

Texas A&M University-San Antonio

Faculty Handbook

2017

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Appendix 1: Organizational Chart

ABOUT A&M-SAN ANTONIO

A&M University-San Antonio faculty and staff prepare and empower students through innovative and challenging academic and co-curricular programs that contribute to and enrich the economic and social development of the community and region. A solid foundation for success is established through dynamic teaching, scholarship, research, and public service that inspire graduates to lifelong learning and responsible global citizenship.

A&M-San Antonio is made up of three colleges:

- College of Arts and Sciences
- College of Business
- College of Education and Human Development

A Brief History of A&M University-San Antonio

A&M University-San Antonio was first established in San Antonio as a Texas A&M University System Center in 2000. At the time, San Antonio's population was approximately 1.2 million, although it was the only major city in Texas with just one public institution of higher education. The establishment of the system center was intended to expand access to higher education for residents of the south side of San Antonio and 32 counties in South Texas, an area that has been historically underserved in terms of higher education. The upper-division system center offered junior, senior, and graduate level courses, and its first classes were offered in fall 2000, with 126 students enrolled in seven academic programs. These classes were located on the Palo Alto College campus, a member of the Alamo College system, to facilitate the transfer of students who had completed their freshman and sophomore level courses into bachelor degree programs.

The demand for a free-standing institution in South San Antonio continued to grow, as evidenced by increased enrollment at the System Center, and by the ongoing efforts of the Texas A&M University System and San Antonio community leaders to develop a new university. This process began in 2003 when the Texas Legislature approved Senate Bill (SB) 800, which created the Texas A&M University-Kingsville Center-San Antonio and authorized the future creation of Texas A&M University-San Antonio. Texas A&M University-Kingsville was responsible for managing the San Antonio campus and awarding degrees to students who completed their coursework in San Antonio.

In 2005, the City of San Antonio committed to provide support and infrastructure for a campus on the south side of the city. As result of SB 800, the Texas A&M University System approved a \$40 million Tuition Revenue Bond in 2006 for Phase I construction on a new

campus to support continued enrollment growth in San Antonio, although a permanent site for the new campus had not been identified. The funding would not be available until the System Center achieved an enrollment level of 1500 full-time equivalent students. In 2007, the Verano Land Group donated 694 acres of undeveloped land on the city's south side for the construction of a new campus. In addition to the property, Verano Land Group also committed to provide an additional \$1 million for scholarships. The commitment from the City of San Antonio, the approval of the Tuition Revenue Bond, and the donation of land allowed for the creation of a permanent campus in San Antonio.

In 2008, Dr. Maria Hernandez Ferrier was appointed Executive Director of the System Center. From fall 2008 to fall 2009, student enrollment increased by another 62%, further supporting the need for a stand-alone campus to serve south San Antonio. In fall 2009, SB 629 was passed by the legislature and signed into law by Governor Rick Perry. This legislation established Texas A&M University-San Antonio (A&M-SA) as a stand-alone institution and cleared the path to accessing the Tuition Revenue Bond funding for Phase I of the permanent campus.

Enrollment growth continued through 2010 and into 2011, making it necessary for A&M-SA to identify additional locations. In 2011, A&M-SA had the opportunity to obtain additional space at the former Brooks Air Force Base (Brooks AFB) as part of the Base Realignment and Closure Initiative. A&M-SA leased the former Brooks AFB education building in 2011, and after several months of renovations, classes started at the Brooks City Base Campus in fall 2011.

In 2014 A&M-SA achieved accreditation through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This milestone completed the process of Texas A&M University-San Antonio becoming an institution independent of Texas A&M University-Kingsville. In the fall of 2014 A&M-SA opened three new buildings on campus, Patriot's Casa, Central Academic Building, and the Auditorium.

Dr. Cynthia Teniente-Matson became the second President of A&M-SA in 2015.

The 84th Texas Legislative Session approved plans for A&M-SA to comprehensively expand to accept first year and sophomore students in 2016. Members of Academic Affairs and Student Affairs formed a "Super Committee" to oversee comprehensive expansion and the development of initiatives to become a National Model for Student and Academic Success. August of 2016 A&M-SA welcomed the inaugural class of first-year students. To facilitate the integration of all A&M-SA faculty, students, and staff into a single campus, A&M-SA closed the Brooks City Base campus in January 2017.

According to the Campus Master Plan 2016, the permanent campus location will grow to

accommodate student enrollment of 25,000. This will include the construction of additional academic buildings, athletics and outdoor recreation areas, student housing, dining and food services, and conference and meeting space.

Governance and Administration

Governance of A&M-San Antonio resides with the University's Executive Team, which consists of the President, Provost and Vice President of Academic Affairs, Vice President of Student Affairs, Vice President for Business Affairs and Chief Financial Officer, and Vice President for University Advancement. [See Appendix for Organizational Chart]

In addition to executive team leadership, A&M San Antonio maintains a philosophy of shared governance between faculty and administration. The AAUP's 1966 Statement on Government of Colleges and Universities summarizes the role of the faculty in shared governance:

“The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the president or board. Budgets, personnel limitations, the time element, and the policies of other groups, bodies, and agencies having jurisdiction over the institution may set limits to realization of faculty advice.

The faculty sets the requirements for the degrees offered in course, determines when the requirements have been met, and authorizes the president and board to grant the degrees thus achieved.

Faculty status and related matters are primarily a faculty responsibility; this area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence, it is implicit that responsibility exists for both adverse and favorable judgments. Likewise, there is the more general competence of experienced faculty personnel committees having a broader charge. Determinations in these matters should first be by faculty action through established procedures, reviewed by the chief academic officers with the concurrence of the board. The governing board and president should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail.

The faculty should actively participate in the determination of policies and procedures governing salary increases.

Agencies for faculty participation in the government of the college or university should be established at each level where faculty responsibility is present. An agency should exist for the presentation of the views of the whole faculty. The structure and procedures for faculty participation should be designed, approved, and established by joint action of the components of the institution. Faculty representatives should be selected by the faculty according to procedures determined by the faculty.

The agencies may consist of meetings of all faculty members of a department, school, college, division, or university system, or may take the form of faculty-elected executive committees in departments and schools and a faculty-elected senate or council for larger divisions or the institution as a whole.

The means of communication among the faculty, administration, and governing board now in use include: (1) circulation of memoranda and reports by board committees, the administration, and faculty committees; (2) joint ad hoc committees; (3) standing liaison committees; (4) membership of faculty members on administrative bodies; and (5) membership of faculty members on governing boards. Whatever the channels of communication, they should be clearly understood and observed.”

Hence, it is through the Faculty Senate as well as other informal communication processes that faculty members express their concerns and opinions regarding academic and institutional policies.

