (both employee and employer contributions). Participants who terminate with one year or less of initial participation forfeit employer contributions made during that term of employment. State law requires both the employee and the state to make contributions based on a percentage of the employee’s salary. State contribution rates are established biennially by the Texas Legislature and may fluctuate over time.

An employee must exercise an option to participate in the ORP within 90 days following the date of eligibility. If no election is made within the 90 days, the employee will be deemed to have chosen membership in TRS. This decision is irrevocable.

For more information, refer to [OP 70.07, Optional Retirement Program](#). For a comparison of ORP and TRS, visit the Texas Higher Education Coordinating Board at [www.highered.texas.gov](http://www.highered.texas.gov).

**Old-Age Survivors Insurance Program (OASI) (Social Security).**

Unless visa exempted or student status exempted, each employee of the university is required to participate in the Federal OASI Program. The payroll deduction is based on a percentage of salary. The employee’s and employer’s portion and the maximum covered wage are subject to change by the Social Security Administration. For information regarding OASI benefits, refer to [www.ssa.gov](http://www.ssa.gov).

## Supplemental Retirement Programs

In addition to participation in the Teacher Retirement System or the Optional Retirement Program, employees of Texas Tech are eligible to set aside additional amounts of salary, up to certain limits, without paying current income tax on those amounts. This income tax deferment is available under the Tax Sheltered Annuity Program, 403(b) and the Deferred Compensation Program (457). Participation in these programs is voluntary, and employees may elect to participate in either or both programs. There is a ROTH option available under both the 403(b) and 457 plans. These programs are offered as a supplement to the retirement benefits provided by the Teacher Retirement System or the Optional Retirement Program. The institution does not make contributions to these accounts.

For more information on the TSA program, refer to [OP 70.09, Tax Deferred Account Program](#), and the benefits link on the retirement program website at [www.depts.ttu.edu/hr/EmpBenefits/Retiring/RetirementPlans.php](http://www.depts.ttu.edu/hr/EmpBenefits/Retiring/RetirementPlans.php).

Employees can enroll in the Texa\$aver plan to have payroll deductions up to specified limits on a tax-deferred basis under IRS 457. Empower Retirement currently serves as the third-party administrator for the program. Refer to the Texa\$aver link at [www.texasaver.com](http://www.texasaver.com) for more information. Employees can enroll in the optional 403(b) plan online at [www.myretirementmanager.com/?ttu](http://www.myretirementmanager.com/?ttu).

## Ticket Privileges

**Athletics.** Benefits-eligible, full-time faculty and staff are eligible to receive a 20 percent discount on season tickets (up to six per sport) in football, baseball, and men's and women's basketball. Interested persons may contact the Athletic Ticket Office at 806.742.TECH.

**Music, Dance, Lectures, Art Exhibits, and Theatre.** The School of Art features programs of exhibitions, speakers, symposia, and workshops offering hands-on experience with working professional artists. These are normally open to the public and free of charge. Call 806.742.3826 for additional information. To schedule an exhibition group tour, call 806.742.1947 or email [landmarkarts@ttu.edu](mailto:landmarkarts@ttu.edu).

The School of Music presents faculty and student concerts and recitals and a series of guest performances throughout the year. Faculty and their families are invited. There is normally no admission charge. However, some special events are ticketed. Call 806.742.2274 or email [schoolofmusic@ttu.edu](mailto:schoolofmusic@ttu.edu) for information.

The School of Theatre & Dance offers faculty \$10 tickets to any performance in the season. For ticket reservations, season subscription pricing, and ticket information, call the Maedgen Theatre Box Office at 806.742.3603.

## University Recreation

The Department of University Recreation is a comprehensive fitness, leisure, and recreation department with world-class facilities and cutting-edge programs and services! Texas Tech University faculty are eligible to purchase individual or household memberships for a month-long or annual basis. Faculty who purchase a University Recreation and Student Recreation Center membership are not just joining a gym but are rather investing in their quality of life and sustaining life-long healthy behaviors.

