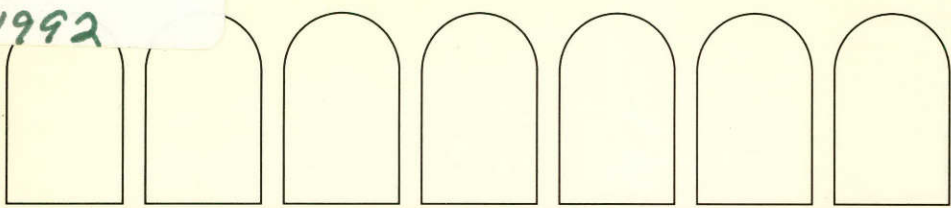
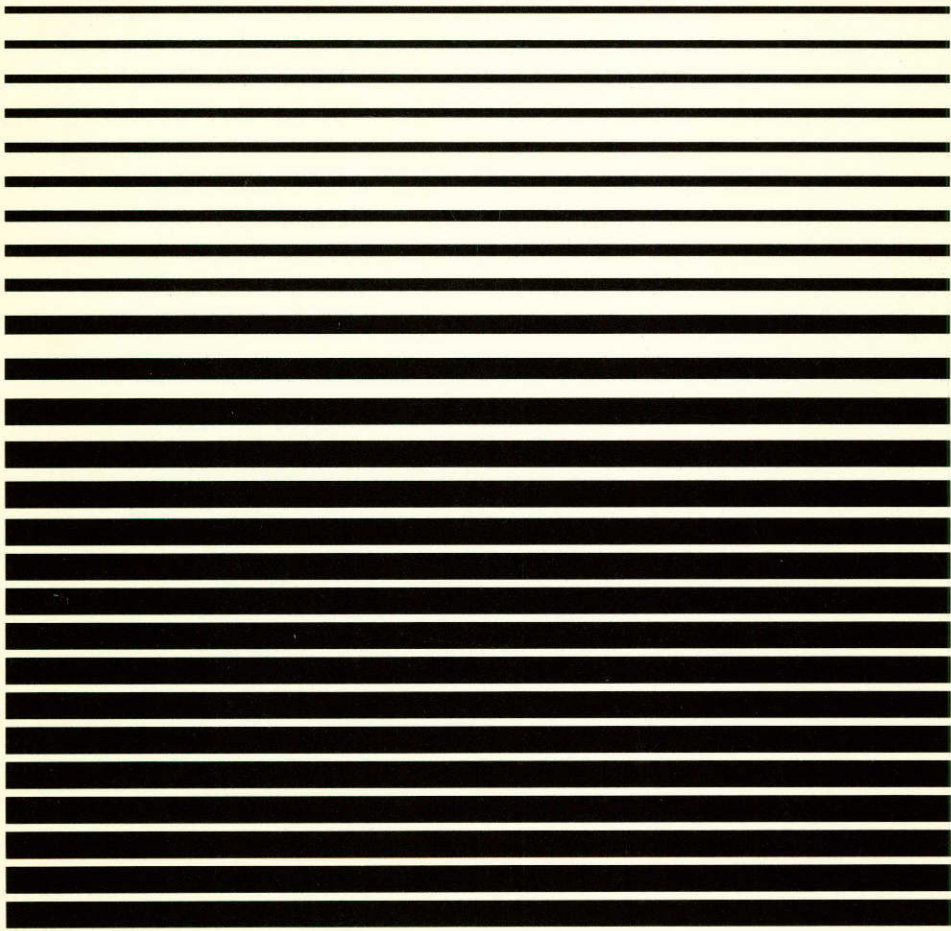


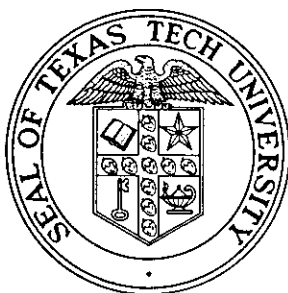
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**TEXAS TECH UNIVERSITY
FACULTY HANDBOOK**



Texas Tech University Faculty Handbook



August 1992

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Foreword

This handbook has been prepared by the Texas Tech University Office of the Provost as a convenient reference for present and prospective faculty members and teaching assistants. Although it contains a number of statements of policy and existing arrangements, it does not purport to cover all the available information. More precise and detailed information may be secured from appropriate 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. In cases where conflicts may appear to exist between policies, no interpretation has been attempted and the policies are stated as enacted.

The faculty will also find several other University publications helpful in providing information not included herein. Among these are the *Undergraduate Catalog*, *Graduate Catalog*, and *Law School Catalog*; the *Code of Student Conduct*; the *Directory of Standing Councils and Committees*; and the University telephone directory. Each department office on campus should have these publications available for reference. Personal copies may be requested from the appropriate originating office.

An *Operating Policy and Procedure Manual*, available to faculty in the departmental offices, provides additional information on a variety of topics (see also Appendix G). A number of items within this handbook are followed by a reference to that manual, as (OP 32.29). We recommend that faculty members verify all policies stated in the handbook with the latest *OP Manual*. Board of Regents policies are maintained in the *Board of Regents Policy Manual* and are referenced in this handbook as (BOR 06.01).

The information contained herein may be changed at any time by action of appropriate segments of the institution. Even though 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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General Information

Purpose

The role of Texas Tech University is that of a multipurpose state university with a range of program offerings which provide the opportunity for a liberal education for all students and for professional training at the undergraduate and graduate levels. In addition, the University recognizes the value of the University's participation in community service and the significance of scholarly research leading to effective dissemination of knowledge.

History

Created by legislative action on February 10, 1923, Texas Technological College opened in the fall of 1925 in Lubbock. There were six buildings and the enrollment was 910.

Graduate instruction began in the fall of 1927, and the Graduate School was established in 1954. The School of Law began instruction in 1967.

The name was formally changed to Texas Tech University in 1969. At that time, Agricultural Sciences, Arts and Sciences, Business Administration, Education, Engineering, and Home Economics became "colleges." The School of Mass Communications and the School of Music were established within the College of Arts and Sciences in 1988.

In 1986, the College of Architecture was established. The Graduate School and the School of Law retained their previous designations.

At the present time, Texas Tech University offers bachelor's degrees in 156 fields of study, master's degrees in 106, and doctorates in 62. Texas Tech has been named as one of the four major multidisciplinary universities in Texas.

Organization

Texas Tech University consists of seven colleges and two schools: the College of Agricultural Sciences, the College of Architecture, the College of Arts and Sciences, the College of Business Administration, the College of Education, the College of Engineering, the College of Home Economics, the School of Law, and the Graduate School. Functioning within the College of Arts and Sciences are the School of Mass Communications and the School of Music. Each college is administered by a dean and his or her staff, and each consists of a number of instructional departments, divisions, or areas.

Texas Tech University Health Sciences Center was created by the 61st Legislature of the State of Texas in 1969 as a separate educational institution to address problems of health care delivery in rural areas and to develop education programs emphasizing primary care throughout West Texas.

The School of Medicine—the initial operational phase of the Health Sciences Center—admitted its first students in 1972. In 1981, the state legislature funded schools of Nursing and Allied Health. Nursing students were first admitted in August 1982 with allied health students admitted in 1983. Schools of Pharmacy and Veterinary Medicine have been approved and await funding.

Board of Regents

Texas Tech University is governed by a Board of Regents whose nine members are appointed to six-year terms by the Governor of the State of Texas; the terms

of office of three Regents expire every two years. The Board is legally responsible for the establishment and control of the University's policies.

The Board of Regents for the Health Sciences Center is a separate body although the members are the same as those who serve on the Texas Tech University Board.

Administration

The President is the chief executive officer of the University and is appointed by the Board of Regents to direct the institution and to carry out policies determined by the Regents. The President also confers all degrees upon recommendation of the faculty and under authority vested by the Regents.

The President is assisted by the following:

- An Executive Vice President and Provost who oversees the educational, operational, and research programs of the University. (A Vice Provost for Academic Affairs coordinates academic functions of the University, while a Vice Provost for Research provides support for campus research activities.)
- A Vice President for Administration who coordinates the University's long-range planning.
- A Vice President for Fiscal Affairs who is responsible for all the fiscal operations of the University.
- A Vice President and General Counsel who provides guidance on legal matters.
- A Vice President for Governmental Relations who maintains liaison with the Legislature, officers of the state government, and other state agencies.
- A Vice President for Institutional Advancement who oversees fund-raising activities.
- A Vice President for Student Affairs who is concerned with the general welfare of the students.

Facilities and Services

Lubbock Campus

Approximately 24,000 students attend classes in Lubbock on the University campus which consists of 1,839 acres in one contiguous tract and which contains 140 buildings with a plant value of over \$700 million. In physical appearance, the campus buildings are predominantly in the architectural style of the Spanish Southwest. Newer buildings have been designed to harmonize with the original Spanish Renaissance motif.

Center at Junction

The Texas Tech University Center at Junction is located approximately 120 miles northwest of San Antonio in the Central Texas Hill Country. Junction Center consists of two academic buildings, a large lecture hall-dining area with meal service, five combination housing and classroom study units, a smaller seminar house, and a two-story laboratory and housing complex. Housing is available for 120 persons in modern, air-conditioned and heated accommodations and another 120 in ten screened cabins that share a large central bathhouse.

Faculty, students, administrators, and civic and professional groups may use the Junction Center for short courses, workshops, conferences, seminars, field camps, and on-site research projects between September and April while regular credit courses are offered May through August.

The Texas Tech University Center at Junction is open all year with food service provided when groups of twenty or more are on the campus. Inquiries should be directed to the Junction Center administration office at Texas Tech.

Texas Tech University Agricultural Field Laboratories—Lubbock County

The principal teaching and research field laboratories unit for the College of Agricultural Sciences is located in northeast Lubbock County, six miles east of New Deal on FM 1729. These field laboratories supplement the facilities located on the main campus at Lubbock.

The unit consists of 982 acres of irrigated farm land typical of the soil types of the South Plains area. Two buildings are used in conjunction with studies related to soils and crops for teaching and research. There are three swine buildings, a horse center, sheep center, beef cattle center, Burnett Center for Beef Cattle Research and Instruction with feedmill and feedlot, necropsy unit, and a physiology-metabolism laboratory. These field laboratory facilities are used by students and researchers as integral parts of their programs in the College of Agricultural Sciences.

Texas Tech University Research Farm—Pantex

The Research Farm at Pantex is located northeast of Amarillo. This farm consists of approximately 5,822 acres of deeded land and an agricultural use permit on an additional 10,000 acres controlled by the Department of Energy. This unit consists of approximately 400 acres of irrigated farmland, 7,500 acres of dryland for crop production, and 8,000 acres of native rangeland. It serves as a facility for agricultural research and education, adding strength and flexibility to the academic programs at Texas Tech.

Admissions and Records

Admissions and student records are maintained in West Hall by the Director of Admissions and Records and staff. This office is under the direction of the Office of Student Affairs.

Athletic Facilities and Programs

Texas Tech provides intercollegiate athletic programs for both women and men. The University is a member of the National Collegiate Athletic Association and the Southwest Athletic Conference and conducts its program under the rules and regulations of these bodies. University policy is set by the Athletic Council composed of members from the faculty, the student body, the Ex-Students Association, and one member-at-large appointed by the President. Athletic activities are organized under the Director of Athletics with head coaches in each of the fifteen sports responsible to the director.

Since 1974, the women's athletic program has grown rapidly. The program currently includes intercollegiate volleyball, cross country, basketball, golf, tennis, and track and field. Teams participate in Southwest Conference and NCAA competitions.

The men's program includes football, basketball, cross country, track, baseball, golf, and tennis. The Clifford B. and Audrey Jones Stadium, named for Texas Tech's late President Emeritus and his wife who provided the initial funds to make construction possible, provides 47,000 permanent seats for football games. Synthetic turf covers the playing field, which is surrounded by a balsam track, and the lighting system permits television to be originated from the stadium.

Track events are held at the R.P. "Bob" Fuller Track and baseball games are played at Dan Law Field. Basketball games are held in the Municipal Coliseum, located on the north edge of the campus near Jones Stadium. This facility, which seats 8,176, is operated by the City of Lubbock and rented by the University for its events.

During inclement weather, Texas Tech athletes can practice in the modern Athletic Training Center, located just south of Jones Stadium. The facility contains over 3 million cubic feet of space, making it the largest full-circle membrane structure for use by people in the world. All sports can prepare for competition by using the two-level complex. One of its main features is an artificial turf football field that can be rolled out to reach a maximum length of 64 yards. A full-size wooden basketball court, four tennis or volleyball courts, nets for baseball pitching and hitting baseballs and golf balls, a 250-yard circular track with six lanes, and a 5,500-square foot weight room are other features.

Bookstore

The University Bookstore, centrally located on the campus, is owned and operated by the University and all profits from its operation are returned to the University. In addition to a complete selection of textbooks, books for extension courses, supplies, and other equipment for classroom and laboratory work, the Bookstore provides special ordering, wrapping packages for mail, check cashing, and repurchase of usable textbooks as additional services.

Broadcasting

The University operates a television station and two FM radio stations.

Operating on a frequency of 88.1 Mhz with a power of 35,000 watts (ERP), KTXT-FM provides a service of music, news, and special programs of interest to

the campus community. It provides a channel of communication within the Texas Tech community and from the University to the Lubbock community. KTXT-FM is operated by the School of Mass Communications and is managed by a faculty director and staffed by Texas Tech students. Station facilities are also used by students enrolled in Telecommunications courses.

KOHM (FM) operates on a frequency of 89.1 Mhz with a power of 50,000 watts ERP). An affiliate of National Public Radio (NPR), the station also provides classical music and fine arts programming to the South Plains. KOHM is also operated by the School of Mass Communications with a professional staff.

KTXT-TV (Channel 5) is an open-channel, noncommercial, educational television station operated by the Division of Continuing Education. The station's studio, transmitter, and 817-foot antenna-tower are located on the southwestern part of the campus. It broadcasts over 90 hours of programming each week.

Channel 5 is staffed and managed by professional personnel. It is a member of the 334-station PBS (Public Broadcasting Service) noncommercial television network. The station has complete studio and remote production facilities and provides a wide range of programming for the approximately 380,000 South Plains residents within its signal coverage area (a 60-mile radius of Lubbock).

Much of the regular programming on Channel 5 is used in the curricula of the University's academic departments. In addition, the station acquires and produces programming especially designed as a component of college credit courses (for resident and nonresident students) and as stand-alone, noncredit educational presentations serving a diverse array of interests and needs. KTXT-TV also operates a 7-channel closed-circuit television cable system that feeds instructional television programming to classrooms throughout the Texas Tech campus.

Liaison between the station and the University's faculty and staff, for instructional and other academic support services, is provided by the Coordinator of Instructional Television.

Computer Sales and Service

The High Tech computer store, located in the University Center east basement, provides computers, peripherals, and software from a number of major manufacturers at educational agreement discounted prices to qualified members of the campus community. To take advantage of these discounts, customers must be full-time Texas Tech faculty, staff, or students. In addition to the wide variety of equipment and software, High Tech houses one of the most comprehensive computer and peripheral service departments in the area.

Computer and Electronic Services, a division of Engineering Services, provides on-site service and specializes in repair and maintenance of computers and peripherals. Computer maintenance agreements are also available.

Computing Facilities

The University provides extensive computing resources for students, faculty, and staff for use on approved projects in the areas of instruction, research, and administration. Many departments also provide computing resources for their constituents to use.

Academic Computing Services (ACS) operates the Advanced Technology Learning Center (ATLC) with about 150 microcomputer and terminal work stations. ACS also operates and maintains a large interactive academic computing

system (DEC/VAXcluster) which has a wide selection of software, a Sun (UNIX) system, and a MasPar massively-parallel system. ACS supports an extensive Ethernet-based network serving most campus academic buildings and with connections to the major national networks (i.e., Internet, BITnet, and THENet) as well as the local administrative network—TechNet. In the ATLC, VAX and IBM terminals are located in an open-access setting, and there are several microcomputer labs available for faculty and student use. The micro labs include two Macintosh labs, a Faculty Development lab, a Zenith PC lab, and a Graphics lab. A bulletin board system (MicroTechNet) provides access to public domain software. There is shareware software for microcomputer systems and a Teleconference Room that can be used for short courses, video training, and incoming satellite teleconferences.