Faculty Senate

The Faculty Senate is an elected body of faculty members that advises the President, Provost and Executive Team members on matters affecting the faculty and University. The Senate acts as a representative body on behalf of the faculty for the purposes of recommending policy and facilitating communication between faculty and administration. At the conclusion of each spring semester, the Senate holds elections based on nominations from faculty. Only full-time faculty are eligible to vote and be nominated as a senate member. For more information regarding the Faculty Senate, see the Office of Academic Affairs website (<http://www.tamusa.edu/provost/facultysenate/index.html>). All fulltime faculty are enrolled in Faculty Town Square on Blackboard which contains Senate documents as well as discussion boards on current faculty topics.

Academic Units

The University currently offers a bachelor’s degree in 25 different fields as well 11 graduate degrees. There are nine departments housed in 3 different colleges.

College of Arts and Sciences

- Department of Arts and Humanities

- Communications/Journalism
- English
- History
- Spanish
- Department of Science and Mathematics
 - Math
 - Biology
 - Psychology
- Department of Social Sciences
 - Criminology
 - Political Science
 - Sociology

College of Business

- Department of Management and Marketing
 - Management
 - Marketing
- Department of Accounting and Finance
 - Accounting
 - Economics
 - Finance
- Department of Computing & Cybersecurity
 - Computer Information Systems
 - Computer Science

College of Education and Human Development

- Department of Counseling, Health and Kinesiology
 - Counseling and Guidance
 - Health and Kinesiology
- Department of Educator and Leadership Preparation
 - Bilingual /ESL Education
 - Early Childhood
 - Educational Leadership
 - Reading
 - Special Education
 - Curriculum and Instruction

FACULTY RESPONSIBILITIES

The privilege of academic freedom is tied to the equally important responsibility of academic ethics and governance. All faculty have a professional and ethical duty to students and their colleagues, to the University, to their discipline, and to the larger community.

Statement on Academic Freedom

Following system policy 12.01, section 1.1, statement on “Academic Freedom, Responsibilities and Tenure”:

...it is essential that each faculty member be free to pursue scholarly inquiry, and to voice and publish individual conclusions concerning the significance of evidence that the faculty member considers relevant. Each faculty member must be free from the corrosive fear that others, inside or outside the academic community, because their vision may differ, may threaten the faculty member's professional career or the material benefits accruing from it.

All faculty members are given complete freedom to discuss ideas relating to the course that the faculty member deems significant. Faculty may also express disagreement with other members of the University community, insofar as such disagreement is carried out in a professional manner. While a faculty member must observe the rules and procedures of the institution, he or she has the right to express disapproval and/or suggest alternatives. Faculty members are not constrained by institutional censorship when speaking or acting outside their official University capacity. Moreover, in such situations, faculty should clearly indicate they are not acting or speaking on behalf of the University.

Academic Convocation and Commencement

Academic convocation is held each fall semester while commencement takes place each spring and fall semester. At convocation, new faculty and recently tenured faculty are recognized. In addition, faculty receive information regarding University initiatives, enrollment, academic program developments, and personnel changes. All full-time faculty are expected to attend academic convocation and commencement.

Appointment and Advancement

The length and terms of employment are contained in each faculty member's appointment letter. If the faculty member is appointed to a tenure-track position, the letter will indicate the length of the probationary period. However, the faculty member's employment contract is subject to renewal after each year of employment during the probationary period. The

Provost and Vice President of Academic Affairs has the authority to renew a faculty member's contract during the probationary term.

Annual Review

The purpose of the annual review is to provide a mechanism to facilitate dialogue between the administration and faculty. Annual review provides valuable information to the college dean about the faculty member's accomplishments and to the faculty member regarding the department chair's assessment of progress in the discipline and in the context of Academic goals. Annual reviews will be conducted in an environment of openness and collegiality, with an emphasis on constructive development of the individual faculty member and the institution.

Faculty complete a self-evaluation as part of the annual review process, indicating their significant accomplishments relating to teaching, scholarly activity, and service. The department chair reviews the self-evaluation and performs an independent review. The department chair and the faculty member then meet and discuss the results of the evaluation.

The focus of the annual review process shall vary from rank to rank. For non-tenure track faculty, the annual review process will serve primarily as an evaluation focusing on performance and potential for reappointment. For tenured or tenure-track faculty, the annual review must take into account the fact that progress in a scholarly career is a long-term venture; therefore, a three to five year horizon may be necessary for the accurate evaluation of scholarly progress. Furthermore, the annual review process shall be conducted differently depending upon the different stages of a faculty member's career. For tenure-track assistant professors, the annual review process must also indicate progress toward tenure and promotion. For tenured faculty, the process will be used to identify the faculty member's progress toward promotion. Annual reviews for full professors should focus on professional development and ensuring a high level of performance is sustained.

The annual review will be part of the ongoing process of communication between the faculty member and the institution in which both institutional and individual goals and programmatic directions are clarified, the contributions of the faculty member toward meeting those goals are evaluated, and the development of the faculty member and the university is enhanced. In all cases, the annual review shall serve as the primary written documentation for evaluation of job performance in the areas of assigned responsibility and for merit salary increases. Failure to participate and/or cooperate in the annual performance evaluation process may subject the faculty member to disciplinary action up to and including dismissal.

The faculty member's report of previous activities must be focused on the previous calendar year and should allow a faculty member to point out the status of long-term projects and set the context in which annual activities have occurred.

The department chair shall summarize his/her evaluation and expectations of the faculty member's performance for the year on the university annual performance review document. The faculty member shall indicate receipt by signing the document and will have an opportunity to submit a written response to the evaluation. The annual report must also include goals for the next year in teaching, scholarship and scholarly or creative activity and service. This annual performance review and any related documents shall become a part of the faculty member's personnel file, which will be included in his/her tenure and promotion portfolio and/or at the point of post-tenure review.

Tenure and Promotion

Tenure is ultimately granted by the Texas A&M Board of Regents and is irrevocable unless specified by University Procedure 12.01.99.O 0.01 "Academic Freedom, Responsibility, and Tenure." This procedure can be found on the University website

(<http://www.tamusa.edu/uploadFile/folders/fcestrad/Pdf/Pdf-636262284722142920-10.100.150.124.pdf>).

A faculty member's appointment letter will indicate whether he/she may be granted tenure. The process of awarding tenure begins at the department and college level. The faculty member should first consult their College's policy on tenure and promotion, or the University procedure if no college policy exists. The faculty member will undergo a pre-tenure review conducted by tenured faculty at approximately the third year of the faculty member's tenure track employment. This review is designed to provide the faculty member some assessment of progress toward tenure and identify strengths and areas of opportunity for improvement. If the faculty member's employment is tenure-accruing, the probationary period may extend up to 7 years before mandatory review by the College Tenure and Promotion committee. For more information, see the Office of Academic Affairs website at (<http://tamusa.edu/provost/academicresources/tenurepromotioncalendar.html>).