**Robert H. Ewalt Student Recreation Center.** With over 242,000 square feet of recreational activity space, the Student Recreation Center has a variety of exercise, fitness, and leisure opportunities for the Red Raider campus community. Highlights include:

- Seven gym courts ideal for badminton, basketball, pickleball, and volleyball
- Multi-activity court (MAC) perfect for indoor soccer or floor hockey
- The Free Weight and Machine Weight with over 175 weightlifting stations, dumbbells, and barbells
- Raider Power Zone, which is a combination of functional fitness training and power-lifting racks
- Over 90 cardiovascular fitness machines from leading commercial manufacturers including Concept 2, Life Fitness, Matrix, Precor, and Woodway
- A 1/8 of a mile elevated track with stretching and core fitness spaces
- A 53-foot-tall climbing and bouldering wall
- Racquetball courts
- Multiple fitness studios including the Raider Ride Cycling Studio, newly expanded CrossFit Box, and globally recognized fitness leader F45 functional fitness studio
- Men's and women's locker rooms
- Equipment Issue with a variety of equipment to support and complement your activities

**Outdoor Pursuits Center.** Perfect for the outdoor enthusiast, the Outdoor Pursuits Center has all the rental equipment and regional park information for the weekend or weeklong adventure! Items available for rental include:

- A fleet of watercraft including canoes, kayaks, and personal flotation devices
- Single and multi-person tents
- Sleeping bags
- Cookware
- Skis, boots, bindings, and poles
- Snowboards
- Maps and informational guides regarding local, state, and national parks

**Fit/Well Suite.** Home to personal training, massages, and expert information regarding fitness and wellness programs and services available through University Recreation, this space will help members meet and exceed fitness and wellness goals!



- Purchase and register for a variety of personal training packages
- Purchase a massage package to help smooth out the aches and pains from exercise
- Learn more about our complimentary group fitness class program with over 50 classes per week
- Purchase and become a member of the Texas Tech CrossFit Box and the globally recognized fitness leader, F45 Training Studio, a fast-paced, functional fitness-based class combining cardiovascular and strength training in 45 amazing minutes!
- Learn about monthly educational wellness demonstrations and programs
- Purchase a Muscle Milk or other beverage for pre- or post-workout satisfaction

#### **Indoor Aquatic Center.**

- Ideal for fitness swimming, the indoor aquatic center can be set at 50- or 25-meter lengths
- Register yourself or other family members for our regionally recognized American Red Cross Learn 2 Swim Program
- Men's and women's locker rooms

**Outdoor Leisure Pool.** Nationally recognized with multiple design awards, the outdoor leisure pool space is the ideal location for fun in the sun! Picture-perfect for fitness swimming, family activities, or relaxing alone, this fitness and leisure activity area has something for everyone. Additionally, this space is great for family gatherings and birthday party rentals.

- Competition and activity pools for lap and fitness swimming
- Double T splash pad and slide area

- Three-tier wet deck ideal for relaxing and soaking up vitamin D
- Spa
- 645-foot-long lazy river
- Sam's Place poolside dining