A Help Desk with trained personnel provides assistance for the VAXcluster, an IBM 3084, an IBM 3081, and the micro labs. Limited statistical consulting and programming assistance are offered as a service to all users, as are user guides to supplement programming assistance. A continuing series of short courses and other computer training is available through ACS, and there is a wide selection of software that may be checked out for use in the ATLC. Plotting and varied print services are also available. Application forms for computing account numbers (DEC VAX) may be obtained at the ATLC.

Computing and Information Technologies (CIT) maintains and operates two IBM systems (an IBM 3084 MVS and an IBM 3081 VM/CMS) with a variety of software, as well as a communications network—TechNet—for use with these systems. Terminals are located throughout the campus. Application forms for computing account numbers (IBM) may be obtained at the Computer Center. Plotting, optical scanning, and varied printing services are also offered by the Computer Center.

Continuing Education

Texas Tech recognizes its commitment to serve the community, state, and nation through a continuing education program that combines teaching, service, and research—the major functions of the University. Faculty participation in continuing education expands the University's capability to offer cultural, recreational, and professional educational opportunities to lifelong learners. Continuing Education offices are housed in McClellan Hall, KTXT-TV, the Foreign Language Building, and the Center for Innovation.

Through a variety of educational services and methods, the Division of Continuing Education deals with individuals and agencies of government, industry, and business. Nontraditional and part-time students as well as residential students can participate in correspondence study (at both high school and university levels), short courses, conferences, institutes, extension credit and off-campus courses for resident credit, educational television through KTXT-TV, English as a Second Language through the Intensive English Program, computer training given through the division's microcomputer laboratory, and special programs and courses for the gifted through the Institute for the Gifted. The division also designs education and training programs for business, industry, and agencies using the expertise of University staff and faculty.

All classes meet the standards of the Southern Association of Colleges and Schools. The Division of Continuing Education is a member of the National

University Continuing Education Association and the National Association of State Universities and Land-Grant Colleges.

Copy Service

University Copy Service leases or rents copy machines for single or multi departmental needs. Various levels of management service are available including processing of all paperwork, delivery of paper and toner, key operator service, and vendor problem-solving. Monthly departmental account charge statements are provided. University Copy Service has information on all copiers currently available on the U.S. market.

Reprographic Services, a division of Engineering Services, includes a full-service copy shop. Located in the basement of the Engineering Center Building, the shop offers high-volume quick copies and transparencies, binding services, free pick up and delivery, and fast turnaround.

Development Office

The Office of Development directs institutional advancement efforts on behalf of the University and the Health Sciences Center. It is concerned with attracting funds from the private sector in support of student aid, faculty enrichment, research, and special programs. Endowment gifts are an important focus. The Development Office is the central receiving office for all contributions, and it coordinates and directs fund-raising functions, gift processing, acknowledgments, records, and reports. It administers the Texas Tech University Foundation and the Texas Tech Medical Foundation, as well as the President's Council. Development personnel work with faculty and others to approach foundations, corporations, and individuals for support; they also provide guidance on major gift solicitation and advice on various types of gifts including bequests, trusts, and life insurance. All gifts of real estate and major gifts-in-kind must be approved by the Board of Regents in advance of acceptance.

Editorial Service

The Office of Official Publications and the Office of University News and Publications provide editorial assistance for any University area planning to publish brochures, handbooks, pamphlets, or other printed material for distribution either internally or externally.

Copy for all such publications containing academic information (courses, curricula, fees, University policies, etc.) should be reviewed by the Official Publications staff before publication, preferably prior to typesetting. Graphic design assistance is available through the Office of University News and Publications. The University publishes *Publications Guidelines* which are also official operating policy. These guidelines cover stationery, brochures, business cards, pamphlets, etc. They are available through the Office of University News and Publications. All University divisions are urged to avail themselves of these guidelines to avoid possible publication problems.

The News and Publications Office also advises divisions on publicity and media relations, both locally and nationally. Staff includes writers, photographers, radio and TV specialists, and graphic designers. Each department in the University is assigned a public relations specialist in the Office of News and Publications.

Housing and Dining Services

Residence Halls

The University operates several residence halls and complexes which house approximately 5,000 students on the main campus. The residence halls are available to any currently registered student; however, students with fewer than 30 hours of credit prior to the fall semester must live on campus unless exempted by the University.

A Faculty Fellows Program involves faculty members who are assigned to residence hall floors and wings to help with academic assistance as well as social and educational programming. Additionally, QUEST (Quality University Environment for Students in Transition) is a new living option for freshman and first year students. This option was created for students wanting to participate in a program designed to increase involvement in the University and improve their opportunities for success. Faculty support for this program is encouraged.

Dining Services

Several residence dining halls that serve student, faculty, staff, and guests are conveniently located near or within residence halls. Numerous food choices as well as excellent quality, value, and service are offered at each location. An award-winning international theme line is featured at each dining hall at specific meals, which may offer Italian, Mexican, Southwest-BBQ, Oriental, deli foods, light entrees, or a breakfast buffet. To dine in a hall, purchase guest meal tickets at any residence hall office or save 10 percent off the cash guest ticket rate by using the TECH EXPRESS debit card (available at the Housing Office or the University Center). A University I.D. picture card may also be used as a TECH EXPRESS debit account card. A minimum prepaid deposit allows card holders to use the card at the Tech Bookstore, the Raider Express Convenience Store, and all University Center food service locations.

Conference Accommodations

Conference groups and short course participants may reserve the convenient housing and dining facilities for University-sponsored institutes, workshops, and short courses during the summer. Small groups may be accommodated with meals during the academic year. Daily maid and linen services are available for conference groups. Diverse menu options are also available.

University Center Food Services

Faculty, staff, and guests may enjoy the diverse menu selections in three areas of the University Center. Hours vary depending on location. The Center Market is a 500-seat snack bar area that includes Cappuccino's (gourmet coffee and pastries), Market Street Grill (hamburgers and snacks), Palermo's (Italian pasta and hand-tossed pizza), and I Can't Believe It's Yogurt® (frozen yogurt). The Courtyard Cafe is an a la carte cafeteria serving breakfast and lunch on weekdays. The Faculty Club offers hot and cold beverages, snack items, and a cafeteria-style lunch to club members and their guests during weekdays.

University Caterers provides a catering service for campus organizations and groups and is prepared to serve up to 800 people for events on or off campus. Menus can be arranged for breakfasts, banquets, luncheons, tea or coffee socials, and picnic orders.

Institutional Research

This office provides routine, regulatory, and special reporting and analysis for the University. It also maintains databases and a depository of data about Texas Tech. The services of the office are available to all faculty members.

International Affairs

The Office of International Affairs includes the Division of International Programs and Education in West Hall and the International Center for Arid and Semiarid Land Studies (ICASALS) in Holden Hall.

The Office of International Affairs is responsible for all nonacademic advisement of international students. The staff also provides personal counseling and advice on immigration regulations as well as coordinates extracurricular activities through the Council for International Programs and the International Affairs Council. In addition, the office provides information on overseas study programs for American students.

The International Center for Arid and Semiarid Land Studies (ICASALS) was established in 1966 when the Board of Regents adopted as the special mission of the University the study of arid and semiarid lands, which comprise approximately one-third of the land surface of the earth. "Arid and semiarid land studies" is interpreted to mean not only the land itself and its plant and animal life, but humans in all the varieties of their experiences in the drier environments.

ICASALS is the medium of stimulation, coordination, and implementation of symposia, public service programs, interdisciplinary research, and information exchange pertaining to all aspects of arid lands and their inhabitants. It is directly concerned, also, with the application of data and techniques to human needs. It supports the publication of results of arid and semiarid land research.

ICASALS is the University's affiliate with the Consortium for International Development (CID) which includes Texas Tech, Colorado State University, New Mexico State University, Oregon State University, Utah State University, University of Arizona, University of Hawaii, University of Idaho, California State Polytechnic University, Washington State University, and University of Wyoming.

Individuals from many countries visit the International Center each year. The *ICASALS Newsletter* is distributed internationally four times a year to over 3,000 persons and institutions.

Faculty who have distinguished themselves in their teaching, research, and other professional activities related to arid and semiarid land are designated "Associates" of the International Center.

International Center for Textile Research and Development

The International Center for Textile Research and Development has a continuing history of service to the fiber and textile industries in Texas, the United States, and other parts of the world. The scope of the center includes fiber evaluations involving cotton, animal fibers, man-made fibers, and such exotics as carbon and ceramics; the production and evaluation of yarns and fabrics made from these fibers; research and evaluation of new textile processing systems; explorations into the chemistry of dyeing and finishing yarns and fabrics; and research on fabric finishes for specific purposes such as flame and high-temperature resistance.

The objectives of the International Center are to conduct research that will lead to greater utilization of the natural fibers produced in Texas, to assist textile manufacturers in solving problems related to the use of all types of textile fibers, to develop new products from the fibers produced in Texas, and to assist with the improvement of textile processing techniques.

The facilities at the center include a Materials Evaluation Laboratory for determining the properties of fibers, yarns, and fabrics; a complete Spinning Laboratory with 1,200 ring spindles and 200 open-end spinning units; a Worsted Laboratory for processing animal fibers and long-staple synthetics; a Weaving Laboratory for producing both plain and fancy woven fabrics; a Knitting Laboratory for conducting research on knitted fabrics; and a Chemical Processes Laboratory for researching textile dyes, finishes, and chemicals that lead to better processing and new end-products.

Libraries

The libraries—in all their constituent parts—identify, acquire, describe, organize, preserve, interpret, and disseminate information in many different formats and by various available means. They are the primary repository of information on campus and are the basis for classroom instruction, scholarly and scientific research, and individual development.

The libraries contain over 1.1 million volumes, 7,000 periodical subscriptions, and approximately 700,000 units of microform. Over 885,000 items are included in the government documents collections, one of two Regional Depositories for U.S. Government Documents in Texas.

A Library-Faculty Liaison Program provides the framework for establishing better communication between the libraries and the University academic departments. This program is the heart of the collection development effort as well as the outreach program. Efforts in collection development include evaluating and assessing the current collection, and identifying and purchasing materials in the most appropriate format to build a quality collection to support the teaching and research needs of the University.

ACCESS: Newsletter of the Texas Tech University Libraries is published fall and spring semesters. The newsletter is sent to full-time faculty and communicates pertinent information about library resources and issues. Each issue of *ACCESS* contains articles announcing major resource additions, new and expanded services, trends in the information business, and key personnel changes.

Outstanding collections in the libraries include the Turkish Archives, Studies in Pragmaticism, Conradiana, the Koger History of Science Collection, and the Samuel Weiselberg Autograph Collection. The Southwest Collection, housed in the Mathematics Building, is both the University archives and a regional depository for historical information pertaining to West Texas and the near Southwest.

The University Library introduced its on-line public access catalog (TechPAC) in December 1991. The holdings of the Law Library and the Southwest Collection are also included. TechPAC provides access by all of the traditional searches as in the card catalog, i.e. author, title, subject, and series. In addition, the database can be accessed by entering keywords. The system uses the VAX cluster and the software from Data Research Associates, Inc. Another option on the menu is UNCOVER, a database from CARL (Colorado Alliance of Research Libraries) which contains the table of contents of 12,000 journals. Keyword access to these

articles is available and the titles held by the University Library will be indicated. For a fee, the articles can be based directly to an office within 24 hours or they can be ordered via Interlibrary Loan. Access to a select list of other libraries' on-line catalogs is a menu selection in TechPAC. This list includes University of Texas and Texas A&M University.

The Computer Assisted Search Service accesses about 500 on-line bibliographic indices. A specialized on-line service is BRS/After Dark and Knowledge Index. These are do-it-yourself computerized systems which search and retrieve references to journal articles and similar items according to the library user's instructions. Subject disciplines range from business, science, and technology to the social sciences and humanities. The Library provides access to indices with CD-ROM products. There are 11 work stations in Reference with access to 17 databases. Some of the indices include ERIC, PsychLit, Agricola, MLA, and Humanities Index. Many government documents are being issued in CD-ROM format and are available via a CD tower and work station in the Government Documents area.

Each spring, in an effort to recognize Texas Tech University authors, and as part of the observance of National Library Week, the libraries host a Faculty-Staff Book Exhibit which remains on display approximately one month.

The "Friends of the University Library-Southwest Collection" was established to help the University libraries achieve goals of excellence. "Friends" have participated in unique literary and historical events, such as the dedication by the Southwest Collection of the papers of long-time West Texas Congressman George Mahon, a mini-symposium on "Southwestern Literary Images," and sponsorship of a traveling exhibit in honor of the Texas Sesquicentennial that opened in Washington, D.C., at the National Agriculture Library. In addition, "Friends" sponsors rare book auctions, trips, exhibits, and other special events.

Mail and FAX Service

PostTech, a University-operated postage center located in 169 West Hall, offers a full-service mailing facility to faculty, staff, and students. All USPS services are covered including registered, certified, insured, and international mail. Airborne, Federal Express, and United Parcel Service are available as private couriers. Packaging and mailing materials are sold, and private mail boxes can be rented. A schedule of box rental fees is available.

MailTech, located in 159B West Hall, disperses incoming interdepartmental and U.S. mail and processes outgoing USPS and private courier mail. Mail is delivered and picked up at most departments twice a day. Department-initiated special pick-ups are available upon request. MailTech provides a FAX service as well as information on all current postal regulations and rates.

The Bulk Mail Center located in 159A West hall prepares on-campus and off-campus bulk mailings including labeling, inserting, sorting, sacking, and completing paperwork and delivery to the Post Office. Current information on bulk mail rates and regulations, supplies, and training are available. The center maintains a current computerized mailing list of faculty and staff campus addresses and makes it available for use by the University community. Full or partial lists can be generated and specialized mailing lists can be created and maintained. A list of fees for these services is available.

Reprographic Services, a division of Engineering Services, offers a full-service facsimile service. Competitively priced services include FAX transmission (outgoing) during the business day and FAX receipt (incoming) 24 hours per day (extra

convenience for international communications coming from different time zones). Free pick up and delivery also are available from their location in the basement of the Engineering Center Building.

Museum

The Museum of Texas Tech University is a general museum consisting of several components: the main Museum building, the Moody Planetarium, the Ranching Heritage Center, the Lubbock Lake Landmark, the Natural Science Research Laboratory, the Val Verde County Research Site, and the Cotton Heritage Center.

The Museum is an educational, scientific, cultural, and research element of the University. It is a not-for-profit organization. The primary mission of the Museum is to collect, preserve, interpret, and disseminate knowledge about natural and cultural material from the Southwest and other regions related by natural history, heritage, and climate. The collections in the arts, humanities, and sciences are held in trust in perpetuity for public education, exhibition, reference, enjoyment, and research.

The Museum mounts temporary and permanent exhibits in the social and natural sciences and the visual arts. The Ranching Heritage Center, an outdoor museum, depicts the history of southwest ranching. The Lubbock Lake Landmark contains a complete cultural sequence from Clovis (12,000 years ago) to historic times. The Moody Planetarium offers public and specially designed school programs. The Natural Science Research Laboratory affords research opportunities in botany, mammalogy, medical zoology, ornithology, and vertebrate paleontology.

A Master of Arts degree in Museum Science is offered as an academic component of the Museum with specializations in general museum administration, and museum preparation and exhibition. Curatorial training is available in anthropology, art, history, historic clothing and textiles, and the natural sciences.

Curators—most of whom hold joint appointments in University academic departments—are involved in research. The results of their research periodically appear in the *Special Publications* and *Occasional Papers* series produced by the Museum in conjunction with Texas Tech University Press. *MuseNews* is the newsletter of the Museum and is published twice yearly.