The decision to grant tenure and promotion is contingent upon the faculty member's performance in three areas:

Teaching: Measures of teaching effectiveness typically include student ratings of instruction, development of new courses, completion of teaching workshops, supervision of student research, and student organizations.

Research and Scholarship: Consists of publications such as peer-reviewed journal articles, books, or other creative activities that facilitate the dissemination of new information to the faculty member's discipline.

Service and Engagement: Includes service to the institution, community, and the faculty member's profession. The faculty member should consult with his or her department chair to learn about service opportunities within the University that align with their interests. In addition, it is important for faculty to reach within the community to establish partnerships between the University and civic groups.

The faculty member will organize a portfolio of accomplishments relating to their teaching, research, and service, which will be reviewed by the Tenure and Promotion committee.

Post-Tenure Review

Post-tenure review (PTR) will occur in the fall semester of the faculty member's sixth year following their award of tenure or their most recent (PTR). The purpose of PTR is to ensure that the faculty member is sustaining a high level of productivity relative to rank within the areas of teaching, research, and service. PTR is conducted by a committee of the faculty member's peers, with input from his or her department chair and college dean. Faculty will submit a PTR portfolio, similar to the one required for promotion and tenure, which will serve as mechanism for review by the PTR committee. The objective of the PTR is to provide the faculty member feedback and recognize notable achievements as well as areas where improvement can be made. For more information regarding the University's PTR process, consult University procedure (<http://www.tamusa.edu/uploadFile/folders/joe.delarosa/Pdf/Pdf-635695343063674601-10.100.150.124.pdf>).

New Faculty Information

Following Texas A&M University System regulation 33.05.02 "Required Employee Training" <http://policies.tamus.edu/33-05-02.pdf>, all system employees must complete the following courses within their first 30 days of employment:

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

Periodically, employees must repeat certain training modules to stay current with applicable University and federal regulations. These training sessions can be accessed online via TrainTraq. Visit the Human Resources page for more information about applicable training policies and regulations at (<http://tamusa.edu/humanresources/>).

Faculty/Staff ID

A&M-San Antonio employees are required to obtain a university identification card. The faculty member should consult with his or her College administrative assistant who can initiate the process and forms for obtaining a faculty ID. Faculty frequently use their IDs for printing copies and checking out library materials. In some cases, faculty may use their university IDs to receive discounts at retailers, cell phone companies, and other businesses.

New Faculty Orientation

The Human Resources department hosts an orientation for new full-time and part-time faculty. At this session, new faculty members complete their benefits information and other hiring documents. Academic Affairs also holds a new faculty orientation at the start of each semester.

Universal Identification Numbers, J numbers, and Net IDs

Each faculty member will be issued a universal identification number (UIN). The UIN is typically used to log into the human resource website (Single-Sign-On) to complete training or access payroll information. Your UIN is a confidential number that supplants the social security number. In addition to your UIN, you will also be issued a J number (formally K number). This number is used to log in to Banner to access class rosters and course information. There also may be instances when a Net ID is needed, such as when a faculty member needs to access certain electronic resources provided through the A&M System. Keep a record of these access numbers in a secure location in case of loss or theft.

Human Resources

Faculty will find information on the human resources website (<http://tamusa.edu/humanresources/>) regarding benefits, employment, rules and procedures, as well as forms (such as for travel).

Benefits

Several employee insurance options are available to benefits-eligible faculty members including a self-insured preferred provider organization health plan which includes a basic life insurance provision. Benefits- eligibility is defined as employment for at least 4½ months at an appointment of 50% FTE or greater. Beginning the first of the month following 90 days of employment, the A&M System pays part of the cost of health insurance for the employee and his/her eligible dependents.

Optional benefit plans, such as Vision, Dental, Life, Dependent Life, Accidental Death and Dismemberment, Long-term Disability, and Long- term Care are also available.

Detailed information about The Texas A&M University System insurance plans can be obtained by contacting the Human Resources Office or on-line through the [TAMU-System Benefits Administration Office](#).

[Single Sign On](#) is a web portal through which TAMUS employees can access and review their insurance benefits information via HRConnect as well as view other personal data and payroll information. Additionally, allowable insurance changes can be made using the iBenefits application also located under Single Sign On.

The Texas A&M University System Workers' Compensation Insurance Program was created by the 52nd Legislature of the State of Texas to provide reasonable and necessary medical coverage and indemnity payments to employees who sustain injuries or occupational disease while in the course and scope of their employment. Direct administration of the Workers' Compensation Insurance Program is provided by the Director of System Risk Management and Safety who, along with the Manager for Workers' Compensation Insurance, coordinates the program throughout the System and establishes uniform System-wide procedures. Faculty members must report their injuries promptly to their immediate supervisor who should submit an incident report to the Office of Human Resources. Additional information about the Workers' Compensation Program can be found at the Texas A&M University System Website

Benefits-eligible faculty members must participate in a retirement program as a condition of employment. Full-time faculty members may elect to participate in an Optional Retirement Program (ORP) in lieu of the Teacher Retirement System of Texas. Essentially, TRS is a defined benefit plan while ORP is a defined contribution plan.

Selecting a retirement plan is a crucial decision which demands that the faculty member carefully compare the benefits available under each program. An eligible faculty member has the option to elect the ORP plan during his/her first ninety days of employment. Electing to participate in the ORP is an irrevocable one-time-per-career decision.

State and employee contribution levels are established biennially by the State Legislature.

For more information on the retirement plans, please refer to the following System policies and regulations:

- [System Policy 31. 07 Retirement](#)
- [System Regulation 31. 07. 01 Retirement and Employment after Retirement](#)
- [System Regulation 31. 02. 08 Teacher Retirement System of Texas](#)

Additional information on TRS, ORP and other supplemental retirement programs such as tax-deferred annuities (TDA) and deferred compensation plans (DCP) can be found on the [TAMU-System Benefits Administration website](#).

University-Sponsored Benefits

Information about faculty enrollment in classes can be located at [A&M-SA Procedure 31.99.01.00.01 Employees Registering as Students](#). The [tuition assistance scholarship form](#) is also available online.

State law permits the families of faculty members (employed at least half-time on a regular monthly salary basis) from out-of-state to pay Texas resident tuition when registering for courses at the University.