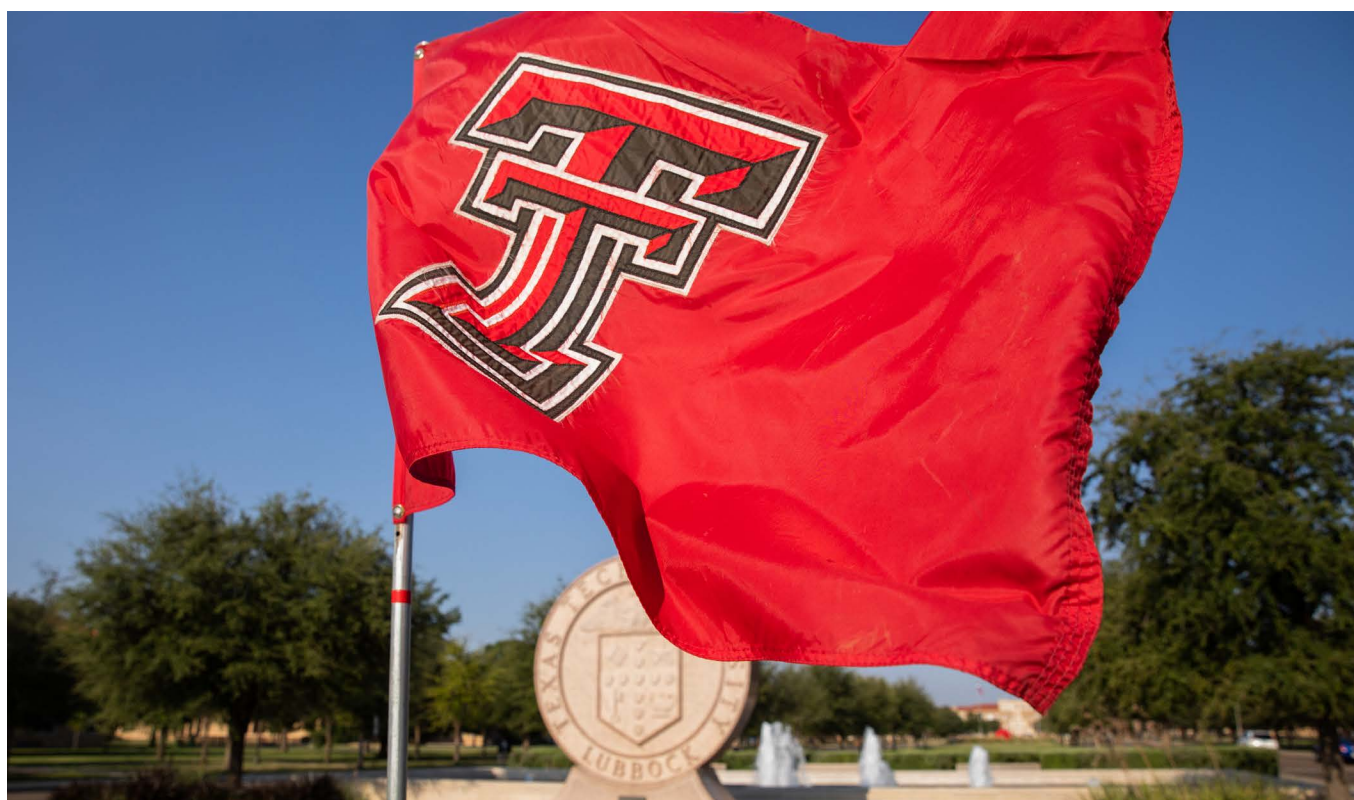
**Urbanovsky Park.** When the weather is just too perfect to exercise indoors, take your fitness activities to Urbanovsky Park. This outdoor lighted park is a great space to enjoy fresh air while exercising.

- 9-hole disc golf course
- 6 tennis courts
- 6 pickleball courts
- 4 basketball courts
- 3 sand volleyball courts
- 1-mile running trail
- Soccer and Rugby fields
- Functional fitness and chin-up bar exercise zone

**West Rec Turf, Natural Grass, and Softball Complex.** Located near HSC, this outdoor competition complex is open to members who purchase a University Recreation and Student Recreation Center membership.

- West Rec Turf is available for late afternoon and evening activities and is typically home to intramural sports such as flag football and soccer competitions.
- West Rec Natural Grass is a lighted complex perfect for soccer or other informal activities.
- The softball complex consists of four fields and is ideal for a weekend tournament rental.

To learn more about the many outstanding fitness, leisure, recreation, and wellness opportunities, visit the University Recreation website at <https://www.depts.ttu.edu/urec/>.



# 8 Emergency Procedures

Texas Tech's Marketing & Communications Office maintains the university's emergency communications website, [techalert.ttu.edu](http://techalert.ttu.edu). This site includes information about how to update your emergency contact information, displays current and past emergency notifications, and contains a robust FAQ section to inform the Texas Tech University community about what to do before, during, and after an emergency.

TechAlert is an externally hosted service through which critical information is sent via phone call, text, email, social media, websites, and digital signage across the Texas Tech campus in Lubbock.

All faculty, staff, and students are automatically enrolled in the TechAlert system with their Texas Tech email address and the primary phone number listed in their personnel or registration records. The system accommodates three additional numbers with options for text messages and TDD/TTY for the deaf and hard of hearing. All members of the Texas Tech community should keep their information updated by going to [techalert.ttu.edu](http://techalert.ttu.edu) and clicking on the "Manage Notifications" button. The information provided is secure and will never be used by Texas Tech for any reason other than emergency alert notifications.

Any emergency can be reported by dialing 911.

In case of a fire, the respective department chairperson, dean's office, and building emergency manager should be notified after the fire has been reported. To be easily identified, fire extinguishers are placed in all buildings in specific locations on all floors. To assist individuals in identifying the best evacuation route, building exits are marked in the department's Emergency Action Plan, which is available on the [Emergency Management website](#). For urgent facility maintenance requirements, call the Operations Division at 806.742.4OPS (4677).