Two support organizations—the West Texas Museum Association and the Ranching Heritage Association—contribute significant amounts of monetary and volunteer support to the Museum. In addition, the West Texas Museum Association publishes *The Museum Digest* and the annual *Museum Journal*. The Ranching Heritage Association publishes the *Ranch Record* quarterly.

Office Supplies

The Central Warehouse, located in the Physical Plant Building, stocks for departmental use a variety of materials and equipment, including many items of office furniture. Items often may be obtained here more quickly than through the requisition process. The University also maintains at the same location a storeroom where departments and administrative offices may obtain office, custodial, maintenance, automotive, and various other parts and supplies.

Personnel Office

The benefits section of the Personnel Office administers the various faculty retirement and insurance programs and provides new faculty orientation and sign up and other benefit services to University employees.

Personnel Relations

The Office of Affirmative Action and Personnel Relations is involved in the staff functions relating to labor relations and the activities of employee associations; affirmative action and equal employment opportunity for Texas Tech University employees in response to federal and state mandates on this subject; and grievance processing for employees.

Faculty also have the option of presenting a grievance to the Grievance Committee of the Faculty Senate. This procedure is found in Appendix C.

Questions or discussion concerning the above subjects should be directed to the Director of Affirmative Action and Personnel Relations.

Printing and Graphic Design

PrinTech is a modern facility equipped to provide the University community with printing services ranging from letterheads, posters, pamphlets, business cards, and brochures to instructional materials, magazines, periodicals, and books—in black ink and four color. Services and work designed to support the mission of the University are available to qualified individuals and campus organizations are available to individuals as well as academic and administrative units.

Reprographic Services, a division of Engineering Services, includes competitively priced, full-service graphic design and quick printing. Graphic services include desktop publishing, graphic design, computer graphics, high resolution scanning, and superior resolution output on an imagesetter system. Printing services include single color quick printing and multiple color offset printing from brochures and business cards to NCR forms and letterhead. Camera services include PMTs, halftones, and negatives. Bindery services range from laminating to wire, velo, and cerlox binding.

The Office of News and Publications offers complete design service through its Publications Bureau.

Psychology Clinic

Psychological testing, long- and short-term counseling, and psychotherapy are available to the University faculty, staff, and students and to the children and adults in the community. Established primarily to provide practicum experience for advanced graduate students in clinical and counseling psychology, the clinic accepts clients on a referral basis from other agencies or as a self-referral. The fee for this service is based on a sliding scale and is discounted for Texas Tech faculty, staff, and students.

Publications

Issues of the **Bulletin of Texas Tech University**—which include the *Undergraduate Catalog*, *Graduate Catalog*, *Law School Catalog*, *Correspondence Catalog*, and *Viewbook*—are prepared by the Office of Official Publications. This office is also responsible for preparing the University's Class Schedules which are distributed for each registration period. Other publications containing University policies such as *Scholarships and Financial Aid* and the *Faculty Handbook* are coordinated through the Official Publications office. Current information pertaining to areas covered in these publications is available throughout the year from the Office of Official Publications in the Administration Building. Back issues of many of the catalogs can be obtained from this office, as can the official University calendars prior to their publication in the bulletins.

The **Office of News and Publications** serves as the public information and media relations authority for the University. The University News Bureau manages comprehensive publicity campaigns as well as local and national media relations for print and broadcast media. Photography and video assistance is available from Photographic Services and Video Services, respectively. The Publications Bureau offers design services for both internal and external publications. As mandated by the *OP Manual*, the Office of News and Publications oversees University publications style and design outlined in the *Publications Guidelines*. The office also maintains the official calendar of campus events and produces *Outlook*, the campus newsletter, and *Vistas*, the official Texas Tech research magazine.

Texas Tech has two official **Student Publications**—*The University Daily*, published Monday through Friday during the long terms and Monday and Thursday during the summer session, and *La Ventana*, the University's yearbook. A Student Publications Committee of faculty members and students appointed by the Vice President for Student Affairs selects editors and generally oversees the student publications program.

The 68-page **Texas Techsan Magazine**, a publication of the Ex-Students Association, is sent six times a year to alumni and former students. The publication reflects a full range of current University programs, news, and campus life. Stories represent a mixture of topics appealing to a wide-ranging reader interest emphasizing alumni spotlights, faculty expertise and research, University issues, and Ex-Students Association programs. Faculty are encouraged to contribute current research activities, academic endeavors, and honors to the "Tech Today" section of the magazine.

As executor of the publishing imprint of the University, **Texas Tech University Press** is charged with the advancement of knowledge and the preservation of scholarship by means of publication. The University Press issues two primary types of works, whose purposes are complementary. Its purely scholarly titles are intended to record and disseminate the fruits of scholarship in several disciplines in which the University maintains significant research interests. The popular titles of the Texas Tech University Press serve a broader educational mission, advancing knowledge outside academe, among the University's public constituency. The University Press has a backlist of more than 200 titles and has accrued a wide reputation in several fields, ranging from mammalogy to literary criticism, arachnology to philosophy, classical literature to regional fashion history.

Purchasing-Payables

Information on purchasing items for University use may be obtained from departmental offices. Purchasing policies are set forth in *A Guide to Purchasing* and University OPs numbered in the 72 series. The purchasing-payables office has additional information concerning materials and equipment available on state contracts and for developing specifications for purchase from other sources.

Research Services

This office provides centralized administrative research services for continuing the University's objectives toward sponsored research funding. It coordinates University policies and procedures with federal, state, and private sponsor requirements and oversees proposal processing for institutional approval. It also gives information for announced programs and prepares various reports concerning University research activities.

Seismological Observatory

The observatory has been in continuous operation since 1956 and since 1961 has been one of the stations of the World-Wide Standard Seismograph Network. Located adjacent to the Science and Chemistry buildings, it serves as the center for research in seismology and as a laboratory for graduate students in geophysics. An additional World-Wide Standard Seismograph station, located at Junction, is operated as a part of the Texas Tech research effort in geophysics.

Southwest Collection

The Southwest Collection, housed in the Mathematics Building, is both the University archives and a regional repository for historical information pertaining to West Texas and the near Southwest. It provides facilities for study and research as well as space for receiving, sorting, and storing research materials such as personal papers, biographical data, noncurrent business records, maps, books, periodicals, photographs, newspapers, and rapidly growing files of tape recordings, microfilms, and movie films. Materials may be used by both the University community and the general public for research or reference. Tours by students or faculty will be arranged upon request. Partial holdings may be accessed through TechPAC, the libraries' on-line catalog.

Speech-Language and Hearing Clinic

The clinic serves as a practicum for students in the Department of Speech and Hearing Sciences. Under faculty supervision, students in speech-language pathology and audiology provide clinical services for the students, faculty, and staff of the 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. A sliding fee scale is available for those who qualify. Individuals are accepted by self-referral and upon referral from other professionals, and anyone needing these services should contact the clinic office, 257 Foreign Language Building.

Texas Tech University Foundation

The Texas Tech University Foundation is a nonprofit corporation established solely to support the University by seeking and obtaining gifts for its educational programs. The foundation is governed by a volunteer Board of Directors and is housed within and administered by the Office of Development on the Texas Tech campus. Gifts are tax-deductible within the prescribed limits of the law and are so receipted and acknowledged to the donor. The donor may designate the use and purpose of the gifts; endowments are a high priority. Loan funds may be established. Advice on planned gifts, including real and tangible personal property, bequests, remainder interests, life estates, and insurance is available.

Traffic and Parking

The University has established traffic and parking regulations to facilitate the safe and orderly conduct of University business and to provide parking space as conveniently as possible within the limits of space available. Operating a motor vehicle on campus is a privilege and is conditioned, in part, on compliance with certain rules and regulations.

The person in whose name a vehicle is registered by the University is responsible for the proper operation and parking of this vehicle and will be held

responsible for violation of University rules. The University does not assume responsibility for the safety of vehicles or their contents or for damages caused to vehicles parked or driven on the campus. This responsibility must be assumed by the owner or operator of the vehicle.

All motor vehicles operated on campus, other than those qualified by a visitor's permit, must be registered by the University and have the parking permit displayed as required. The campus is defined as all lands owned by the University.

Reserved parking permits will be issued to faculty and staff members as available upon request. Each parking permit issued will designate a specific parking lot and space. The fee for reserved parking is charged by the academic year and may be purchased for either nine or twelve months.

A reserved parking permit authorizes parking in a specific space assigned during the hours 7:30 a.m. to 5:30 p.m., Monday through Friday. Spaces are not reserved on Saturdays, Sundays, or designated University holidays. Such permit does not allow the faculty or staff member to park in spaces designated for visitor parking.

Vehicle registration forms and rules and regulations may be obtained at the Traffic and Parking Services office, which is located near the Physical Plant.

University Center

The University Center is one of the few buildings on campus specifically constructed and operated for the out-of-class activities of the campus community. The building features the outstanding Allen Theatre, a large covered courtyard, and numerous services and facilities for the use and convenience of its patrons.

Retail and service areas in the UC are extensive and are constantly being enhanced. Service areas include Raider Express, Tech's first convenience store; High Tech, the campus computer store; the First National Bank of Lubbock branch (the only such activity on a Texas college campus); the Premier Travel Agency; Cox Cable of Lubbock; and Ultimate Copy copying and pack and mail service.

In addition to the remodeled Faculty Club that offers—among other things—a place to visit with colleagues over a cup of coffee, numerous food service options are available (see the section entitled “Housing and Dining Services”).

The UC also offers twelve meeting rooms, including two ballrooms, which may be used by any registered student organization or campus department for a nominal charge. The Games Room has pocket billiards, snooker, billiards, table tennis, and dart area, as well as more than 35 electronic games. The UC also offers a check cashing service, ATMs, a self-service postal facility, a posting area for notices, a TV lounge, and houses the Student Association.

University Police Services

University Police Services is commissioned through the Board of Regents and the President to protect lives and property on the University campus. The department enforces traffic rules and regulations, state laws, and city ordinances; investigates thefts of all property stolen on the campus; and investigates accidents involving automobiles, bicycles, and pedestrians. It also controls the flow of traffic, and, with the entry stations, limits parking on the inner part of the campus. The department is also responsible for locking and unlocking campus buildings and seeing that only authorized persons remain inside the buildings after hours. The department, which is open 24 hours a day year round, should be contacted in case of emergency.

Office of the Provost

Administration

The Office of the Provost is charged with developing, implementing, and reviewing academic policies and programs including research efforts of the University. The Executive Vice President and Provost serves as the chief academic officer of the University. This office coordinates activities of academic deans and directors and informs and advises the President on academic matters. The office is responsible for personnel and budgetary matters in the academic areas including supportive areas such as the libraries, Museum, Continuing Education, TASP, Honors Program, ICASALS, and the Center at Junction.

Academic Structure

Each of the colleges and schools of the University is administered by a dean and staff, and faculty are assigned to each unit except the Graduate School. The colleges of Agricultural Sciences, Arts and Sciences, Education, Engineering, and Home Economics are organized into instructional departments or divisions which are administered by chairpersons. The College of Business Administration's organizational pattern includes areas of instruction. The School of Law and the College of Architecture are not organized into departments or areas.

Department chairpersons and area coordinators are usually appointed for three-year terms by the Executive Vice President and Provost on the recommendation of the dean of the appropriate college. They serve in their administrative roles without tenure. The dean reviews chairpersons annually; reappointment as chairperson may be recommended.

Each department chairperson and area coordinator, in cooperation with the faculty, is responsible for supervising the activities of the department, preparing the department budget requests, initiating requests for salary increases, recommending tenure and promotion, initiating appointment recommendations, and developing the departmental curriculum.

Provost's Council

The Provost's Council serves as a policy forming body and makes recommendations on University matters. The Provost's Council provides leadership in all areas of function of the University.

The Provost's Council is composed of the Executive Vice President and Provost, the Vice Provost for Academic Affairs, the Vice Provost for Research, the Vice President for Fiscal Affairs, the Vice President for Student Affairs, the deans of the colleges and schools, the President of the Faculty Senate, the Provost's staff, and the Director of the Libraries.

Academic Council

The Academic Council serves in an advisory capacity to the Executive Vice President and Provost on academic related matters. The council provides leadership in determining academic policies, procedures, and priorities. The council considers requests for new degree programs and recommends course additions, changes, and deletions.

The Academic Council is composed of the Vice Provost for Academic Affairs, the associate vice presidents for academic affairs, an associate dean from each

school and college (except that two individuals represent Arts and Sciences), the Dean of Students, directors of Admissions and Records, Continuing Education, International Affairs, Museum, and Research Services, and the TASP Coordinator. The Faculty Senate is invited to send a representative each year to attend Academic Council meetings.

Operations Council

The Operations Council serves in an advisory capacity to the Executive Vice President and Provost on operations related matters. The council provides leadership in determining operating policies, procedures, and priorities for operational units on campus. The council provides a mechanism for addressing between-organization communication and problem evaluation needs of the University.

The Operations Council is composed of the assistant and associate vice presidents from Academic Affairs, Student Affairs, and Fiscal Affairs; an associate dean from each school and college; and representatives from Admissions and Records, Library, Museum, and Research Services. The Faculty Senate is invited to send a representative each year to attend Operations Council meetings.

Research Council

The Research Council serves in an advisory capacity to the Executive Vice President and Provost on research related matters. The council provides leadership in proposing new University research policy and implementation strategies, the establishment of research goals and objectives, and making recommendations for improving the research climate at Texas Tech University. A specific annual task of the council is to help evaluate nominees for the Barney E. Rushing, Jr., Outstanding Research Award.

The Research Council is composed of the Vice Provost for Research, an associate dean from each school and college, and representatives from Continuing Education, Development, Health Sciences Center, International Affairs, Library, Museum, Research Foundation, and Research Services. The Faculty Senate is invited to send a representative each year to attend Research Council meetings.

Centers and Institutes

Faculty groups with common interests may establish an identifiable unit with a common focus within the University. Major criteria for forming such units are twofold: relevance to the University's academic, service, and research mission; and potential benefits to be gained by forming such a unit. Each unit should conform to University policies as well as to state regulations and statutes.

The general guidelines for determining whether a unit should be titled an institute or a center are as follows: a center has research objectives as its primary thrust, while an institute may include research within its total activity but has a broader function that may include educational and service activities.

Formal proposals for establishing a unit should be initiated through academic channels and forwarded to the office of the Executive Vice President and Provost.

On occasion, certain other kinds of special units or activities such as clinics and research or service centers may be established under essentially the same framework as described above.

Units operating solely within an academic college may be established by the respective dean, but they should be approved by the Executive Vice President and Provost. Such units should be a "within-college" activity and should be exclusively

supported by “within-college” funds. These units should not be named “center” or “institute” unless their title clearly indicates that they are “within-college” activities.

Faculty Senate

The Faculty Senate is composed of senators representing the voting faculty of Texas Tech University. The voting faculty consists of all persons under full-time contract who have completed a residence of one year at the University and who are tenured or who hold appointments that make them eligible for tenure. Membership of the Faculty Senate includes one senator for each twenty voting faculty members or fraction thereof from each college and school, but not fewer than two senators, and nine additional senators at-large. The Senate elects a President, Vice President, and Secretary from its membership to serve a term 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 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 Affairs

The Graduate Dean is responsible for administering the graduate affairs of Texas Tech University.

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. Membership is a means of recognizing faculty members for scholarly activities, creativity, direction of graduate research and study, and other contributions to the graduate programs of the University and the Health Sciences Center. University-wide criteria for graduate faculty membership are as follows: (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 and/or creative productivity. (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 ten members elected by the graduate faculty and two members appointed by the Graduate Dean, with representation from each college. The Graduate Dean is *ex officio* chairperson of the council; associate deans are *ex officio* and nonvoting members as is the Executive Vice President and Provost or a designated representative. Other *ex officio* members include a representative

from the Faculty Senate, the Library, the Health Sciences Center, Student Affairs, the School of Nursing, and Texas Tech University Press. Elective members serve three years and are not eligible for immediate reelection unless they have been chosen to fill an unexpired term. Appointive members serve two years. By a system of rotation, some new members join the council each year, replacing those whose terms have expired. One nonvoting graduate student member is chosen annually by the Graduate Dean.