Vehicles parked on the University campus must be registered and must display an appropriate University permit in accordance with [University Parking policies](#). There are designated parking areas available to most faculty members which may be obtained by paying an annual parking fee. The University Police Department is responsible for these services.

It is recommended that employees choose to electronically deposit their paychecks. The deposit will be available on the first working day of each month. Employees may view or print their payroll advice statements (check stubs) via the web using HRConnect. Electronic deposit requires employee authorization. This may also be accomplished via the HRConnect website (Payroll tab) or by submitting a form available on the Payroll pages of the University website. Printed checks for those not electing direct deposit via ACH will be available in the Business Office on the appropriate pay date.

The first salary check of each appointment year is dated the first working day of October. Faculty members are paid in nine or twelve monthly installments. Faculty budgeted for nine months may elect twelve monthly installments by completing Extended Pay Plan forms available in the Payroll Office or on the Payroll pages of the University website.

Faculty members and their dependents are eligible to use campus facilities including the [University Library](#) and the [Bookstore](#). Employees receive a 10% discount on merchandise purchased at the University Bookstore. Faculty identification cards are issued free of charge.

Workload Adjustment for Acute Family Care

The University is committed to providing an inclusive and family-friendly workplace environment for faculty, recognizing that there are many types of family and domestic responsibilities. It is University policy to provide temporary workload adjustments (“TWA”) in response to acute family care. This policy describes the range of situations for which TWA are suitable, the process by which TWA are requested and approved, and several typical scenarios that illustrate appropriate use of TWA.

Resignations

Any faculty member who does not intend to return to his or her position for the following year is expected to submit his or her resignation in writing prior to May 15. To resign to accept another position after May 15 is considered unprofessional on the part of the faculty member. Resignations after May 15 will be considered in good faith only when such resignations are due to conditions over which the faculty member has no control, such as a call to active military duty, or health, or when such a resignation is of mutual benefit to both the faculty member and to the University. Also, there are check-out procedures that faculty must follow when they end their employment with the University. Contact Human Resources for more information regarding the check-out process.

Employee Training

Periodically, the Center for Teaching and Learning or the Office of Information Technology Services hosts professional development training for faculty. Visit the [Center for Teaching and Learning](#) or the [Academic Technologies](#) area of the IT website for more information on the services, training, and support available to faculty

Holidays

The state legislature authorizes between 12 and 15 holidays each year. The President's office distributes a list of approved holidays prior to the beginning of the new calendar year.

<http://www.tamusa.edu/humanresources/benefits/holidayschedule.html>

Single Sign-On (SSO)

SSO is a platform to retrieve paystubs, view benefits, change personal data including change of address and federal withholdings, enter leave through LeaveTraq, enter time through TimeTraq, and access required training through TrainTraq. To access SSO, you will need your UIN and password. SSO is located at

(<https://sso.tamus.edu/Logon.aspx?ReturnUrl=%2f>).

Sick Leave

Faculty members are eligible to accrue sick leave with 4.5 months of employment and 50% effort or greater. Leave will accrue based upon the percent of effort. Accumulated amounts of sick leave are carried forward from one year to the next. Accumulated sick leave ends on the last day of employment and may be donated to the sick leave pool or retained in case of future state employment. Sick leave may be taken when doctor appointments, actual illness, injury, or pregnancy and confinement of the faculty member or his or her immediate family prevent the fulfillment of his or her duties. A sick leave pool is available for all benefits-eligible faculty members who have exhausted all leave, have at least six months of

employment, and who suffer from, or employee's immediate family member suffers from, a catastrophic illness or injury resulting in the employee being away from more than 160 hours. Faculty may donate to the sick leave pool upon termination of employment. Leave of absence with pay for faculty members who have exhausted accrued sick leave is granted on an individual basis by the President upon the written request and recommendation of the Provost and Vice President for Academic Affairs. For more information about the A&M system policy on sick leave, visit [31.03.02 Sick Leave](#).

Vacation

Faculty members appointed to a 9-month contract do not accumulate vacation leave but may take off during University holidays and student breaks, such as spring break. Moreover, faculty are not under contract during the summer months but may choose to teach summer courses. Faculty members teaching summer courses may not take vacation during the session in which they are teaching, even though they are not under contract. However, faculty members may choose not to teach during summer sessions, which is considered vacation time.

Faculty members who are appointed to a 12-month contract and/or accrue vacation time must obtain approval from their respective supervisor when the requested time occurs during a normal teaching session. See the University system policy on 31.03.01 [Vacation](#) for more information.

Classroom & Syllabus Requirements

Office Hours

All A&M-San Antonio faculty members are required to hold office hours weekly, with specific time requirements as determined by the Department. The times and days of availability are at the discretion of the faculty member. This information should be posted in every course syllabus and/or posted on Blackboard.

Syllabus Requirements

All faculty members are required to distribute and post a course syllabus at the beginning of each semester. Designing the course syllabus is at the discretion of the faculty member, but at minimum each course syllabi must contain a current policy on accommodation provided by federal law, student code of conduct, and academic dishonesty. The required syllabus ADA statement may be found on the Disability Support Services (DSS) webpage: <http://www.tamusa.edu/studentengagementsuccess/dss/FacultyInformation/ReferringStudentsSyllabus.html>

Online Syllabus & Curriculum Vitae

Texas State law requires that all course syllabi and instructor vitae to be posted on the course schedule within 1 week following the first day of class. Faculty members are to send these documents to their respective administrative assistant who will upload them to the University website.

Textbooks and Course Materials

Faculty should consult with their respective department chair regarding the process for designating course textbooks. Faculty are not required to limit student purchases of textbooks to the University bookstore. In addition, the University has an e-book program that uses a separate process for designating course textbooks. Faculty have the discretion to select a textbook or an e-book for their courses. For more information about the e-book program visit [E-books](#).

Academic Calendar

The academic and events calendar is available at (tamusa.edu/events/index.html). Faculty may submit information regarding events, etc., to be posted on the calendar through the Office of Communications. The calendar is useful for faculty when preparing course syllabi and scheduling events.

Final exams dates are scheduled at the beginning of each semester and are posted on the university calendar.

Class Meetings

Faculty must hold classes on all regularly scheduled class days, which should be clearly posted on the course syllabi. If any off-campus meetings are scheduled, these events should be communicated to students via the course syllabus and/or through Blackboard as far in advance as possible. The faculty member should communicate to his or her department chair and/or college administrative assistant in the event he or she does not hold class. Faculty members teaching online courses should also follow a similar process and communicate with students in advance of any changes to the normal course schedule.

Off-Campus Field Trips

Faculty may take students on field trips on occasion to enhance student understanding of knowledge obtained in the classroom. If faculty wish to require students to attend a field trip, he/she must indicate that in the course syllabus distributed at the beginning of the

semester. For destinations outside of the San Antonio metropolitan area, the faculty member or sponsoring party must comply with the [University travel procedure](#).