## Warning and Alert Systems

The university maintains several warning and alert systems for use in the event of major storms or other disasters. The National Oceanic and Atmospheric Administration (NOAA) of the U.S. Department of Commerce provides continuous broadcasts of the latest weather information from the National Weather Service. Taped weather messages are repeated every two to three minutes and are revised hourly. When circumstances warrant, specially designed warning receivers (weather alert radios) can be activated. The weather alert radios sound an alarm indicating that an emergency exists, alerting the listener to turn the receiver up to an audible volume.

Various sirens located throughout the campus are activated whenever the campus is in imminent weather danger. Persons should immediately seek shelter upon hearing the siren. In the residence halls, when activated, fire alarm speakers with verbal instructions will be used to signal a severe weather notification. Tests of the various warning and alert systems are conducted each semester and are publicized online in advance of the tests.

If a tornado warning is issued or a tornado is sighted, the following actions should be taken: seek inside shelter, preferably on the lowest possible floor of a building in the most interior room, away from windows and outside walls. The tornado shelter areas for Texas Tech buildings are included in the department Emergency Action Plan (EAP) located on the [Emergency Management website](#). Be sure to evacuate upper floors of all buildings, reminding individuals to seek shelter in an interior hallway and stay away from windows; lie flat on the floor and use tables, mattresses, or blankets for cover. If caught in open country, lie face down in the deepest depression available such as a ditch, culvert, or ravine. Emergency preparedness information is available on the [Emergency Management website](#).

## 9

# Financial Exigency Plan

## Preamble

The Declaration of Financial Exigency is the most drastic action a university can take to preserve its role, scope, and mission. It is not entered into until all other measures have been thoroughly considered.

Owing to the seriousness of financial exigency, the faculty and the administration must be jointly involved in the decisions to salvage the institution. This policy is designed to bring these two constituencies together to face financial straits in a rational atmosphere of mutual trust and common concern for the university. The emergency action called for by a budgetary crisis must be grounded in the purpose of the university. Therefore, the formal statement of Texas Tech University's mission will be the guiding principle throughout this plan.

## Part I—Definitions

As used in this document:

**Mission Statement** – As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation, and world.

**Financial Exigency** means that the financial position of the university as a whole, demonstrated by competent evidence, is such that the financial resources of the university, including all funding sources (specifically recognizing that all funds are not equally transferable for all uses), are insufficient to support existing academic programs to the extent that the university is unable to finance the full compensation of both all tenured faculty and all other faculty until the end of their appointment, including timely and proper notice. A legislative mandate reducing salaries across the board will not trigger declaration of financial exigency. Academic programs reduced or eliminated for academic reasons shall not be included within the scope of this definition. Reorganization shall not be included in this definition unless it results in the layoff of tenured faculty and is motivated by financial exigency. A financial exigency will last no longer than twelve months unless renewed by the same procedures outlined in this document.

**Financial Exigency Advisory Committee**, hereinafter called FEAC, is a committee composed of the Provost, Senior Vice President for Administration & Finance, President of the Faculty Senate, a dean chosen by the Dean's Council, and three tenured faculty members selected by the Faculty Senate. The Associate Vice President of Human Resources and the President of the Student Government Association shall be non-voting members. The chair will be selected from the above group by the President of the university prior to the first meeting.

**Program Evaluation Review Committee**, hereinafter called PERC, is a committee composed of the dean of each academic college or school; a faculty representative from each academic college or school to be elected by the voting faculty of the college or school; the President of the Faculty Senate; an elected representative from the Horn Distinguished Professors; the Provost, who shall serve as chairperson; and the Senior Vice President for Administration & Finance, who shall serve ex officio.

**Academic Unit** is a basic faculty group that recommends an individual be hired in the first instance and votes to recommend promotion, tenure, and/or continuing appointment of an individual in the course of that individual's advancement in the faculty role.

**Working Day** is defined as a university calendar working day.

## Part II—Declaring a Financial Exigency

Upon anticipating a financial exigency as defined above, the President shall notify the faculty and staff of the pending financial exigency and convene the Financial Exigency Advisory Committee (FEAC).

The FEAC shall investigate and document all aspects of the university's financial condition and recommend whether a financial exigency should be declared. Views on the financial problems of the university will be sought from the administration, faculty, staff, and students. The committee will:

1. Review resource management efforts to date and their impact on the financial position and programs of the university.
2. Consider alternative options to save resources and evaluate the potential impact the option will have on finances and programs.