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 as it seeks to make Texas Tech a truly outstanding educational institution that will serve Texas and the entire nation. 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. Ideas and suggestions from these groups 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* which is published annually and kept up to date by announced changes throughout the year. Copies of the Directory are available for reference in all offices through the departmental level and in the Library. The Directory should be consulted for the latest and most accurate information on councils and committees because membership, responsibilities, administrative procedures, etc., are subject to change.

Generally, faculty members are appointed to councils and committees from a list of nominees provided by the Faculty Senate. Appointments are made by the individual to whom the council or committee reports. Some council or committee members may be selected by another procedure—namely, *ex officio*—or by an election. Each charge sheet in the Directory specifies how a council or committee membership is determined.

Currently, the Standing Councils and Committees are as follows:

Councils

- Athletic Council
- Graduate Council
- Honors and Awards Council
- Teacher Education Council

Committees

Affirmative Action Committee
 Alcohol and Other Drug Abuse Awareness Committee
 Artists and Speakers Committee
 Benefits and Retirement Committee
 Bookstore Advisory Committee
 Campus Security and Emergency Committee
 Code of Student Conduct Committee
 Convocations Committee
 Elections Committee
 Energy Conservation Committee
 Faculty Development Committee
 Faculty Grievance Panel
 Intellectual Property Rights Committee
 International Education Committee
 Library Committee
 Minority Affairs Committee
 Panel for Tenure Hearing Committee
 Parking Violations Appeals and Parking Policy Advisory Committee
 Personal Safety Awareness Committee
 Recruitment, Admissions, and Retention Committee
 Student Financial Aids-Scholarship Committee
 Student Publications Committee
 Tenure Advisory Committee
 University Discipline Committee
 University Discipline Appeals Committee
 University Press Editorial Committee

Faculty Senate Standing Committees*

Academic Programs Committee
 Budget Study Committee
 Committee on Committees
 Faculty Status and Welfare Committee
 Study Committee A
 Study Committee B
 Study Committee C

Special Committees*

Animal Care and Use Committee
 Biosafety Committee
 Chemical Safety Committee
 Protection of Human Subjects Committee
 Radiation and Laser Safety Committee
 Safety Coordinators Committee
 University Safety & Health Committee

*These bodies are not standing committees of the University. They are listed as a matter of information and convenience.

Faculty Affairs

Academic Freedom

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, the faculty member must be free to pursue scholarly inquiry without undue restriction and to voice and publish conclusions concerning the significance of evidence considered relevant. The faculty member must be free from the corrosive fear that others, inside or outside the University community, because of their differing view, may threaten the faculty member's professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject taught. Each faculty member is also a citizen of the nation, state, and community, and when speaking, writing, or acting as an individual citizen, must be free from institutional censorship or discipline.

Academic Integrity

Any student found guilty of dishonesty, cheating, or plagiarism in academic work shall be subject to disciplinary action.

Dishonesty of any kind on examinations and quizzes or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination or quiz, obtaining information during an examination from the examination paper or otherwise from another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are instances of cheating.

Complete honesty is required of students in the presentation of any and all phases of course work as their own. This applies to quizzes of whatever length as well as to final examinations, to daily reports, to lab work, and to term papers.

Plagiarism is offering the work of another as one's own, without proper acknowledgement; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writing of a fellow student, is guilty of plagiarism.

The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism which occurs in his or her class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action as described below. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should submit an X grade until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester.

In cases in which guilt is admitted by the student or determined by the instructor, after attempting to contact the student, he or she may give the offending student a failing grade on the assignment or a failing grade in the course. When a student is given a failing grade in a course as a result of academic dishonesty or plagiarism, the instructor shall report the facts of the case and the action to be taken against the student in writing to the instructor's department chairperson. The chairperson will provide a copy to the student, to his or her academic dean, and to the Dean of Students Office. The Dean of Students Office shall retain a copy of this report

in its discipline files. The student will have the right to appeal the receipt of a failing grade in a course through the established grade appeal procedure. The student may not appeal a failing grade given for a class assignment.

In cases of flagrant or repeated violations, the instructor may recommend to the Dean of Students, through his or her chairperson and the academic dean's office, further disciplinary action pursuant to the disciplinary policy and procedure outlined in the *Student Affairs Handbook*. In addition, the academic dean or the Dean of Students may initiate disciplinary action for flagrant or repeated violations.

A student referred to the Dean of Students Office for disciplinary action for academic dishonesty is entitled to all substantive and procedural guarantees provided in the *Student Affairs Handbook*, including, but not limited to, notice and hearing.

The disciplinary penalty or grade of F shall not be implemented until the disciplinary procedures or grade appeal process has been exhausted. A student may continue academic class and course work until a final decision has been made.

A written report of any additional disciplinary action taken by the Dean of Students Office will be sent to the appropriate academic dean's office and to the student. The final results of a grade appeal in such matters shall be reported to the instructor by the appropriate academic dean in the manner required by the grade appeals procedure and to the Dean of Students Office.

In cases in which a finding of academic dishonesty is sustained, the recommended disciplinary action will be enforced and/or a grade of F reported.

In cases in which a charge of academic dishonesty is not sustained, no disciplinary action will be taken and the student will be entitled to the grade he or she would have received in the absence of a finding of dishonesty. In addition, the student will be allowed to continue in the particular course without prejudice.

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

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 Catalogs*. Faculty members are advised to consult the catalogs in order to become familiar with those regulations. Information concerning admission of graduate students is contained in the current *Graduate Catalog*. Additional information may be distributed as needed by memoranda or letters.

Adoption of Textbooks and Related 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 staff members in their classes if the textbook has been printed by a recognized and reputable publishing house at its own risk and expense, has been made available for open sale, and has been approved for classroom use by a textbook committee of the department. Such approval must be made in writing and is to be secured annually.

Educational material in dittoed, mimeographed, or other multigraphed form, which is to be sold for use in class or in laboratory work, must be approved by a departmental textbook committee. Such material is to be made available to students through an established bookstore. 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 Executive Vice President and Provost by either faculty, administrator, or student, concerning any alleged conflict of interest from the sale of textbooks or other materials. The decision of the committee shall be final. (OP 32.12)

Americans With Disabilities Act (ADA)

The Americans with Disabilities Act, Public Law 101-336, was signed into law on July 26, 1990. This far-reaching statute does more than simply add "disability" to the list of protected classes under federal law and is not simply a duplication of The Rehabilitation Act of 1973. It was Congress' intent to effect sweeping changes in the attitudes and practices of American businesses and state and local government agencies in order to remove barriers to employment and services for persons with disabilities. The ADA has wide ranging effects and it will take most universities substantial time to review and revise their policies to bring them into compliance with the law.

With the growing number of disabled students on campus, it is most important that faculty members be aware of how they are identified, when and how to make reasonable accommodation, the services available to disabled students, and the assistance available to faculty in this process.

Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) require that universities, and all faculty and staff therein, make reasonable accommodation for all students with disabilities in all programs and activities, both academic and non-academic. *If such reasonable accommodation is denied to any disabled student, the institution may be held in violation of the law.*

It is advisable that you ask in each first class session that students with disabilities or health problems identify themselves to you (privately after class or during your office hours) and indicate to you any special accommodations you will need to make for them during the semester (for example, extended time examinations). Examples of how this may be done are included below. While disabled students are always told to notify their professors, some may be reluctant to do so.

Faculty are not obligated to provide accommodation for a student's disability needs unless the student provides proof of a disability for which the accommodation requested is appropriate. Ideally, such proof should be provided at the beginning of the semester.

The University has approved two mechanisms for doing so: presentation of the specially encoded student I.D. card (look for a red "DS" code; on new cards, look for a letter code) and written notification from Disabled Student Services. The I.D. code indicates to professors that the student has given proof of his or her disability. The written notice indicates to professors that the student has given proof of his or her disability and that the accommodation noted is considered appropriate and reasonable.

No further proof of disability should be required of the student. Students presenting other kinds of verification should be referred to the Coordinator of Disabled Student Services in the Dean of Students Office for the appropriate identification. No requirement exists that accommodation be made prior to completion of the approved University process.

Faculty should be aware of the related student grievance process as detailed in the *Student Affairs Handbook*.

It is our hope that this system will enable faculty and staff to easily and quickly access those resources necessary to respond effectively to these students' needs, particularly those students whose disabilities are not visible or as familiar as others. The Dean of Students Office is available to advise and assist faculty members in the accommodation process.

Keep in mind that the purpose of classroom accommodation is to eliminate the competitive disadvantage caused by the disability itself. *Students with disabilities should be expected to do the same quality of work and the same quantity of work as every other student. It is the method by which this is accomplished that is sometimes different.*

An example for a statement in class would be "I would appreciate hearing from anyone who has a disability that may require some special accommodations. I am sure we can work out whatever arrangements are necessary. Please see me after class or during my office hours."

It is advisable that the following statement be used on each course syllabus: "Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations."

Appointments

Original appointment to the faculty of Texas Tech University is confirmed by use of an official form which sets forth the regular and standard conditions of employment, including salary and period covered. Special provisions and conditions, if any, are typed on the form. The form bears the signature of the President or of a designated representative at the time it is sent to the appointee, as well as instructions for completion and disposition of the copies. Notification will be given of subsequent changes in rank or salary. (OP 32.17)

Awards and Honors

Awards and honors are available to faculty through selection by the Honors and Awards Council, the Dads and Moms Association, Mortar Board and Omicron Delta Kappa, Faculty Development Committee, Research Council, Ex-Students Association, and deans. Some of these awards are Spencer A. Wells Faculty Award, Hemphill Wells New Professor Excellence in Teaching Award, Barney E. Rushing, Jr., Faculty Distinguished Research Award, Faculty Distinguished Leadership Award, Faculty Recognition Award by Mortar Board and Omicron Delta Kappa, President's Excellence in Teaching Award, President's Academic Achievement Award, and Ex-Students Association New Faculty Award.

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.

Certain professorships are designated to recognize outstanding service in one or more areas.

Hon Professorships

Hon Professorships—the highest honor the University may bestow on members of its faculty—are granted to professors of international or national

distinction for outstanding teaching, research, or other creative achievement. The number awarded is not limited, nor is any attempt made to maintain any fixed ratio between colleges or departments. The base salary of an appointee is increased by not less than \$2,000. The first four appointments were made in 1967 and were named in honor of Texas Tech's first president, Paul Whitfield Horn.

Endowed Professorships and Chairs

Endowed professorships and chairs are important because they give the University the ability to attract and retain scholars of extraordinary talent. Policies and procedures related to establishing endowed chairs and professorships are in the *Manual for Institutional Development*.

Currently, chairs have been established in the colleges of Agricultural Sciences, Arts and Sciences, Business Administration, Education, Engineering, and Home Economics as well as in the School of Law.

Commencement

Two commencement ceremonies are scheduled each academic year: one in December for summer and fall graduates, and one in May for spring graduates. Faculty members are encouraged to attend commencement ceremonies.

Compensation for Teaching Correspondence or Extension Courses

Full-time University employees are compensated for correspondence course grading and extension center teaching according to limitations expressed in the state appropriations bill for education in effect at a particular time. (OP 32.10)

Conflict of Interest Ethics Code

By state law, no officer or employee of a state agency shall have any interest, financial or otherwise, direct or indirect, or engage in any business or 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 *Vernon's Civil Statutes of the State of Texas Annotated*. Article 6252-9b.)

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 . . ." (OP 33.04)

Consulting or Outside Employment

It is desirable that the faculty be composed of persons with such competence in their fields that their service in a professional capacity will be sought outside the University. Hence, a faculty member may, with prior approval of administrative authorities, do outside work for pay during the months of regular employment. 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.

Correspondence Requiring Official Action

Correspondence requiring official action goes from the faculty member to the department chairperson for transmittal to the academic dean, to the Executive Vice President and Provost, and to the office of the President. Routine correspondence (such as request for leave of absence, budgetary matters, etc.) is normally routed only to the person designated to take the action requested.

Dead Day

During the day of no classes before final examinations, no University activities may be scheduled. 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 as a recognition for long and faithful service, or for very distinguished service to the institution. Members of the faculty with rank of Professor or Associate Professor at retirement may be given emeritus appointments provided they have completed at least ten years of service at Texas Tech University or have been recommended on the basis of "very distinguished service." If the emeritus status is proposed on the basis of very distinguished service, the advice of the Faculty Senate shall be sought by the President. 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. (OP 01.06, BOR 06.01)

Equal Employment Opportunity and Affirmative Action

Personnel practices of Texas Tech are based on fairness and honesty, and they are designed to provide equal opportunity in employment for all employees and applicants for employment. Texas Tech equal employment opportunity and affirmative action policies prohibit discrimination in employment based on race, color, religion, national origin, sex, age, disability, or Vietnam Era or special disabled veterans status.

Texas Tech adheres to the principles of affirmative action. The institution has affirmative action plans which require that special efforts be made to recruit, hire, and promote qualified women and members of racial and ethnic minorities for those job categories in which they are under-represented in relation to their availability in the labor market.

It is also a policy of the University to maintain a workplace free from sexual harassment and intimidation. Such conduct on the part of any employee is expressly prohibited, and the offenders will be subject to disciplinary action.

Equal employment opportunity and affirmative action policies have legal basis in the following legislative and executive acts: Equal Pay Act of 1963; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act of 1967, as amended; Vocational Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; Vietnam Era Veterans' Readjustment Act of 1974; Executive Order 11246; and American With Disabilities Act.

To implement the policies of equal employment opportunity and affirmative action, the Office of Affirmative Action and Personnel Relations provides the following services: (1) information on correct recruiting, screening, interviewing, selection, and termination procedures; (2) training workshops on EEO/AA issues; (3) employee counseling and reconciliation of employment grievances; (4) resource information on EEO/AA-related issues.

Questions regarding equal employment opportunity and affirmative action at Texas Tech can be referred to the Office of Affirmative Action and Personnel Relations.

Faculty Development Assignments

Faculty Development Leaves are provided by legislative action “designed to enable the faculty member to engage in study, research, writing, and like projects for the purpose of adding to the knowledge available to himself, his students, his institution, and society generally.” There are attendant statutory regulations concerning such leave. The Executive Vice President and Provost annually makes notification of the number of leaves to be available and procedures for selection of such leaves. The Faculty Development Committee screens applications and makes recommendations concerning them. (OP 32.29)

Faculty Enrollment in Courses

Full-time members of the faculty and staff of Texas Tech may enroll for courses by permission of the 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 Graduate Dean.

Faculty and staff enrolling for course work are exempt from payment of certain fees. The form “Application by Student Employees for Waiver of Nonresident Tuition of Other Fees” should be completed prior to registration. The completed form should be presented at the time of registration.

Families of faculty members who work half-time or more pay resident tuition. (OP 70.03)

Faculty Research

A primary mission of Texas Tech University is the contribution of new knowledge developed by the scholars who are an integral part of the University community.

All faculty are encouraged to fulfill their roles as members of a scholarly profession by engaging in and actively pursuing a meaningful program of research and scholarly productivity.

It is recognized that work and efforts of members of the faculty and the staff of the University may result in inventions which are patentable in nature. It is further recognized that such patentable inventions might stem from work and efforts performed under contract with third parties sponsoring such work and efforts (hereinafter referred to as “Sponsored Research Inventions”); from work and efforts performed in the normal course of employment with the University (hereinafter referred to as “Unsponsored Research Inventions”); or from work and efforts not related to contract research or normal activities within the scope of employment (hereinafter referred to as “Nonrelated Inventions”).

It is the Board policy of the University to promote inventiveness and to expand the frontiers of human knowledge and attainment in those areas to which the pursuits of the University are dedicated. It is recognized, as a basic principle, that the sponsor of the work leading to a patentable invention is entitled to the principal benefits of that invention, and that the inventor and the University may participate to some extent therein.