Faculty must not transport students in their personal vehicles to any destination, whether such destination is in the San Antonio metropolitan area or not. These procedures do not apply, however, to students who are responsible for their own transportation to an off-campus site where a class is meeting, who participate in travel related to academic course requirements (e.g., internships, fieldtrips, clinical or student teaching sites), or completing their assigned duties as a university employee (e.g., research data collection). However, if the faculty member is traveling to location deemed to be high risk he/she should contact the Office of Student Engagement and Success as well as their supervisor to get approval for the trip.

Academic Integrity and Student Misconduct

In upholding A&M-San Antonio's core values of commitment, integrity, service, and excellence, faculty have the responsibility for reporting issues of academic integrity and student misconduct. The Office of Student Engagement and Success provides support to faculty when such issues arise. Likewise, students also have the option for reporting grievances against faculty through the Office of Student Engagement and Success. If the incident involves an academic sanction by the instructor, the faculty member is strongly advised to report the incident to his or her department head as well as the Assistant Vice President for Student Engagement & Success.

For more information regarding the reporting process for student misconduct visit (tamusa.edu/studentengagementsuccess/StudentRightsAndResponsibilities/index.html).

Likewise, the University is committed to supporting students in times of crisis or need. Reasons for reporting an incident to JagCARE include student distress, harassment, personal or mental health issues, and potential criminal activity among students.

Faculty should contact the Office of Student Engagement at (210) 784-1371 or visit (<http://www.tamusa.edu/studentengagementsuccess/index.html>) for more information regarding student rights and responsibilities and matters of student concern.

Disability Support Services

The Office of Disability Support Services assists faculty in supporting students with documented disabilities. The DSS office will contact faculty and provide them with documentation indicating the students that are approved for DSS services and the accommodations that must be provided. Faculty must coordinate with the student and the DSS Office to ensure timely scheduling of exams and assignments. Federal law requires

faculty and administrators to ensure that students are given equal access and reasonable accommodation for any documented disability. For more information regarding disability support services, call 210-784-1335, or contact by email at ([DSS](#))

Academic Advising

The University has advising staff that assists faculty and ensures that the student's progress toward their academic goal is planned and transparent. The advising staff serves as a resource for students when they need assistance registering for courses, obtaining degree plans and verifying transfer credits.

Although students frequently interact with the advising staff, they often come to faculty to get advice on courses, degree plan requirements, and career opportunities. Faculty must familiarize themselves with the degree requirements for their respective program. In the event that faculty offer new courses or have specific guidelines that apply to select courses, such as internships, it is to their advantage to make the advising staff aware of these conditions before course registration begins.

Ethics Policy

All Texas A&M System employees must abide by certain ethical principles while acting in their official capacity. The following list of topics are discussed briefly in this section, but for a more extensive overview of each policy, please refer to the Texas A&M System ethics policy at (policies.tamug.edu/07-01.pdf).

Principles of Ethical Conduct

Generally, employees of the Texas A&M system may not use their official position for some private financial gain. Use of position includes access to information or resources that are normally used during duty for the employee.

Conflicts of Interest

Faculty should avoid situations where a conflict of interest may occur, or if the situation cannot be avoided, inform their supervisor of the circumstances. A conflict of interest is any situation where the faculty member may be influenced by another person or entity to perform his or her duties in a biased manner, and where such influence results in some material gain for the faculty member. Conflicts may arise between faculty and students as well as between faculty members, particularly in situations where one has some supervisory authority over another.

If a faculty member has some influence over the investment of university funds, he or she must file an Annual Financial Disclosure Report. More information on this policy can be found at (policies.tamus.edu/07-03.pdf).

System Property and Services

Faculty members are responsible for any university resources they take into their possession. This includes laptop computers, iPads, copiers, cameras, or other equipment. Such equipment may not be used for personal reasons, except when such use is incidental to the normal course of business. Sending and receiving occasional email messages that are personal in nature, for example, is one example of the incidental use of equipment. Faculty may not use university equipment or resources to perform work for another business or individual.

Benefits, Gifts, and Honoraria

By law, state employees may not accept any gift or benefit in exchange for an official action. In addition, state employees may not accept any gift or benefit in exchange for his or her opinion, recommendation, vote, etc. The statutory definition of a benefit is “anything reasonably regarded as pecuniary gain or pecuniary advantage.” A state employee may not accept cash or negotiable instruments of any amount.

TAMUS policy 07.04 Benefits, Gifts and Honoraria section states employees may accept the following:

1.2 Permitted Benefits and Gifts to Employees

- (a) Gifts or other benefits conferred because kinship or a personal, professional or business relationship independent of the employee’s status as an employee
- (b) A fee prescribed by law to be received by the employee or any other benefit to which the employee is lawfully entitled or for which the employee gives legitimate consideration in a capacity other than as an employee
- (c) A gift, award or memento that is received from a lobbyist who is required to make reports under Chapter 305 of the Government Code
- (d) Items having a value of less than \$50, not including cash or negotiable instruments
- (e) Plaques and similar recognition awards, including achievement and recognition awards from the A&M System.

1.3 Employees must disclose any benefit received during official business having a value of more than \$250.

Faculty may be reimbursed for expenses related to transportation, lodging, and meals that are associated with professional development or conference. Participation by the faculty member in the event must be more than merely perfunctory. See System Policy 07.04 “Benefits, Gifts and Honoraria” (policies.tamus.edu/07-04.pdf).

Dual-Office Holding

Faculty may hold non-elective offices that do not conflict with their University employment, if the employment arrangement has been approved by the appropriate administrator. The appropriate administrator is typically the Provost and VP of Academic Affairs. For more information regarding dual-office holding, see [Conflicts of Interest, Dual Office Holding and Political Activities](#).

Public Officials and Political Activities

Rules regarding public officials and political activities are contained in [Political Campaign Events on Property Under the Control of The Texas A&M University System](#) . The policy discusses some examples of the types of activities that are permitted and not permitted.

Supplemental Compensation and Outside Employment

A&M System employees may be employed with a business that is external to their normal University responsibilities. Employees are required to disclose this information (even if the business is conducted outside of normal working hours, such as on weekends or evenings), and receive administrative approval for the arrangement. Please refer to [A&M-SA Procedure 31.05.02.00.01](#) External Employment and [Procedure 31. 05. 01](#) Faculty Consulting, External Professional Employment, and Conflicts of Interest which applies to consulting and external professional employment by faculty members that is directly related to their academic and professional discipline. The External Employment and Consulting Form is available online. For further assistance on compliance in matters of ethical conduct and employment at A&M-San Antonio (forms, reporting, etc.), contact your department chair or college dean.