3. In this review and consideration of alternative, the FEAC shall determine whether:
  - A. Administrative expenses and positions that are not absolutely necessary to the academic functioning of the university have been reduced or eliminated.
  - B. All activities that do not directly support the academic function of the university but which utilize resources directly or indirectly have been reduced or eliminated.

The FEAC shall file a report within the time frame directed by the President.

The President shall make a report to the Board of Regents regarding the financial exigency and submit the written report of the FEAC to the Board of Regents. The Board of Regents shall make the final decision regarding financial exigency. If the Board of Regents declares a state of financial exigency, each faculty member, academic unit, college or school, and administrator shall be responsible for executing the following procedures fairly and equitably.

If time permits, the declaration of financial exigency by the Regents will be required prior to the activation of Part III of this plan. If time does not permit, the President, after the filing of the FEAC report and after consultation with the Board of Regents, may immediately activate Part III of this plan.

## Part III—Development of the Financial Exigency Plan

### A. Preliminary Administrative Actions

The President shall initiate the process for meeting the financial exigency by sending written notice to the dean of each college or school who in turn will notify each academic unit, attaching thereto the FEAC report, the President's recommendation, and the Board of Regents' statement declaring the exigency. The President shall simultaneously convene the Program Evaluation Review Committee (PERC).

The Provost will advise each college or school of the tentative monetary amount by which its budget will be reduced. The dean of each college or school will establish criteria for budget reduction and set a tentative monetary allocation for each academic unit and explain that this allocation may increase or decrease depending on the outcome of the process followed in Sections B, C, and D. These preliminary determinations of monetary amounts or allocations shall not prejudice or preempt the process to be followed in Sections B, C, and D. It is understood that the actions described in Sections B and C below will occur simultaneously.

### B. Academic Unit Actions

The head of the academic unit (senior faculty member, chair, area coordinator, director, or dean) shall immediately send a copy of the President's notice and the college plan when it becomes available to each faculty member in the unit and advise the faculty that a copy of the financial exigency report is available for inspection by individual faculty members. Each academic unit will, within the time limit designated by the dean, develop and present to the dean a written plan to

accomplish the reduction. Each such plan shall include the following information.

The plans will detail the specific steps to accomplish any reduction, which might include the possible merger, suspension, or elimination of specific programs and which support the university's mission. The plans will indicate any reasons (including documentation) for deviating from the order for layoffs noted below. Acceptable reasons include, but are not limited to, extraordinary distortion of the unit's academic program or academic excellence.

If necessary, the plans will identify the faculty members in the academic unit to be laid off according to the following order: first, personnel in non-tenure-track positions shall be laid off on the basis of rank, then time in rank. Second, nontenured personnel in tenure-track positions shall be laid off according to the following basis: first, rank; second, time in rank; and then time in tenure tracks at Texas Tech University. Finally, tenured personnel shall be laid off according to the following basis: first, rank; second, time in rank with tenure; and then total time with tenure at Texas Tech University. Those having lower rank or shorter terms will be laid off before those having higher rank or longer terms.

When faculty members are equal in all considerations, the academic unit in deciding who will be identified for layoff must consider the needs of the institution, the faculty members' capabilities and qualifications for teaching in multiple disciplines, and the lengths of their service at this university.

Any faculty member identified for layoff shall receive a copy of the academic unit's plan and shall have seven working days to respond to the plan after receipt of formal notification. The faculty member shall submit to the appropriate dean a written and documented argument against the layoff. The identified faculty member shall be advised of this right and the right to request a hearing as set out in Part IV.

### C. The College or School Actions

The dean of each college or school shall appoint a representative advisory committee of faculty members whose positions are not likely to be identified for layoff to assist in developing a comprehensive plan to meet the financial exigency for the college or school. This advisory committee shall take into consideration the plans of the academic units, the maintenance of a strong multidisciplinary program of academic excellence in the college or school, and cost-effectiveness.

This Committee may recommend to the dean the reallocation of faculty positions and the mergers, suspensions, or elimination of entire programs or academic units in the college or school as long as the actions are supported by good reasons and are well-documented. The Committee shall present its recommendations to the entire college faculty.

The dean shall make preliminary decisions after consulting with this Committee and shall notify faculty members identified for layoff by the college or school process who were not identified by the academic unit process. These faculty members will be allowed to transfer to other units in which positions have become available if the faculty member's

seniority and qualifications permit. A faculty member identified for layoff by the college or school process shall have seven working days to respond after receipt of formal notification by submitting an argument and documentation against the planned layoff. A faculty member so identified shall also be advised of the right to request a hearing as set out in Part IV.