In furtherance of the above, but subject to the limitations set forth below, the following basic policy is promulgated: (1) ownership of any patent resulting from Sponsored Research Inventions shall vest in the University unless otherwise negotiated; (2) ownership of any patent resulting from Un-sponsored Research Inventions shall vest in the University; and (3) ownership of any patent resulting from Nonrelated Inventions shall remain with the inventor.

Wherever some action is required hereunder by "the University," that term shall be construed to mean the Board of Regents of the University or such person or persons designated by the Board. The term "inventor" as used herein shall mean "inventors" where appropriate. The term "invention" as used herein shall mean "inventions" where appropriate.

In furtherance of the above basic policy, the following procedure is recommended.

Faculty members are advised to review Operating Procedures (OPs) 51.11, 51.20, 51.21, and 51.22. Current guidelines may also be subject to change by legislative action. Complete information may be obtained from the Office of Research Services. (BOR 07.01)

Sponsored Research Inventions

In entering into contracts with third parties (sponsor) under which work and efforts of the members of other faculty and staff of the University might lead to a patentable invention or inventions, it shall be provided that all patent rights shall be assigned to the University unless otherwise negotiated. A provision may be inserted in such a contract providing for a retention by the inventor or a royalty, either in a specified amount or in an amount to be negotiated, on all receipts from the invention thus assigned, and further providing for an assignment of a negotiated percentage of such retained royalty to the University.

Un-sponsored Research Inventions

It shall be a condition of employment by the University that all Un-sponsored Research Inventions shall be assigned to the University, provided the University agrees to make application for a patent at its own expense, or to further assign the same to Research Corporation (which corporation shall in turn make application for a patent and bear all expenses of the same). The inventor of all inventions assigned to the University (or reassigned to Research Corporation) shall be entitled to a retained royalty from the receipts of all inventions thus assigned. The amount of the retained royalty is to be determined by negotiations between the inventor and the University. In the event that the University (or Research Corporation) does not wish to file and prosecute a patent application (and so notifies the inventor within ninety days following the disclosure of the invention), all rights to the invention shall remain the property of the inventor.

Nonrelated Inventions

It shall be a condition of employment by the University that disclosures shall be made to the University of all Nonrelated Inventions made during the term of employment. In the event that the University believes that the University's facilities

were used (all or in part) in connection with the invention, or that all or a part of the invention stems from work and efforts performed in the normal course of employment, the University can recommend to the inventor an appropriate division of interest in the invention (and each party shall thereafter pay his or its proportionate share of the costs of any patent application and prosecution). If the inventor does not accept the University's recommendation as to an appropriate division of ownership, the question shall be submitted to a three-man board of arbitration whose recommendations shall be binding upon both parties. Each party shall appoint one of the the arbitrators (the inventor may appoint himself) and the two arbitrators thus appointed shall appoint the third. All members of the board of arbitration shall be members of the faculty or staff of the University and shall be entitled to no extra remuneration for their services as arbitrators.

Copyrights

It is recognized that specialized knowledge and skill of faculty, staff, and other employees and personnel of the University shall from time to time result in material that shall merit copyright and publication. It is the policy of the Board of Regents that such endeavors shall be encouraged and that the following rules shall be applicable to the University and all of the above described personnel.

All such materials for copyright and publication developed by said personnel outside of their regular and special duties with the University and not at the expense of the University and on their own time shall be the property of such individual developing the material.

All such materials for copyright and publication developed by said personnel within their contractual obligations to the University or at the expense of the University shall be the property of the University.

Personnel assigned to participate in contract or grant research shall be obligated to abide by all contractual agreements on copyrightable material with the sponsor as a condition of employment on such grants and contracts as may be required by sponsors of such research. When required, such personnel shall agree to execute necessary instruments to effect such terms and conditions.

When a determination is needed regarding divisible interest in copyrightable material that was produced partially by said personnel outside their regular and special duties with the University and partially in the performance of their duties with the University or while on research assignment, then they shall be required to submit to a three-man faculty and staff committee appointed by the President records, statements, and facts to substantiate such partial personal services. The committee shall evaluate such material submitted to them and make their recommendation to the President for establishing percentage of ownership. If research contractual rights are involved, the acceptance of division of ownership by the sponsor shall be required. The President shall then forward to the Board of Regents the recommendation of his committee, his recommendation, and the statement of the sponsor if applicable. The Board of Regents shall make the final division of ownership. If the individual or individuals submitting the request for partial ownership is dissatisfied with the determination of the Board of Regents, he shall, in writing, submit to the President his objections to such determination in detail by mailing the same to the President at least ten days prior to the next official Board meeting. The Board of Regents shall consider the written objections to their determination and reply in writing to the individual or individuals objections.

Ownership of copyrightable interest by the University in material shall in no way obligate the University to publish or bear the expense of publication of any material.

Faculty Responsibility

Texas Tech University is a publicly supported institution which 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 which 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, University service, professional service, and community service.

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 which 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 student's work reflects the student's 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 and 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

Through research 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 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

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 the Board of Regents Policy, Conduct of University Members, approved March 30, 1979. Furthermore, the Drug Free Schools and Communities Act Amendments of 1989 require that the University distribute appropriate written materials annually to each employee and student and conduct a biennial review of the Texas Tech drug prevention program.

The University has drug counseling through Employee Assistance Program to assist employees and their family members with drug abuse problems. This service is also available for other common personal problems, such as emotional stress, trauma, divorce, parenting problems, financial problems, alcoholism, and legal difficulties. The program is designed to identify problems and then provide referral services to appropriate treatment sources for assistance. The Employee Assistance Program provides concerned assessment by professional counselors. As professionals, the counselors are pledged to confidentiality. There is no charge for initial assessment. When necessary, the employee or family is referred to the most appropriate service available at the least cost. The Employee Assistance Program is located at the Texas Tech University Health Sciences Center. To utilize the Employee Assistance Program, call 743-2800. Employees who feel they may have problems with drug use are urged to take advantage of this confidential treatment opportunity.

In addition to the Employee Assistance Program, the University also supports the Substance Abuse Awareness Committee to review and coordinate programs, services, and activities which are designed to educate the University community about the hazards of substance abuse. The charge of the Substance Abuse Awareness Committee has been expanded to keep you informed about the dangers of drug abuse and other concerns related to this issue.

Conduct of University Members

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

The following offenses are hereby defined to exemplify and define actions which are in breach of that trust:

1. Academic dishonesty such as giving or receiving aid on a test, examination, quiz, or other academic assignment plagiarism;
 2. Forgery, alteration, or unauthorized use of University documents, records, or identification materials;
 3. Knowingly furnishing false information to the University;
 4. The use of force or violence or other methods of obstructing the functions of the University which include teaching, research, administration, public service, presentations by guest lecturers and speakers, and other authorized activities;
 5. Physical abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person;
 6. Theft of or damage to the tangible property of the University or of a member of the University community or campus visitor;
 7. Unauthorized entry to or use of University facilities;
 8. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or any substance the possession or distribution of which is regulated by federal or Texas law, except where the manufacture, distribution, dispensing, possession or use are in accordance with the laws of each;
 9. Lewd, indecent, or obscene conduct on University-owned or controlled property or at a University-sponsored or supervised function;
 10. Failure to comply with the lawful directions of University officials where such directions are issued in the performance of their duties;
 11. Violation of other promulgated University policies or rules.
- Each faculty, staff and/or student employee is required to notify the University of any criminal drug conviction no later than five days after such conviction.

Adjudication of a violation of the standards established in this policy will result in the assessment of a penalty ranging from an oral reprimand to separation from the University.

Each employee of the University shall be furnished a copy of this policy and shall be required to abide by the terms of this policy as a condition of employment. (BOR 04.06)

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 which interferes with this goal is not to be condoned or tolerated.

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

1. 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;

2. 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
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive working or educational environment.

Any faculty member, staff member, or student may pursue a grievance within the procedures outlined in the *Operation and Procedure Manual* without fear of reprisal, stigma, or threats.

In conducting an investigation, the right to confidentiality, both of the complainant and of the accused, will be respected.

Faculty Sick Leave

A regular faculty member shall, without deduction in salary, be entitled to sick leave subject to the following conditions:

A faculty member shall earn sick leave entitlement beginning on the first day of employment and terminating on the last day of duty.

Sick leave entitlement shall be earned by a full-time regular faculty member at the rate of eight hours for each month or fraction of a month of employment and shall accumulate with the unused amount of such leave carried forward at the end of each month. A part-time regular faculty member shall earn a pro rata share based upon the percentage of time worked. Sick leave accrual shall terminate on the last day of duty. A faculty member shall not earn sick leave during those months when he or she is not under appointment to teach.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the faculty employee's performance of duty or when a member of his or her immediate family is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption, or marriage who are living in the same household or, if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis. A faculty member who must be absent from duty because of illness shall notify his or her chairperson or other appropriate administrative officer or cause him or her to be notified of that fact at the earliest practicable time.

To be eligible for accumulated sick leave with pay during a continuous period of more than three working days, a faculty member absent due to illness shall send his or her administrative officer a doctor's certificate showing the cause or nature of the illness or some other written statement of the facts concerning the illness which is acceptable to such administrative officer.

Upon return to duty after sick leave, the faculty member shall complete the prescribed application for sick leave and submit the same through normal administrative channels for consideration.

Sick leave forms must be submitted for all sick leave even though no classes were missed if the absence occurs during the normal workday for regular employees.

A faculty member transferring between University departments or state agencies shall retain unused sick leave, provided service is uninterrupted.

When an official University holiday occurs during a paid sick leave, the holiday shall not be charged against the sick leave.

Malingering and other abuses of sick leave shall constitute grounds for dismissal from University employment.

In the event of a faculty member's death, one half of his or her unused sick leave accumulation, not to exceed 336 hours, shall be paid to his or her estate as a death benefit.

Absence of a faculty member because of illness shall ordinarily be defined in terms of half-day or whole-day units. A request for a half-day sick leave is to be made when the faculty member is not present during normal working hours at his or her normal duty station (office, classroom, laboratory, etc.) for a major portion of the half-day period. Illness of longer duration shall be reported in whole (eight hour) or whole and half-day (four hour) units.

Absence from significant responsibilities outside the normal work day, such as teaching an evening class, should be levied against the half-day in which the absence occurred, but the faculty member shall not be charged with more than one day of absence for any calendar pay period.

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 Executive Vice President and Provost and then to the President.

The proper reporting and accounting for sick leave is mandated by the legislature. (OP 32.11)

Faculty-Student Conflict of Interest

The University is responsible for ensuring the integrity of the roles of faculty and students during the period of graduate or undergraduate enrollment and protecting them from conflict of interest. Faculty must avoid academic supervisory, teaching, or evaluative relationships with students that pose significant conflicts of interest from the standpoint of personal or professional connections. Such connections might include husband-wife or other affectional liaisons, supervisor-employee relationships, or parent-child relationships. The appearance of conflict of interest should be avoided. OP 50.34 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 the prevailing financial plan of the institution. In summary, the policy indicates that faculty members in their normal academic assignments are expected to carry out a number of essential functions, including the teaching of organized classes; academic advising and counseling; supervising practica, internships, and clinical teaching; directing individual study, theses, and dissertations; developing curricula; researching in scholarly areas; and serving related institutional and public entities.

Responsibilities for assigning appropriate workloads shall rest with the department chairpersons and deans; assignments are reviewed at the vice presidential level and reported to the President and Board of Regents each term.

Final Examinations

The official University policy on final examinations is as follows:

Five days are to be scheduled for final examinations at the end of each long semester. Summer term final examinations are scheduled for two days.

A 2-1/2 hour period of time is to be available for administering individual final examinations.

Individual faculty members determine whether a final examination or some other summary submittal or performance is appropriate for the course being taught. 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. Final examination schedules are printed in the *Schedule of Classes* for each semester.

Examinations other than *bona fide* make-up examinations are not to be given during the last week of classes or during the day of no classes. Courses wherein lab examinations are normally scheduled the week prior to finals are excluded from this policy. (OP 31.10)

Holding Public Office

The Board of Regents does not undertake to determine whether an employee or a member of the faculty of the institution shall become a candidate for, or shall accept, an elective, full-time public office.

A faculty member or staff employee may accept a public office or membership on the governing board of a school district, city, town, or other local governmental district provided no salary is received by virtue of such office. A faculty member or staff employee must maintain as a priority the full and complete performance of her or his assigned duties while holding such office.

Intellectual Property Rights

1. Statement of Basic Philosophy and Objectives

It is recognized that research and scholarship on the part of members of the faculty, staff, and students of Texas Tech University (hereinafter referred to as TTU) will result in inventions, manuscripts, computer software, and trade secrets or other products that are potentially marketable. It is the policy of the Board of Regents to encourage scholarly activity without regard to potential gains from royalties and other forms of income; however, all TTU policies governing patentable or copyrightable inventions, publications, or other marketable products will provide adequate recognition and incentives to sponsors, inventors, assignees, and authors and at the same time assure that TTU's duty to serve the public interest will be served.

2. General Policy

The Intellectual Property Policy, as adopted, shall apply to all persons employed by the component faculties of TTU, to all students of TTU, and to anyone using TTU facilities or under the supervision of TTU personnel. Every employee, faculty, staff, or student is expected to be aware of the TTU policies regarding such copyright or patentable developments or discoveries and agrees to accept and abide by them as a condition of employment or enrollment.

It is the intent of this policy to foster the traditional freedoms of the TTU faculty, staff, and students in matters of publication and invention, through a fair and

reasonable balance of the equities among authors, inventors, sponsors, and TTU. The purpose of the policy is to outline the respective rights that members of the faculty, staff, and students have in intellectual materials created while they are affiliated with TTU.

As a public institution, TTU is entrusted with the responsibility to facilitate application of scientific, technical, artistic, and intellectual endeavors of its faculty and staff for public use and to provide for an equitable disposition of interests among the authors and inventors, TTU, and, where applicable, the sponsoring or contracting funding source.

3. Classification of Intellectual Property

- A. The patentable or copyrightable product has resulted from the individual's efforts solely on his or her own time, with no TTU support or use of TTU facilities.
- B. The patentable or copyrightable product has resulted from research or other activities performed by the individual utilizing less than a substantial level of direct support from TTU.
- C. The patentable or copyrightable product has resulted from research or other activities performed by the individual utilizing a substantial level of direct support from TTU in excess of the customary use of TTU facilities and personnel.
- D. The patentable or copyrightable product has resulted from research, in whole or in part, supported by a grant or contract with any government or governmental agency, federal, state, or local, nonprofit foundation or commercial, corporate or for-profit organization of any kind whatsoever.

4. Ownership—Basic Policy

- A. TTU claims no ownership in copyrightable and patentable works under Section 3.A.
- B. TTU does not claim copyright or patent rights on material resulting from teaching, research, scholarly and artistic activities such as scholarly articles, research bulletins, monographs, paintings, dance choreography, musical and dramatic compositions, sculptures, architectural designs, books, textbooks, theses, dissertations, submissions to scientific and technical journals, reference works and the like, when it provides no substantial direct support beyond regular salary, customary use of secretarial assistance, and the use of libraries, studios, or offices.
- C. Copyrightable or patentable material resulting from individual, group, or interdisciplinary efforts receiving a substantial level of direct support from the University or its departments or units in the form of money, personnel, or facilities beyond those levels of support described in Section 4.B. above, is regarded as TTU-sponsored and shall be the property of TTU, and at TTU's option shall be copyrighted or patented in the name of TTU except for material produced or developed under grants or contracts from agencies of the federal, state, or local government or private sources. A substantial contribution, further, is one that is significant in the context of the situation and the practices of particular disciplines, schools, and departments or other units of TTU. Each unit shall have on file with the office of the Vice Provost for Research a statement of what constitutes a substantial level of direct support for that unit.