FACULTY RESOURCES AND SUPPORT

Office of Academic Affairs

The Provost and VP of Academic Affairs makes decisions regarding faculty matters. The provost is an ex-officio member of the Faculty Senate and regularly attends faculty senate meetings to listen to concerns, answer questions, and provide feedback to faculty.

The provost and college deans maintain an open-door policy whereby faculty may consult in confidence regarding any issues that may affect the performance of their duties. A&M-San

Antonio values the principals of academic freedom, shared governance, integrity, and fairness. The Office of Academic Affairs is committed to providing an environment that facilitates opportunities for growth, professional development and advancement. The following are some of the processes and procedures the Office of Academic Affairs oversees:

- Faculty appointment, promotion, and tenure policies
- Annual review policies
- Merit review policies for faculty members
- Professional development and training
- Rewards and recognition
- Retention of faculty
- Faculty developmental leave
- Institutional effectiveness

Professional Development and Training

The Office of the Provost and Academic Affairs regularly holds training for faculty wishing to enhance their pedagogical skills. These trainings are offered by the Center for Teaching and Learning (tamusa.edu/CTL/) or the office of academic technologies (tamusa.edu/its/academictechnologies/Programs/index.html). Beginning spring 2015, the university implemented a policy that faculty must complete a sequence of web-based training modules to be able to teach online courses. Faculty may also request for training to be tailored to address certain pedagogies or instructional technologies.

Faculty Developmental Leave

Faculty development leave may be granted for one academic year at one-half a faculty member's regular salary or for one-half academic year at his/her full salary. Leave may be granted for a full year at full salary for a faculty member who has held an administrative position at the institution for more than four years.

Faculty members should inquire about the process and deadline for developmental leave with their department chair. The department chair will inform the faculty member about the contingencies of developmental leave and implement a review system if multiple applications have been submitted. Faculty may apply for developmental leave once every seven years per university policy. If a faculty member is told they are unable to apply, there will be written justification given to the individual faculty member detailing as to why they can't apply. For more information regarding the developmental leave procedure, visit (tamusa.edu/uploadFile/folders/b.ridenour/Pdf/Pdf-634895386665700646-10.100.20.115.pdf).

Rewards and Recognition

The Provost's office is responsible for issuing rewards and recognition to faculty for excellence in teaching, research, and service. In 2016 an annual award was implemented for each category: Distinguished Teaching, Distinguished Service, and Distinguished Scholarly, Research, or Artistic Achievement. The criteria for the award and application process can be found at (<http://www.tamusa.edu/provost/academicresources/FacultyResources.html>). The scope and criteria for additional awards vary from year to year; however, faculty are encouraged to inquire with their faculty senate representatives, department chair, and college dean about opportunities for recognition.

Institutional Effectiveness

Faculty who are interested in gathering information about student demographics or enrollment trends may wish to contact the Director of Institutional Research, [Jane Mims](#). An integral part of Academic Affairs involves preparation and ongoing management of institutional effectiveness processes that support accreditation. Institutional effectiveness involves all the processes required for accreditation by SACS (Southern Accreditation of Colleges and Schools). Faculty have an integral role in the implementation of institutional effectiveness plans and reports, which involve collecting course-level data and assessing student learning outcomes. Each academic program and college is required to have a process for institutional effectiveness that supports the University's mission and goals. For more information about institutional effectiveness, the faculty member should contact their department chair or the Associate Vice Provost [Dr. Holly Verhasselt](#).

GRIEVANCES

Before filing a formal grievance, faculty members are encouraged to discuss grievances with their respective department chair or college dean. If the issue cannot be resolved satisfactorily in that manner, faculty members can file a formal grievance. Faculty grievances can be categorized as those involving 1) questions of tenure, promotion, and dismissal, 2) sexual harassment and/or illegal discrimination, and 3) salary and other grievances, and 4) research misconduct.

- 1) Issues involving tenure, dismissal, and reduction-in-force: Procedures for handling these complaints are outlined in system policy System Policy 12.01 "Academic Freedom, Responsibilities and Tenure," section 6. The policy for questions involving non-renewal of non-tenured and tenure-track faculty at end of appointment is provided in section 7 of the aforementioned policy.

If a faculty member cannot satisfactorily resolve their complaint informally or formally at the department, college, or provost levels, he or she may appeal the decision to the Faculty Senate Compliance and Grievance committee. The hearing committee will review the grievance and make a recommendation to the President and Provost as to the

appropriate resolution. The hearing committee will be composed of 5-7 members one of whom will be designated as chair.

- 2) Sexual harassment or discrimination: Faculty should refer to [University procedure on Civil Rights Compliance](#) for details about the process of handling these complaints . The process and reporting procedures differ depending on the nature of the grievance. Faculty members should report any complaint of discrimination or sexual harassment immediately to their supervisor, college dean, or Provost and VP of Academic Affairs. For sexual harassment, faculty may also contact the University's Title IX Coordinator (see [Title IX](#)).
- 3) Salary or other grievances: The University follows system regulation [32.01.01](#) for complaints involving issues other than dismissal, EEO, discrimination or harassment. These matters are typically handled through administrative appeal. The faculty member is encouraged to discuss the issue with their respective department chair. If the matter cannot be resolved to the faculty member's satisfaction, he or she is encouraged to discuss it with their college dean. If there is still no resolution to the faculty member's satisfaction, he or she may appeal to the provost. The provost will act as an ombudsman between the grievant and the college dean.
- 4) Research Misconduct: All faculty conducting research on human subjects must submit a proposal to the University institutional review board (IRB). The IRB reviews and makes decisions regarding the approval of research involving human subjects (see section on faculty research for more information about the IRB). If a faculty member suspects that unethical conduct has occurred with respect to research, he or she should refer to A&M-San Antonio rule 15.99.03.01 [Ethics in Research](#), Scholarship and Creative Work. In addition, he or she may contact the Director of Graduate Studies and Research.

Equal Employment Opportunity and Affirmative Action

A&M-San Antonio is devoted to ensuring equal opportunity and access to university resources, programs, and employment. Faculty, staff, and students have an obligation to treat individuals fairly and embrace diversity.

As part of the hiring process, job applicants are asked specific questions about their gender, race, ethnicity, and veteran status. However, choosing not to respond or disclose this information will not result in any consequence to the applicant.

Sexual Harassment Policy

Texas A&M System Regulation 08.01.01 “[Civil Rights Compliance](#)” states: “Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating or hostile work or educational environment.”