The dean shall be responsible for the final preparation of the plan within the time directed by the President and shall submit it and the advisory committee's evaluation of that plan to the PERC. The dean's plan shall consider the factors in paragraph one of Section C, and the plan will be supported by good reasons and documentation. The plan must define actions that will meet the goals of the college or school for budget reduction and include ranked priorities for restoring programs, academic units, and positions with a written and documented argument for each.

#### **D. Program Evaluation Review Committee (PERC) Actions**

The PERC or subcommittees thereof shall review each dean's plan for overall acceptability and assurance that fair and equitable procedures were followed. Within three working days after receipt of the deans' plans, the PERC shall certify the deans' plans as acceptable according to the criteria or remand a plan (or plans) to the particular college or school for correction or supplemental documentation. A remanded plan shall be returned by the college or school within one working day with the appropriate corrections or supplemental documentation. The Committee shall again review such corrected or supplemented plan and certify it with such exceptions as needed.

The PERC shall consolidate the information in the plans and construct a profile of that part of the university which would remain and that part of the university which would be eliminated or modified. This profile shall be disseminated throughout the university community.

The PERC shall prepare a final report which shall include a summary of the deans' plans, faculty responses, the profile of the university after the proposed cuts, and recommendations and modifications by the PERC based upon the priorities set out in the deans' plans, faculty responses, and individual hearing committee results. However, in preparing this report the PERC is to be aware that the overriding consideration is the mission of the university. The report will be sent by the Provost to the President. After reviewing the report, the President will make an independent assessment of its strengths and weaknesses regarding the long-range goals of the university and then submit the report and his or her recommendation to the Board of Regents for final action and implementation.

## **Part IV—Individual Faculty Rights**

After a financial exigency has been declared, a faculty member identified for layoff shall be given notice of the terms thereof and shall have the opportunity to provide a written and documented argument against the layoff to the dean of the college for the dean's action and final consideration in accordance with Part II.

The faculty member identified for layoff may, in addition, request a hearing before a three-member faculty commit-

tee. This request shall be made within seven working days after the notice of layoff is given. The request shall state the reasons why the faculty member should not be laid off and shall state the name of the faculty member the aggrieved party wants to appoint to the hearing panel.

If a hearing is properly requested, a three-member faculty committee shall be appointed as follows and in the following order: a member of the committee shall be appointed by the aggrieved faculty member; a member of the committee shall be appointed by the dean of the college or school; and then a member of the committee, who shall serve as the chair, shall be selected by the two other members from a list of those elected to service on the [tenure hearing panel](#). The chair shall not be from the same college or school as the identified faculty member. At least one of the committee members should be from the academic unit of the aggrieved faculty member. No member of the committee may be a faculty member identified for layoff at the time of appointment.

The hearing will be conducted in accordance with guidelines issued by the Provost and university General Counsel. Due process will be provided as required by the nature of the factual issues in dispute. If the layoff is based on the application of neutral principles set forth in III.B., then the minimal process outlined in this section applies; if, on the other hand, the layoff resulted because of individualized assessments and comparisons, such as those also specified in III.B., then a more formal proceeding on the record with cross-examination will be required. The aggrieved faculty member may have the assistance of counsel. The hearing panel shall meet, receive evidence in any form, summarize the evidence, and make recommendations to the Provost within seven working days after the panel is appointed. A copy of the summary and recommendations shall be given to the aggrieved faculty member and to the dean of the college or school. Either may respond with a written commentary sent to the Provost within three days after the hearing panel's recommendations have been forwarded.

The decision of the Provost is final and, if possible, should be made before the PERC submits its final report as set out in Part III, Section D.

Prior to laying off the identified faculty, the Provost shall make every effort to place the laid-off faculty members elsewhere in the university system. The alternatives will include retraining as well as assignment to another suitable position within the university for which the individual is qualified by background, training, and experience. The Provost shall also set up a center for counseling faculty, helping them seek jobs, and advising them of their legal and economic rights.

The position of a faculty member who has been laid off may not be filled by any other person for three years unless the laid-off faculty member has been offered reinstatement and reasonable time to respond, not to exceed thirty days.

Laid-off faculty members will be awarded all benefits provided by law. To the extent possible, other severance benefits and privileges will be provided. Additional consideration shall be given to the maintenance of the individual's professional status.