1. A substantial level of direct TTU support can generally be defined as follows:
 - a. When equipment, materials, and staff services from any of a variety of TTU departments other than the home department or unit are used in the development of the copyrightable or patentable materials at no expense to the author or inventor or home department or unit.
 - b. When the author or inventor has received support for the development of copyrightable or patentable materials, such support being in the form of money in excess of normal teaching salary, reduced teaching load in excess of that customarily given, or other resources from a department, college, or any unit of TTU.
 - c. When the author or inventor receives a faculty development leave with its principal purpose involving the creation of a work of intellectual property.
2. In all cases of substantial TTU support, an appropriate agreement determining the ownership of the copyrightable or patentable product between TTU and the author or inventor shall be entered into prior to the beginning of the project. Questions as to whether particular research projects or other activities are considered TTU-sponsored should be addressed to the TTU Intellectual Property Committee if they cannot be resolved by the affected parties.
- D. Copyrightable and patentable works produced under grants or contracts as described in Section 3.D. shall be subject to the conditions of the contract or grant with respect to ownership, distribution, and other rights. If the contract or grant does not specify the allocation of the rights in the copyrightable or patentable works, TTU will claim the copyright or patent on the work.
- E. Copyrightable or patentable works prepared by students as part of the requirements for a TTU degree program are deemed to be the property of the student unless the student is being funded in full or in part through an agreement. If the student is funded by TTU, then the general provisions of this policy shall apply.
- F. Copyrightable or patentable works such as computer software prepared by TTU faculty and staff using TTU computers or laboratories cannot be easily categorized. Therefore for all research and other activities using TTU computers and laboratories there must be an agreement signed in advance as to whether there is a substantial level of direct support. Departments or other TTU units are encouraged to develop guidelines on computer and laboratory use which may provide for a general finding that there is not a substantial level of direct support. These guidelines must be approved by the Executive Vice President and Provost. Normal usage of computers and laboratories within the respective discipline should be a major factor in determining whether there is a substantial level of direct support being provided by TTU. In the event there is a disagreement on the level of TTU support, the dispute shall be forwarded to the Intellectual Property Committee. The final decision shall be made by the Executive Vice President and Provost.

5. TTU Intellectual Property Committee

The TTU Intellectual Property Committee is established to administer the TTU Intellectual Property Policy and to make recommendations to the appropriate administrative officers for further referral to the office of the President of TTU and

the Board of Regents of TTU (in those cases when action by the office of the President and/or the Board of Regents is required). The composition of the Intellectual Property Committee shall be determined by the President and shall include representatives of the Executive Vice President and Provost, the Vice President for Fiscal Affairs, the General Counsel, and the Faculty Senate. A majority of the voting members of the committee shall be full-time (e.g. nonadministrative) faculty members of TTU representing a variety of disciplines.

Decisions of the TTU Intellectual Property Committee shall be reviewed by the Executive Vice President and Provost whose decision shall be final. TTU will provide patent and copyright review and management services through appropriate administrative offices.

6. Disclosure Requirements and Implementation Procedure

- A. Authors or inventors of a patentable or copyrightable product which falls under Sections 3.A. or 3.B. need not have their products reviewed by the committee because TTU is not claiming any intellectual property interest in said works. (This does not excuse a faculty or staff member from disclosing compensable work under TTU's existing "outside consulting" or "theft of services" policies.) TTU faculty, staff, and students may choose to have TTU provide assistance in developing or marketing a copyrightable or patentable product even where TTU does not claim ownership under this policy. In these situations the Executive Vice President and Provost may refer the request to the Intellectual Property Committee. The final decision in these voluntary submission cases shall be made by the Executive Vice President and Provost.
- B. In cases involving projects which require a substantial level of direct support from TTU, the proponents of the project must send a notification to the Executive Vice President and Provost through their immediate administrative supervisor. The notification should include the following information:
 1. The extent to which TTU equipment, facilities, personnel or money are to be used;
 2. The nature of the intellectual property to be produced;
 3. The relative contribution of the authors or inventors in light of the substantial level of direct support by TTU; and
 4. Any other information relevant to determining the level of direct support being provided by TTU.

Where the author or inventor or any other interested party, including the relevant administrative personnel, cannot agree on whether there is a substantial level of direct support so as to trigger the TTU ownership interest, the dispute shall be forwarded to the committee along with all of the relevant documents. The committee shall send its recommendation to the Executive Vice President and Provost for a final decision.

- C. In cases where extramural funding or contracts are involved, including the use of TTU facilities or personnel, any employees, students, faculty, or staff must disclose the pending contracts to their immediate administrative supervisors. The notification shall include the following information:
 1. The sponsor of the project and the proposed terms of the agreement, including the ownership of the intellectual property that is to be created by the TTU employee, faculty, staff, or student;
 2. The extent to which TTU equipment, facilities, or personnel are to be used;

3. The nature of the intellectual property to be produced; and
4. Any other relevant information.

The administrator receiving such a notification must forward it immediately to the Executive Vice President and Provost for prompt evaluation. It is to be expected that a decision on the ownership interests in the patentable or copyrightable products shall be made within two weeks of the submission unless the parties agree otherwise.

- D. The decision regarding extramural agreements shall be based on the following guidelines. Administrative approval of application requests to, and acceptance of grants or contracts with, a federal, state, or local government unit, or any agency thereof, or with a nonprofit foundation or a private donor, implies a definite decision that the value to TTU of receiving the grant or performing the contract outweighs the impact of any resulting change in the basic Intellectual Property Policy of TTU. The Intellectual Property Policy of TTU is subject to, and thus amended and superseded by, the specific terms pertaining to patent and copyright right included in federal, state, or local governmental grants and contracts, or grants and contracts with nonprofit foundations, or private donors to the extent of any conflict.
 1. TTU recognizes the academic advantages that can come from close scientific cooperation between the research staffs of TTU and the research staffs of industry. The provisions of joint research arrangement with industry shall take into account:
 - a. The extent of the industrial participant's contribution of funds and other services, including unique knowledge;
 - b. The impact of the joint effort on the research and educational program of TTU;
 - c. The protection of the personal achievements of the TTU participant or participants; and
 - d. The interests of the state and its citizens who provide basic financial support.
 2. Balancing the equities between these different interests may require the joint arrangement to contain provisions for:
 - a. Nonexclusive licensing;
 - b. Granting exclusive information prior to publication or patent or copyright application;
 - c. Royalty-free, nonexclusive license;
 - d. Exclusive license for some limited period of time;
 - e. Exclusive license for the life of the patent or copyright; or
 - f. Such other provisions as will properly equate the equities involved, including the right of TTU to terminate an exclusive license upon failure of the industrial participant to develop or exploit the idea in a manner which will enhance the interest of the public.
- E. To evaluate the copyrightability or patentability of products developed with a substantial level of direct support, TTU, after consultation with the employee, student, faculty, or staff, will use whichever of the procedures listed below is most appropriate for the particular case:
 1. Evaluation by the Intellectual Property Committee;
 2. Evaluation by an outside patent management organization chosen by TTU; and

3. Evaluation by a corporation or group that might have an interest in pursuing a patent.
4. Where a patentable or copyrightable product is developed with a substantial level of direct support, the author or inventor must notify the Executive Vice President and Provost of the product prior to its completion so that TTU can determine whether an actual copyright or patent application will be filed by TTU.

If the evaluation and the final product indicate that a formal patent application or copyright should be filed, the employee(s) will execute an assignment of rights to TTU, or its nominees, as outlined in Section 7 below.

In the event that evaluation of the disclosure results in a decision that TTU will not seek a copyright or patent, TTU will assign its interest to the individual.

7. Assignment of Copyright or Patent Rights to TTU or Its Nominees

- A. Where TTU claims ownership in a copyrightable or patentable product created by an employee, faculty, staff, or student of TTU, the employee will execute all documents necessary to assign to TTU or its nominee(s) all rights that he or she may have to such intellectual property both in the United States and in foreign countries. In addition, he or she agrees to do everything that is required subsequently to assist all assignees to obtain, protect, and maintain rights to the subject property. TTU acknowledges that an equity in the property remains with the employee. The determination of the employee's equity and share of income derived from royalties from a copyright or patent is as set forth below in Section 8.
- B. Where TTU either has entered into a voluntary agreement with an individual to exploit his or her intellectual property or has an equity interest in the intellectual property pursuant to this policy, TTU through the Executive Vice President and Provost shall work together with the individual in the licensing, developing, and marketing of the intellectual property. The Executive Vice President and Provost shall discuss issues relating to potential liability and indemnity of the individual in the exploitation of the intellectual property product. Final authority to make licensing, developing, and marketing decisions shall reside with the Executive Vice President and Provost. TTU may enter into Confidential Disclosure Agreements with private investors, developers, or corporations to license, develop, or market the intellectual property where it would best serve in the interest of both TTU and the creator of the intellectual property.

Where multiple TTU departments or units are involved, the distribution to those units under the guidelines specified in Section 8 shall be determined prior to the time the product is exploited, after negotiations with all affected parties.

8. Guidelines for Distribution of Royalties

Where TTU has an ownership interest in the intellectual property pursuant to this policy, the following provisions will govern the distribution of royalties and other income after TTU has recouped all direct costs associated with the processing of the patent or copyright application:

<i>Net Royalty</i>	<i>Individual</i>	<i>TTU</i>	<i>Department</i>	<i>College</i>
\$0-\$50,000	70%	10%	10%	10%
\$50,001-\$100,000	\$35,000 plus 55% of amount over \$50,000	15%	15%	15%
\$100,001-\$500,000	\$62,500 plus 30% of amount over \$100,000	20%	30%	20%
\$500,001-Up	\$182,500 plus 30% of amount over \$500,000	as set by the Board of Regents		

Net royalties are to be paid according to the above schedule as the net royalties are earned; that is, the individual will receive 70% of the first \$50,000, 55% of the next \$50,000, and 30% of all net royalties over \$100,000. Funds received by the department and college will be placed in unrestricted accounts under their control. Such funds will not be used to substitute for funds budgeted for expenditure in the routine annual operating budget which is approved by the Board of Regents.

The division of net royalties and other income from patents and copyrights managed by a patent or copyright agent will be controlled by TTU agreement with such agent, as approved by the TTU Board of Regents. Any deviation from this rule requires the prior approval of the TTU Board of Regents.

9. Equity Ownership

This policy allows equity ownership and business participation by TTU faculty, staff, and students consistent with state law as presently stated in Tex. Educ. Code § 51.912 or any other future statutory provision relating to the subject matter of this Intellectual Property Policy.

Leaves of Absence

It is a policy of the University to grant leaves of absence to members of the faculty and staff to attend conferences and professional meetings when such attendance will enhance the prestige of the University and contribute to the professional development of the individual and to the advancement of knowledge within his or her professional field.

Request for such leaves should be initiated at the departmental level well in advance of the date of departure. If approved by the department chair, such requests are forwarded through normal channels to the President for action. Leaves involving travel to foreign countries require prior approval by the Board of Regents and the Governor of Texas. Such leaves should be submitted at least two months prior to the date of departure.

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.

Applications for leave due to illness, etc., will be considered on an individual basis. (OP 32.15)

Faculty who are in the Teacher Retirement System of Texas with five or more years of service may purchase up to two years of credit for a personal development

leave of absence within one year of their return to service by (1) notifying the TRS in advance of their intention to take leave and having the leave certified by the University and (2) making deposits for both state and member contributions, based on salary for the year prior to taking leave.

Nepotism

All appointments will be made on the basis of qualifications and suitability of the appointee, subject to applicable statutes and the provisions of Board of Regents Policy 04.23.

No person related within the second degree of affinity or the third degree of consanguinity to any member of the Board of Regents, the President, or the Provost shall be eligible for appointment to any position in Texas Tech University when the compensation is paid from public funds. Any employee who has been continuously employed for thirty (30) days prior to the date of appointment of a member to the Board of Regents or President who is related within a prohibited degree may continue employment. Any employee who has not been continuously employed for thirty (30) days prior to the appointment of a member to the Board of Regents or President and is related within a prohibited degree will be terminated.

No persons shall be eligible for initial appointment to a position over which an administrator has appointive authority in whole or in part when the person is related to the administrator within a prohibited degree (i.e., appointment of a relative within an administrative chain of command is prohibited). Any exception 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 then only when the administrator in question does not directly supervise the person to be appointed. Exceptions will only be made rarely and only to appoint individuals with special qualifications for faculty or executive management positions.

If the appointment, reclassification, reassignment, or promotion of an employee results in the employee being placed under an administrative supervisor who is related within a prohibited degree, all subsequent personnel and compensation actions affecting the employee shall become the responsibility of the next higher administrative supervisor. The provisions of this subparagraph shall apply when two employees marry and one spouse becomes the administrative supervisor of the other. (OP 70.08, BOR 04.23)

Off-Campus Student Trips and Activities

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 off-campus trip as being either the responsibility of each individual student or a responsibility which has been assumed by the group for that specific occasion.

There is no official registration procedure for off-campus trips, and there are no official excused class absences for students who participate in off-campus trips by student organizations. Each student will be responsible for making individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors will be free to set their own requirements for class work missed under such circumstances, although they are encouraged to grant students an opportunity to make up all course work missed while participating in an off-campus trip.

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 Contracting Office. Trip insurance may also be purchased from private insurance companies. (OP 31.06)

Office Hours

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

Plagiarism

Recent experience at several United States universities indicates that 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 have accused the individual of data falsification or fabrication, improper manipulation of data, plagiarism, or other misrepresentations of research findings. Fraudulent conduct in research and scholarship is totally antithetical to accepted academic procedures.

If an allegation of fraudulent conduct in research or other scholarly activity is made against a member of the Texas Tech University faculty, the Executive Vice President and Provost shall appoint an *ad hoc* committee to review and investigate the charges, to hear testimony from the parties concerned, and, after careful deliberation, to report to the Executive Vice President and Provost the committee's findings as to whether or not the allegations have, in their opinion, sufficient basis in fact for the University to consider disciplinary action against the individual.

Such an *ad hoc* committee will consist of five persons, chosen by the Executive Vice President and Provost in consultation with the chairperson or other appropriate official having administrative jurisdiction over the academic unit in which the individual charged holds his or her principal academic appointment.

Insofar as possible, the members of the committee will be persons having sufficient acquaintance with research and scholarship in the discipline in question so that they can assess the allegation.

If the *ad hoc* committee finds that there is sufficient evidence to indicate fraud by the individual charged in the conduct of research or scholarship, this may be considered equivalent to the filing of a formal charge of unfitness for continued employment, and for termination of continuing appointment of the individual as described in the then-current *Faculty Handbook*. (OP 51.40)

Political Activity

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

As a person of learning and an employee of the State of Texas, a teacher 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.

A 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 teacher's time and interest; these are considered primary responsibilities. The teacher is entitled to freedom in the classroom in discussing the subject but should be careful not to introduce into the teaching controversial matters which have no relation to the subject.

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

The above regulations shall not restrict the acceptance of appointments or offices of a temporary or part-time nature for which the 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 which will not interfere with normal University duties.

Nothing in these regulations shall be construed as abridging the rights of citizenship guaranteed citizens of Texas and of the United States under the state and federal constitutions. When University employees appear at the polls in any capacity, they will do so as private citizens acting under their constitutional rights, and not as representatives of the University.

Teachers 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)

Posting of Student Grades

Posting of student grades poses several legal problems for the University. Texas Tech policy is that no grades should be posted at any time. However, classes with several hundred students enrolled must have test grades returned during the semester, which is impossible on an individual basis. In these cases, grades may be posted by random numbers if these numbers are confidential and available to the student only. Furthermore, students may receive grades before they are mailed by the Registrar if they have provided the professor a signed statement with a self-addressed envelope.

Legal Counsel has advised us that a policy of posting no grades is the safest guideline for protection of student privacy. Failure to follow this policy could provide a basis for successful litigation in the future.

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. (Specific regulations may be found in the *Operating Policy and Procedure Manual*.)

Promotion and Salary Increases

All salary increases for faculty shall be on a merit basis unless otherwise mandated by the legislature and shall be based on quality teaching, research productivity, and other contributory activities, including University community service. The procedure for merit salary increases is set forth in the prevailing instructions from the Office of the Provost for budget preparation.