If for any reason an employee believes they have suffered from sexual harassment the matter should immediately be reported to his or her supervisor, department chair, or college dean. In addition, the provost maintains an open-door policy whereby faculty or staff may consult privately for information about relevant policies and procedures, laws, etc., pertaining to sexual harassment. See university procedure 08.01.01. 00.01 on Civil Rights Compliance for more information. Faculty may also contact the University’s Title IX Coordinator (see [Title IX](#)).

Consensual Relationships and Nepotism

System Regulation 08.01.01 “[Civil Rights Compliance](#)” defines “improper consensual relationships” as: “...a mutually agreeable amorous, romantic and/or sexual relationship between two employees, between an employee and a student at a member institution, or between an employee and a third party; AND in which one of the individuals has one or more of the following: authority over any term or condition of the other individual’s employment or academic status; or job duties making that individual directly or indirectly responsible for hiring, supervising, evaluating, teaching, coaching, grading or advising the other individual, or providing benefits to or obtaining benefits from the third party, including employment.”

If an improper consensual relationship exists, the individual with the hiring, supervisory, evaluative, teaching, coaching, grading or advisory responsibilities, or the employee providing benefits to or obtaining benefits from the third party, must promptly notify his or her immediate supervisor of the relationship and cooperate in making alternative arrangements for hiring, supervising, evaluating, teaching, coaching, grading, advising or providing benefits to or obtaining benefits from the other individual. The individual’s immediate supervisor must ensure that the issue is promptly reported in writing to the member CEO. The member retains the right to determine if alternative arrangements are possible and, if so, which one(s) are selected.

This policy is not meant to deter faculty from interaction with students or colleagues when appropriate or where such interactions already are regulated by the policy on nepotism and supervision of relatives, as explained in System Policy 33.03 “[Nepotism](#)” .

Discrimination and Bias Reporting

A&M-San Antonio is committed to making its campus a welcoming community for diverse opinions and individuals. The University is committed to maintaining an environment that is free of coercion and supports diversity (see the “Equal Employment Opportunity and Affirmative Action Statement” section above). The Texas A&M University System defines bias/hate-related incidents as follows:

“...those actions or behaviors committed that involve the intentional selection of a victim based on their membership in a group identified by race, ethnicity, disability, religion, national origin, ancestry, age, sex, veteran status, genetic information or sexual orientation.”

If faculty members encounter incidents involving discrimination or bias toward others within the University community or external to it, he or she should immediately notify their department chair, college dean, or the Department of Student Engagement and Success (the latter is for incidents involving students).

Developmental Opportunities for Faculty

The Center for Teaching and Learning and the Office of Academic Technologies hosts a variety of training on how to use the tools and resources faculty need to be effective in the classroom. The following is a list of some of the types of training that are conducted:

- Blackboard Learn LMS
- Camtasia
- Respondus
- Coursesmart e-Books (in partnership with the e-Book program)
- NBC Learn Video Archives
- TTVN web-meeting
- Turn-it-in (in partnership with the Library)

Faculty may contact Dr. Sherita Love, Academic Technology Manager, at 784-4340, Sherita.Love@tamusa.edu or the technologist assigned to their respective College for more information about training sessions.

Off-Campus Travel to Workshops/Conferences

All tenure-track faculty are given a budget for attending conferences and workshops held on and off campus. The travel budget for each faculty member may vary, so it is important to consult with your department chair regarding any restrictions on these events. Periodically, the VP for Finance and Administration will send reminder emails to faculty and staff regarding end-of-year reimbursement deadlines and restrictions on international travel.

However, faculty are given considerable flexibility in the selection of training workshops and should leverage these funds to their fullest potential.

Faculty Research

The Office of Graduate Studies and Research offers support to faculty to conduct independent as well as collaborative research with students and colleagues. All tenure-track faculty have some expectation to perform research; however, each college establishes its own criteria on what is required to meet promotion and tenure, as well as post-tenure standards. The University's IRB consists of faculty from each college and is charged with reviewing and approving faculty research on human subjects as well as establishing guidelines in accordance with federal law. All faculty must complete CITI training prior to beginning a research project involving human subjects' data. For more information regarding the IRB's policies, procedures, and applicable forms, see (tamusa.edu/graduatestudiesandresearch/irb/index.html).

Each year the Office of Graduate Studies publishes information regarding conferences and symposiums that may be of interest to faculty and students. The *Pathway to Doctorate Symposium* is hosted by a different Texas A&M system campus each year, and is open to A&M faculty from all disciplines.

In addition to the Pathway Symposium, the University hosts an annual Student Research Symposium in the spring for A&M-SA students from all disciplines to present their research as oral or poster presentations.

Guidelines for Authorship and Publication Practices

In recent years, faculty have encountered issues involving the publication of multi-authored research. Faculty may wish to consult SAP 15.99.03.M1.02 "[Guidelines for Authorship and Publication Practices](#)" (please note that this procedure has not been instituted at A&M-San Antonio and is meant to be used as a reference) for suggestions on how to protect themselves from recourse or liability arising from multi-authored research.

Community Engagement and Partnership

In accordance with our University goal 2.4 "Faculty Scholarship and Teaching," the University will "encourage and support faculty members' collaboration with outside agencies on applied research projects." The [Center for Experiential Learning](#) and Community Engagement supports student and faculty engagement in experiential and service learning experiences. You may also contact your department chair or career services for a list of agency contacts for potential research collaboration.

Information Technology Resources

The Office of Information Technology aids faculty relating to a range of technological services. These typically include:

- computing and software installation
- networking and communications infrastructure providing internal and external connectivity
- systems infrastructure supporting enterprise applications, storage, communications and collaboration platforms, virtual platforms, directory services (LDAP, AD)
- data management and provisioning services
- academic, classroom and instructional design
- audio/video systems
- end user support including ITS Helpdesk, training and documentation

When faculty are hired, they are given a J# (formally K#), which can be used to access single sign-on. Faculty will also have a log-in and password to access JagWire, email, and Blackboard. For assistance with a technology-related issue, faculty should contact the help desk at 784-4357 [HELP], or by email at (helpdesk@tamusa.edu).

JagWire

JagWire is a platform that gives faculty access to multiple tools including email, Blackboard, course-related information, and the University calendar with one logon and password. The platform makes it easy to locate university resources such “JAGS,” which provides workshops to students on topics such as stress management, test taking and study tips, and introduction to the research process. Faculty may wish to post the link to the schedule and make announcements regarding the JAGS workshops in their classes.

Library Services for Faculty

The University Library is located in the Central Academic Building, Room 202. Additionally, the University uses virtual reference services via the “Ask Us Now” online chat service.