It is the responsibility of the department chairperson (where applicable) to recommend salary rates and merit increases. Each faculty member is required to provide an annual report on his work to the department chairperson for use in consideration of a merit increase.

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:

1. "Religious Holy Day" means a holy day observed by religion whose places of worship are exempt from property taxation under Section 11.20, Vernon's Texas Codes Annotated, Tax Code.
2. 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.
3. Proper notice shall be provided by the faculty member to the chairperson of the department. This notice shall consist of a listing of religious holy days to be observed during the semester.
4. Notice shall be in writing and shall be personally delivered to the chairperson of the department, receipt therefore being acknowledged and dated by the chairperson, or by certified mail, return receipt requested, addressed to the chairperson.
5. The chairperson will attempt to provide class coverage among regular faculty of the department or area.
6. Written notice, if needed, shall be provided in advance to all students whose class would be cancelled due to the faculty member's absence. (OP 30.17)

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

1. "Religious Holy Day" means a holy day observed by religion whose places of worship are exempt from property taxation under Section 11.20, Vernon's Texas Codes Annotated, Tax Code.
2. A student who is absent from class for the observance of a religious holy day and gives proper notice of that absence shall not be discriminated against or penalized.

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 warrants are issued monthly, ordinarily on the first working day of each month. These may be picked up at the Payroll Office or, if requested, they will be automatically forwarded to the faculty member's bank.

Salary for summer sessions is likewise paid at the first of the month. For the first term, a warrant for a full month's salary will be received on the first working day of July; a warrant for a half month's salary will be received on the first working day of August. For the second term, there will be a warrant on the first working day of August for a half month's salary; a warrant 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 on Wednesdays of each week (employees on a local payroll are paid one week, while those on state payroll are paid the next).

The University pays the current employer contribution of Social Security (Old Age and Survivor's Insurance) plus 5.85 percent of the employee's contribution on the first \$16,500 of salary (\$965.25 maximum). The employee pays the employee share of salary in excess of \$16,500, up to the maximum prescribed by law. Rates are subject to change every January.

Security Control of Keys

The procedure for the issue and return of campus keys is as follows:

All key issues will be made by the University Lockshop, 120 Physical Plant Building, to individuals who present a "Key Issue Request" signed by the departmental chairperson. There is no charge or deposit required. The department will be charged for any rekeying as a result of lost or unreturned keys.

Making keys, or having duplicates made, is prohibited.

Small Classes

In keeping with legislative directives and Coordinating Board guidelines, small organized classes may be taught only within certain limitations. Ordinarily, undergraduate courses taught as organized classes must include at least ten undergraduate students and graduate classes must include at least five students as of the 12th class day.

The Executive Vice President and Provost shall approve or disapprove the proposed offering of small classes according to conditions stated in the policy, shall monitor the offerings, and shall provide reports in accordance with state requirements. (OP 32.19)

Smoking

In order to provide for the health and safety of students, faculty, and staff, the University has enacted a policy designed to control fire hazards and assure a smoke-free environment in all academic and administrative facilities. In the interest of providing such a smoke-free environment, smoking is prohibited in all campus academic, administrative, and athletic facilities. OP 78.16, "Smoke-free Environment," details exceptions and procedures of this policy.

Student Organization Advisors

Promoting academic excellence and personal development are integral parts of the University's cocurricular student activities programs. To facilitate this educational process and to ensure the responsible functioning of registered student organizations, the University requires each organization to have a faculty or staff advisor.

The advisor is selected by the organization and serves in that capacity for as long as is mutually agreeable. The advisor aids the organization in attaining its stated objectives, develops leadership within the group, and helps individual members when possible through constructive criticism and suggestion. It is the organization's responsibility to ask the advisor's assistance with problems and business affairs. The advisor's attendance at meetings and functions is desirable but not required. (OP 31.06)

Summer Appointments

Summer appointments are based upon summer instructional needs. Summer employment is considered a supplemental appointment and is not guaranteed. The request for summer appointment is initiated by the department or area chairperson.

Tenure Policy

The current tenure policy, adopted by the Board of Regents on May 16, 1986, is found in Appendix A.

Travel Reimbursement

Policies governing reimbursement for travel are found in the state regulations and in the *Operating Policy and Procedure Manual* of the University. The following points are emphasized.

Travel expense shall be incurred only for official business approved in advance by the President or a designated representative. Approval, in the form of an official leave, must have the signature of the claimant, account manager, and the dean of the college involved. Suggested lead time is two weeks before departure. Out-of-country leaves must have prior approval of the President and the Governor. Requests for foreign travel must be received by the Governor's Office at least 30 days prior to the departure date. Therefore, requests must be submitted through proper channels at least 60 days prior to travel.

A Transportation Request form (TR) can be used for commercial air. When this form is used, the charges will be directed to the travel office instead of the claimant.

Expenses must be submitted within thirty days following the completion of travel on a travel voucher form. A completed voucher form requires the signatures of claimant and chairperson or accountable officer.

At this time the following regulations are in effect:

Receipts are required for airfare, car rental, and lodging. The only item not reimbursable on a rental car is personal accident and loss damage waiver insurance.

Employees may be reimbursed for the actual cost of lodging, not to exceed \$55 per day, and a flat rate for meals, not to exceed \$25 per day. Employees traveling out-of-state, but within the continental United States, receive a locality-based flat rate for meals and lodging, not to exceed the locality-based allowance provided by

the Federal Travel Regulations. Hotel are not included in the locality-based flat rate. (Refer to OP 82.06, Attachment C.)

Please note that if the lodging receipt reflects double occupancy, the employee is entitled to reimbursement of only the single rate.

If the claimant drives a personal automobile to an out-of-state destination served by commercial air, the claimant must claim the lowest available airfare below first class rather than mileage. If as many as four employees are traveling by car to the same in-state destination, they will be expected to ride together and only the owner or bailee of the car will be reimbursed.

Forms for requesting leaves, transportation requests, and travel vouchers for reimbursement are available in departmental and dean's offices. Questions may be directed to the Travel Office. (OPs 82.01 through 82.11)

Use of University Buildings and Grounds

Reservations must be made for the use of buildings and grounds under the control of the University. Faculty and staff may make requests to use campus grounds or academic space through the Academic Facilities office. Requests for reservations will be granted according to the priorities of the designated area. (OP 76.44)

Visiting Speakers

The authorization for any and all on-campus speakers shall be under the direction and be the responsibility of the President of the University.

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, or the President of Texas Tech. It is the policy of this Board that the facilities of this institution, which were paid for by the taxpayers of Texas from their earnings in our society based on law and order, be not made available to any person or persons who by reason of their prior expressions or past actions would likely use the invitation to advocate (1) lawlessness and disregard for the laws of this country; (2) any change in the laws of this country, other than by peaceful means; and (3) the violent overthrow of our government. In determining the likely conduct or speech of the proposed speaker, consideration shall be given to his or her past performance.

Arrangements for the payment of professional fees and expenses for speakers must be made through administrative channels in advance. (OP 32.13)

Benefits and Services

Credit Union

The Texas Tech Federal Credit Union, operating under charter from the federal government, is an employee-owned cooperative association established to provide savings and borrowing facilities for employees of Texas Tech University and Texas Tech University Health Sciences Center. Employees who work at least 20 hours a week are eligible to become members. Any employee may establish membership by a \$25 minimum deposit and a \$5 fee. TTFCU makes loans available on an endless list of consumer goods as well as home repairs, educational, medical, and vacation expenses. Interest rates are currently set by the Board of Directors monthly. Officers and employees of the Credit Union are bonded. Members' savings are federally insured against loss up to \$100,000. The Credit Union has paid above-average dividends on savings in past years.

Deferred Compensation and Annuities

A regular employee of the University is eligible to set aside part of present salary, up to certain limits, without paying current income tax on that portion. This income tax deferral is available under the Tax Sheltered Annuity Program and the Deferred Compensation Program. Participation in these programs is voluntary, and an employee may elect to participate in either or both programs. These programs are offered as a supplement to the retirement benefits provided by the Teacher Retirement System or the Optional Retirement Program.

Tax Sheltered Annuity Program

Under the Tax Sheltered Annuity Program, an employee may enter into an agreement with the University to reduce current earnings, up to specified limits, and to apply the proceeds of such reduction to the purchase of fixed annuity, variable annuity, custodial, noncustodial, or mutual funds accounts with carriers as approved by the University.

Under this program, the employee owns all rights to the benefits of the annuity plan; however, participants may not make withdrawals prior to age 59 1/2 from Tax Sheltered Annuity accumulations except on account of separation from service, hardship, death, or disability. Contributions made under the Tax Sheltered Annuity Program which are within the prescribed limits, and earnings of the investment, are taxable in the year withdrawn and may be subject to a tax penalty for early withdrawal. The tax aspects of the Tax Sheltered Annuity Program are governed by Sections 403(b) and 415 of the Internal Revenue Code which Congress amended under Public Law 87-370 and 93-406 to make these tax benefits available to employees in educational institutions. (OP 70.09)

Deferred Compensation Program

The Deferred Compensation Program is available for regular employees on a voluntary basis. The maximum amount which can be deferred under the Deferred Compensation Program, combined with all other tax sheltering, is limited to 25 percent of taxable compensation or \$7,500, whichever is smaller, per calendar year. Participants must surrender all rights to any portion of their contributions or the earnings on those contributions until termination of state employment. Upon termination, an employee must file a Distribution Plan with the State Comptroller (Plan Administrator) within 50 days after termination or the state will

instruct the vendor to issue an immediate lump-sum payment, minus withholding tax. The Distribution Plan must elect the beginning date of the distribution, that date being irrevocable, and the method of payment. The employee may elect immediate distribution upon separation, postpone receipt of funds until age 70 1/2, or begin payment of funds any time between termination and age 70 1/2. The employee may elect any manner of payment allowed by the vendor. The manner of distribution may be changed if the State Comptroller is notified 30 days before the distribution is to begin.

An employee electing to participate in the Deferred Compensation Program may select from a number of fixed annuities, variable annuities, mutual fund contracts, and life insurance policies sold by insurance companies authorized to do business in Texas, and approved investment contracts sold by banks, savings and loan associations, and credit unions doing business in Texas. (OP 70.04)

Faculty Club

The Faculty Club, located on the ground floor of the University Center, is a comfortable lounge and private dining room which is open during the academic year for the use of dues-paying members and their guests. Guests are defined as persons not eligible for membership; undergraduates may not be guests unless they are immediate family of members. Membership is open to currently employed members of the faculty, teaching and research assistants, the administrative staff, and retired members of the faculty and administrative staff who were members at the time of their retirement. Meals are served from 11:00 a.m. to 1:00 p.m., Monday through Friday, and coffee is available at other times during the day. The Faculty Club facility may be reserved by members for meetings or other functions for other times of the day or evening.

Government Savings Bonds

Faculty members may purchase U.S. Savings Bonds on the payroll deduction plan by signing an authorization form in the Personnel Office. Savings Bonds earn variable market-based rate accrual.

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.

Insurance

Insurance benefits offer valuable financial protection for employees of Texas Tech University. It is important to make sure that employees have the level of coverage to meet their specific needs. To help, the University benefits program automatically provides a basic plan of core coverage at no cost. The basic plan includes fully paid employee medical coverage through HealthSelect, \$5,000 term life insurance, and \$5,000 accidental death and dismemberment (AD&D) coverage.

Several optional coverages are available in addition to the basic package, such as dental, term life, accidental death and dismemberment, short term disability, and long term disability insurance programs to help meet different needs. A new employee has up to 30 days in which to elect optional coverages without providing evidence of insurability. Premiums are payroll deductible.

Employees and their qualified beneficiaries and/or dependents covered under the group medical and dental plans have a right to elect to continue their coverage for a specified number of months under the plan if their coverage would otherwise end because of certain “qualifying events.” Those events include the employee’s death or other voluntary or involuntary termination of employment, reduction of hours of employment, divorce or legal separation, and entitlement to Medicare benefits. Also, dependent children who cease to be eligible may elect continuation coverage. The employee or qualified beneficiary or dependent must notify the plan administrator of a qualifying event; however, continuation coverage is provided without regard to the individual’s evidence of insurability.

Health Coverage

By legislative action, each regular employee is automatically covered under this core package (medical coverage for employee through HealthSelect and \$5,000 term life and \$5,000 AD&D insurance) at no cost. Additional dollars are provided toward the cost of dependent (spouse and/or children) health premiums such that the employee cost is reasonable.

HealthSelect (administered by Blue Cross and Blue Shield of Texas, Inc.) represents the latest, state-of-the-art health care delivery system available today. It offers the personalized care and quality associated with traditional medical coverage and the ease and affordability of HMO’s and preferred provider organizations. HealthSelect combines several types of medical coverage in one plan.

In some areas, HMO coverage is available as an option to HealthSelect; however, Lubbock is not included at present. Also, the employee cost may vary on these plans.

When an employee is enrolled in the health coverage, additional coverage options are available, and premiums are payroll deductible.

Optional Dental Coverage

Regular employees have a choice of two dental plans, both provided through American Dental Corporation—the Dental Maintenance Plan and the Dental Indemnity Plan.

The *Dental Maintenance Plan* provides dental coverage to eligible individuals through a network of participating private practice dentists, with no deductibles and no claim forms. This plan offers free cleanings for children 12 years and under, and orthodontia coverage for children and adults. The dental maintenance plan has no preexisting condition exclusion; however, the plan will not cover “work in progress.”

The *Dental Indemnity Plan* does not restrict the dentists an individual can use, but it does limit your coverage based on years of participation in dental coverage: Year 1—coverage for preventive care and fillings only; Year 2—add coverage for major restorative procedures; Year 3—add coverage for orthodontia (for eligible members).

Optional Term Life with Accidental Death and Dismemberment (AD&D) Coverage

A regular employee 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).

Dependent Term Life with AD&D Coverage

A regular employee may elect \$5,000 term life with \$5,000 AD&D for all eligible dependents (spouse and/or children). Benefits are payable to employee.

Voluntary AD&D Coverage

A regular employee may elect additional voluntary accidental death and dismemberment coverage in increments of \$10,000 up to \$200,000. This plan also provides an option for dependent coverage based on percentage of employee's coverage.

Short Term (STD) and Long-Term (LTD) Disability Coverage

A regular employee may elect STD and/or LTD to provide income replacement upon becoming totally disabled and unable to work. STD and LTD benefit payments are offset by any disability benefits received from other sources (such as Social Security, Workers' Compensation, and retirement plan disability benefits).

When combined with other disability benefits, the STD plan replaces 70% of pay up to a maximum monthly benefit of \$2,100. Regardless of disability payments from other sources, the minimum monthly STD benefit is 10% of insured salary. Payments can begin after 30 days or after sick leave is exhausted (whichever occurs later) and can continue up to five months.

LTD coverage replaces up to 70% of salary up to a maximum monthly benefit of \$4,200. The minimum monthly LTD benefit is 10% of insured salary. Payments can begin after 90 days or after sick leave is exhausted (whichever occurs later) and can continue to age 65.

Automatic Premium Conversion

Premium conversion can save money by paying insurance coverage with tax-free dollars. Premium conversion will remain in effect until August 31 of each year unless there is an eligible family status change. *This prevents an employee from adding, dropping, increasing, or decreasing any group insurance coverages during the plan unless a qualifying event occurs.* Premiums for optional group coverages except dependent term life will be automatically deducted from gross pay before federal income and Social Security taxes are calculated. The result is that employees save money on taxes and receive more take-home pay.

An employee may elect not to participate in this plan by checking the appropriate box on enrollment form.

Workers' Compensation

Each employee on the payroll of the University is covered by the State Employees-Workers' Compensation Insurance Program. This insurance coverage is administered by the State Employees-Workers' Compensation Division of the Attorney General's Office. For additional information, see OP 70.13, Workers' Compensation Insurance.

Automobile Liability

The University maintains an automobile liability insurance policy to cover each employee required to operate University-owned vehicles as part of assigned duties.