The library collection development policy is e-preferred. Materials that are not available in e-formats are held at the Main Campus. Faculty members have access to numerous electronic databases to access articles and may request sources via interlibrary loan if needed. For more information about our collections, see our [Library Resources](#)

The library staff provides instructional support for faculty, both online and in the classroom. Each college has a dedicated librarian to help faculty develop program and course specific

resources of interest. In addition to “JAGS” workshops, faculty may wish to refer students to “Get S.M.A.R.T. @ Your Library”, which hosts a series of workshops and online tutorials designed to help students with different aspects of their research and writing. For more information about “Get S.M.A.R.T. and the library resources available to faculty, visit (<http://libguides.tamusa.edu/faculty>).

Writing Center

The University Writing Center facilitates a culture of writing at Texas A&M University – San Antonio by providing support to students from all disciplines at any stage of their writing development. Through events, workshops, and a variety of tutorial formats, writing tutors help students at any stage of their writing process in a nonjudgmental setting. The [Writing Center](#) is a support system available to all students and faculty of the university and is located in the Central Academic Building, Suite 208

Tutoring Services for Students

Faculty may wish to refer students for additional help with accounting, behavioral statistics, finance, kinesiology, mathematics, and writing. Writing tutors offer support through all phases of a student’s writing process. This includes reading an assignment sheet, brainstorming, developing a thesis statement, drafting, and citing research. In addition to offering individual and group appointments in the tutoring center, writing tutors can also be scheduled for class visits to assist faculty with peer workshops and other writing activities.

Although the tutoring center welcomes walk-ins, it is recommended that students make an appointment to ensure availability of staff. Appointments can be made by either calling or emailing tutoring services.

Contact the Tutoring Center for more information about the services offered:

Tutoring Services
Central Academic Building (CEAC), Room 208
PH. 784-2332
Email: Tutoring@tamusa.edu

Testing Center

Faculty may wish to use the proctored testing services provided by the Testing Center. The Center can proctor paper or computer based exams, and A&M-SA students may use this service for free to make-up exams before or after the exam date or for hybrid/flex classes that require a proctor. A&M-SA instructors must complete the **Proctored Exam Request Form** for each student that needs to complete a make-up exam and submit it to the testing center

before the scheduled testing date, preferably at least 24 hours before. It is the student's responsibility to schedule their testing date online at least 12 hours before their desired date and time. It is recommended that the faculty member let the student know when the request form and exam have been submitted to the Testing Center. For more information contact the Testing Center located in the Central Academic Building Suite 209, call (210) 784-1366 or (tamusa.edu/university-college/Student-Academic-Success-Center/testing-center).

Disability Support Services

The [Disability Support Office](#) will provide a letter to faculty regarding student accommodations. Faculty should work with the student to ensure he or she is given reasonable accommodations for their disability. Any student requesting accommodation without DSS paperwork should be referred to the DSS office prior to granting any accommodation. The University requires that faculty post the following DSS statement on their course syllabi regarding rights of students and responsibilities of instructors:

“The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Counseling and Disability Support Services for the coordination of services. If you have any questions or need additional information, please contact us at (210)784-1335 or email us at dsupport@tamusa.edu.”

ADA Policy Statement

The official ADA Policy Statement must be included on all syllabi.

Confidentiality

Faculty must ensure that all records relating to students with disabilities are kept confidential. Faculty may only communicate directly with DSS staff regarding the nature of accommodations given to DSS registered students. Faculty must remain cognizant of the parameters for communicating with DSS students so that they do not feel singled out or identified in any negative manner.

Availability of Course Materials

Faculty should discuss with DSS staff the type of accommodations given to DSS registered students. In some cases, students may be designated a reader scribe or given equipment to enhance their ability to engage in classroom activities. Faculty are responsible for ensuring that course materials such as course documents and exams are sent to the DSS office in a timely manner for captioning or testing purposes, for example. In many cases, DSS students will be given extra time to complete tests and assignments. Faculty should discuss a plan

with DSS students for turning in their work and a testing schedule early in the semester. If faculty are unsure about if an accommodation is reasonable, they should follow the guidance of DSS staff in identifying alternatives.

DSS Testing

Students have the responsibility to inform the instructor that they wish to activate an accommodation. This may mean that students are given additional time to complete exams or assignments. Students have the responsibility to schedule their time with DSS to take the exam and to inform the faculty member when they plan to take their exam or complete their assignment. As a rule, exams and quizzes should be taken in a manner that is like the other students in the class, except for the accommodations. Faculty should discuss with the DSS staff on the preferred method of retrieving exam results or work completed in the testing center and should make every effort to return graded work to students in a timely manner.

University Police Services

A&M University-San Antonio police officers provide a safe and secure environment for all members of the campus community. To meet this mission, officers will be visible and vigilant in crime prevention. Officers will strive to be fair and courteous in the enforcement of all laws and regulations and professional in the services they provide to the campus community.

Buildings are equipped with call buttons that can be used to contact UPD if an emergency should arise. In addition, if a faculty member would like to be escorted to their vehicle or feels threatened in any way, he or she should contact UPD for assistance. External blue light towers are available across campus and in the parking lot areas that are also equipped with call buttons to contact UPD for assistance.

Parking Permits

Faculty must purchase a parking permit to park at any A&M-San Antonio campus. Faculty should purchase the permit online following the directions given here: (<http://www.tamusa.edu/upd/parking/parkingpermitregistrationinstructions.html>). The permit can then be picked up at the UPD office located in Madla Building suite 120

JagE Alert System

[JagE Alert](#) Emergency Notification System is A&M University-San Antonio's mass notification system. In the event of an emergency, students, staff and faculty, who are registered have the option to select to receive a text message, email and/or phone call with instructions and updates.

INTERNATIONAL EDUCATION

The mission of the Office of International Affairs is to enrich and foster the educational and work experience of A&M University-San Antonio's international community. The staff provides consistent, knowledgeable and up-to-date immigration information that will successfully benefit all non-U.S. citizens, students, faculty and staff seeking and entering the U.S. to receive an education or work at our institution. The Office offers immigration advising and guidance on various visa categories and assists in facilitating a smooth transition to the University while ensuring compliance with state, local, federal and international agency regulations. For more information please call 210-784-1310 or visit the website for the [Office of International Education](#).

Study Abroad Programs

Faculty wishing to offer a study-abroad course should contact the Director of International Studies for guidance. The Director can help faculty develop a budget and provide information regarding policies for international travel. Planning a study abroad trip requires extensive planning and preparation, so faculty are encouraged to start the process well in advance of the semester in which they plan to travel abroad. For more information regarding study abroad programs, contact Dr. Bob Shelton, Director, International Education, at 784-2246 or email: grshelto@tamusa.edu.