Legal Liability

The Attorney General is required to undertake the defense and the State of Texas to assume the liability for damages awarded against any University employee arising from acts within the scope of University employment.

Unemployment Compensation

Each employee on the payroll of the University is covered by the Unemployment Compensation Insurance Program. Through the Unemployment Compensation Insurance 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 unemployment compensation benefits for any week of unemployment which begins during the period between two regular academic terms, or which begins during an established vacation period or holiday recess, if the employee worked in the first of such terms, or work periods, and has a reasonable assurance to work in the second of such terms, or work periods.

Reimbursement Plans

The TexFlex Health Care Reimbursement Account (HCRA) and Dependent Care Reimbursement Account (DCRA) allow an employee to pay out-of-pocket eligible expenses with tax-free dollars. "Reimbursement" accounts allow an employee to send in claims for expenses that have been incurred while covered during that plan year. HCRA rules require that the employee has already paid the expenses. Reimbursement accounts, by federal law, have a "use it or lose it" provision which necessitates caution. The key to getting the most tax savings from reimbursement accounts is careful planning. The administrative fee is \$3 per month per account, pre-tax (\$6 per month if enrolled in both HCRA and DCRA).

Health Care Reimbursement Account (HCRA)

A regular employee may deposit between \$15 and \$200 a month into the HCRA after six months of service. Employees should deposit only enough to cover expenses that are likely to be incurred during the year. Employees will be reimbursed from their account with tax-free dollars for expenses that they have already paid. Health care providers cannot be paid directly from the HCRA. *Federal law does not allow money remaining in the account to be returned to the employee or carried over to the next plan year. Any money left over after the grace period at the end of the plan year must be forfeited.* The payroll deduction amount remains the same for the whole year. An employee may not decrease the amount or stop the deduction *even if employment is terminated.* If a qualified change in family status occurs, an employee may increase but not decrease the deposits. Thus, the University recommends employees exercise caution before electing this plan.

Dependent Care Reimbursement Account (DCRA)

A regular employee may deposit between \$15 and \$416 a month (less under certain circumstances) into the DCRA for expenses incurred to allow the employee, and spouse if married, to work or for spouse to attend school full-time. Reimbursements from tax-free dollars will be issued when claims are filed for expenses incurred while coverage is in force during that plan year. Dependent care providers can be paid directly from the DCRA. Employees should deposit only enough to cover planned expenses as *federal law does not allow money remaining in the account to be returned to the employee or carried over to the next plan year. Any money left over after the grace period must be forfeited.* The payroll deduction cannot be changed during the plan year unless there is a qualified family status change. Contributions stop when employment stops. In some instances, an employee would receive a greater benefit through the tax credit

offered by the federal government. Employees are encouraged to weigh the advantages and disadvantages carefully before electing this plan.

Recreational Sports

The recreational facilities and programs of the University are available to faculty members who purchase a use permit from the Department of Recreational Sports. Facilities include the 126,000 square foot Student Recreation Center, the indoor-outdoor Aquatic Center, 12 lighted tennis courts, and outdoor play fields. The Student Recreation Center has 12 handball-racquetball courts, a squash court, weight room and exercise areas, indoor archery, a fitness and wellness center, and gymnasium space for basketball, volleyball, badminton, and jogging. The Aquatic Center has a removable air-support roof that allows for outdoor swimming during the summer and fall and enclosed swimming during the winter months. Semester or season passes can be purchased.

Programs include intramural competition, adult fitness classes, and many noncredit recreational instructional classes and clinics. In addition, Recreational Sports offers swimming instruction and a Sports Skill Camp during the summer for staff members and their families on a fee basis.

Retirement

The University has no retirement age. Earliest retirement with full benefits is at age 55 with at least five years of creditable service. However, employees must have ten years of creditable service in order to remain enrolled in the University's group health insurance plan.

One year before their planned retirement date, faculty members should contact their Optional Retirement Program insurance company and make arrangements to start their annuity, or, if enrolled in the Teacher Retirement System, get Form 18 from the Benefits Office, complete it, and submit it to TRS. TRS will then send a retirement packet and report of retirement payments. At least one month prior to retirement, all employees should take their retirement forms to the Benefits Office, where necessary paperwork will be completed, including enrollment in health insurance and term life insurance.

Additional steps which a faculty member should take in preparation for retirement are outlined in the *Retirement Planning and Retiree's Handbook* which is published by the Benefits and Retirement Committee. The handbook is available in the Benefits Office or Office of the Retired Employee Liaison Officer in Drane Hall. (OP 70.02)

Early Retirement

All full-time tenured faculty who have reached age 60 and have ten years of service creditable for retirement with either the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP) are eligible to participate in this program. A faculty member who retires at age 60 must have 20 years of service creditable for retirement in order to receive full benefits from the TRS.

Persons choosing to participate in this program will relinquish tenure and will retire with an agreement for continued part-time teaching which is based on the following policies:

1. The faculty member may be employed to teach a monthly workload which is less than or equal to one-half of the workload established for full-time faculty and is for one or both of the long semesters in each academic year. At age 65 or sooner,

if the participant chooses to receive Social Security payment, the teaching assignment will be reduced to one long semester unless it is otherwise mutually agreed.

2. The faculty member may be employed to teach in excess of one-half time up to full time provided that the work occurs in a fiscal year after the retiree's effective date of retirement, and the work occurs in a period designated by the retiree in advance and is no more than five consecutive months from September through June.

Complete information for early retirement with an option for part-time teaching is available in OP 32.30.

Retirement Programs

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. An optional retirement program, in lieu of participating in the Teacher Retirement System, is available for full-time faculty and certain executive management, professional, and administrative employees.

Teacher Retirement System

Each employee participating in the Teacher Retirement System is required to contribute a percentage of their salary. In 1992, the employee contribution is 6.4 percent. The State of Texas currently contributes 7.31 percent. These rates are subject to change each fiscal year or biennium. Employee contributions are made on a tax-deferred basis. Benefits of membership in the Teacher Retirement System include:

Retirement Annuities. Each member in the Teacher Retirement System has a vested right to a full retirement annuity at age 65 with 5 or more years of service, or age 60 with 20 or more years of service, or any time age and years of service total 85, provided the employee is age 55 or older. Retirement annuities are based on the member's age, total years of creditable service, and the average salary for the highest 3 salaried years. Beginning at age 55 with 5 or more years of service, a member may apply for an early age retirement benefit; however, a member must have 10 years of service to stay in the health insurance program after retirement.

Disability Benefits. When a member becomes totally and permanently disabled, disability benefits are available based upon the length of service and the salary of the member.

Death Benefits. Members are covered by death benefits beginning the first day of employment. One of the death options is a lump-sum payment equal to twice the member's current annual salary not to exceed \$60,000.

Survivor Benefits. In lieu of death benefits, members with minor children have survivor benefits which can total more than \$40,000.

Optional Retirement Program

Employees electing to participate in the Optional Retirement Program in lieu of participation in the Teacher Retirement System of Texas are required to contribute a percentage of their salary. The 1992 contribution is 6.65 percent. The contributions are handled through a salary reduction agreement which will make such contributions tax deferred. The State of Texas contributes a percentage to the member's Optional Retirement Program, and vesting of benefits occurs after one year and one day of participation. In 1992, the State's contribution is 7.31 percent and Texas Tech's contribution is 1.19 percent, making a total of 8.5 percent.

An employee must exercise an option to participate in the Optional Retirement Program within 90 days following the date of eligibility. If no election is made within 90 days, the employee shall be deemed to have chosen membership in the Teacher Retirement System.

An employee electing to participate in the Optional Retirement Program may select from a number of fixed annuity, variable annuity, and mutual fund options offered by the several carriers authorized by the Board of Regents to offer Optional Retirement Programs to University employees.

For additional information about the Optional Retirement Program, see OP 70.07, Optional Retirement Program.

Federal Social Security Program

Each employee of the University is required to participate in the Old-Age Survivors Insurance Program. Benefits under Social Security include:

Retirement Benefits. An employee who is fully insured may receive a reduced retirement annuity at age 62. Full formula benefits are available at age 65.

Disability Benefits. An employee becoming disabled before age 65 is entitled to a disability income which is generally the same as the retirement benefit would be if 65 years of age.

Survivor Benefits. Survivor benefits are payable to a dependent spouse and/or child(ren). In addition, a lump-sum death benefit is also payable.

Insurance Benefits. Health insurance benefits are provided at age 65.

The University pays 5.85 percent of the amount normally paid by the employee on the first \$16,500 per calendar year, plus the amount normally paid by the employer. The employee pays the balance of the employee's portion up to the maximum prescribed by federal law.

Any faculty member who has reached the age of 62 years and who teaches for only nine months out of the year may draw Social Security during the summer months for one year regardless of the amount of salary received during the nine-month session. However, such election would adversely affect subsequent Social Security benefits. The Social Security Administration will figure the effect to each individual upon request.

Ticket Privileges

Athletics

Full-time faculty and staff have special privileges in some instances when purchasing athletic tickets. Interested persons may contact the Athletic Ticket Office at the north end of Jones Stadium.

Music, Dance, Lectures, and Theatre

The School of Music presents faculty and student recitals and occasional guest performances throughout the year. The faculty and their families are invited. There is normally no admission charge.

Each year the University Center Activities office sponsors a series of performing arts and lecture events covering wide spectrum of diverse programming. These events range from classical music, dance, and theatre to new innovative forms of performance. The speakers cover a wide range of ideas and issues. Top quality artists and expert speakers are brought in from all over the world. Most of these events are reserved seat events, so reservations for tickets should be made early.

Emergency Procedures

Any emergency can be reported by dialing 9-911 (TDD/TTY equipped).

In case of fire, after the fire is reported, the respective department chairperson and the dean's office should be notified. Fire extinguishers are placed in all buildings in convenient locations on all floors. Evacuation routes are posted on the fire hose cabinets and elsewhere.

For routine maintenance during regular working hours, call Building Maintenance and Utilities at 2-3301 and on Saturdays and Sundays and after regular working hours during weekdays, contact the Central Heating and Cooling Plant #1 at 2-3327 or 2-3328, if repair is needed immediately.

Warning and Alert System

Weather alert radios are located in at least one departmental office in each building. The system replaces the old telephone alert system. These radios will be activated by a signal from the local weather alert center whenever conditions are favorable for the development of tornadoes.

In case of a tornado warning, meaning that there is a tornado in the vicinity of Lubbock and Texas Tech University, the University's alarm system will be activated. The alarm system consists of sirens located on Drane Hall, the Chemistry Building, and the Student Recreation Center. The alarm system is augmented by the use of loudspeakers on University Police Service's cars broadcasting instructions to take cover.

Posters explaining the procedures that are to be followed in the event of a tornado are placed in academic buildings, offices, residence halls, and other buildings where people are apt to be when such an alert occurs.

All campus personnel are urged to respond to an emergency with promptness, coolness, and maturity. The following general directions should be observed:

Seek inside shelter, preferably a tornado cellar, steel-framed, or reinforced concrete building (including any major Texas Tech University building).

Seek cover in an interior hallway on the lowest floor or basement and stay away from windows.

Avoid structures with wide, free-span roofs (auditoriums, gymnasiums, etc.).

If caught in the open country away from shelter, lie face down in the deepest depression available—a ditch, culvert, or ravine.

Avoid taking cover under trees, utility poles, and power lines.

The movement of a tornado is not always predictable. Seek shelter in the immediate vicinity of your position. If you attempt to outguess the movement of a tornado, you may inadvertently leave a safe place and put yourself directly in the storm's path.

Appendix A—Tenure Policy*

A university is a community of scholars whose members are engaged in the discovery, evaluation, transmission, and extension of knowledge. As such they must be free to search for and express the truth as they find it, whether in the classroom, research-creative activity, or service as members of the community, and regardless of their tenure status. They must also be free from undue constraints, whether imposed from inside or outside the university.

Faculty members' privileges imply correlative responsibilities. In addition to maintaining standards of competence, particularly those relating to scholarship and teaching ability, faculty members are responsible for maintaining the proper attitude of objectivity, industry, and cooperation with their associates within the university. It is a faculty member's professional responsibility to contribute productively throughout his or her academic career.

As persons of learning, faculty members should remember that the public may judge their profession and institution by their utterances and other actions. They should thus at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and exercise every effort to make clear that as individuals they do not speak for the institution.

I. Concept of Tenure

Academic tenure, or continuing appointment, has been developed so that Texas Tech University may have the benefit of the competent and honest judgment of its faculty. It thus recognizes the professional status of University faculty and assures that tenured employment may be terminated only for adequate cause.

Tenure may normally be obtained only after a period of probationary service. After tenure is granted, the burden of proof rests upon the University when it wishes to dismiss a faculty member.

II. Purpose of Tenure

Tenure is designed to accomplish the following purposes:

- A. to assure the faculty of freedom of teaching, of research, of opinion, and of full participation as citizens in the community; and,
- B. to provide appropriate procedures of due process for establishing justification for possible termination of tenure, so that faculty members may be guaranteed adequate notice and a fair hearing;
- C. to assist the university by encouraging sound standards for the original selection of faculty;
- D. to result in the retention, encouragement, and promotion of the ablest and most promising faculty.

III. Types of Appointment

Members of the faculty who are employed full time in the University and who hold the rank of assistant professor, associate professor, or professor are eligible for tenure consideration. The tenure policy does not apply to administrative or part-time appointments.

Types of appointment:

- A. Appointments which may be made upon the basis of continuing appointments are:

*Adopted by the Texas Tech University Board of Regents, May 16, 1986.

Assistant Professor
Associate Professor
Professor

- B. Appointments which are probationary and which may lead to the admission to tenure are:
Assistant Professor
Associate Professor
Professor
- C. Special full-time appointments which do not acquire tenure are:
Instructor
Lecturer
Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor
Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor
Research Scientist or Research Professor

Although the above full-time appointments do not acquire tenure, persons holding these appointments have academic freedom and after six years can only be dismissed for adequate cause. Individuals dismissed for adequate cause shall be accorded due process in accordance with the Faculty Grievance Procedure.

Appointment to the above ranks can be continued beyond six years only by majority vote of the tenured faculty of the academic unit (department, college, or school) in which the position is placed, and subject to the approval of the responsible dean and the Executive Vice President and Provost. Faculty members whose duties are appropriate to tenured and probationary faculty shall not be given the ranks listed in Section C.

IV. Admission to Tenure

- A. The terms and conditions of every appointment shall be stated in writing and shall be in the possession of both the University and the faculty member before the appointment is completed. Probationary faculty members should review the established standards and procedures for consideration for tenure which are available in the offices of department chairpersons and deans.
- B. A faculty member must complete a reasonable probationary period before acquiring tenure in the University. In exceptional cases, associate professors and professors may have their initial appointment in the University with tenure when the traditional tenure review procedure set forth in Section IV.E. precedes the appointment. (Faculty members who are promoted in rank shall not thereby acquire tenure unless the normal tenure review procedure set forth in Section IV.E. has been completed.)
- C. The maximum probationary period for admission to tenure is the same for all tenure-eligible ranks. Before the end of a six-year probationary period at Texas Tech University, an untenured assistant, associate, or full professor must be notified in writing either that tenure has been awarded or that the appointment will not be renewed at the end of the seventh year.
- D. Determination of the maximum probationary period for admission to tenure is subject to the following Guidelines:
1. Computation of the maximum probationary period begins upon a faculty member's initial appointment to a tenure-eligible rank and is not affected by promotions made during that period.
 2. A probationary year for admission to tenure shall begin in September of the calendar year in which the appointment is made.

3. All time accrued in full-time service at Texas Tech University in a tenure-eligible rank will be counted in the probationary period.
 4. Tenure may be awarded prior to completion of the full probationary term. A faculty member, at his or her request, may be considered for tenure prior to completion of the full probationary period without prejudice for later reconsideration.
- E. Primary responsibility for evaluation of the academic qualifications of candidates for tenure rests with the faculty. When the organizational structure permits, four sequential levels exist in the tenure review process: (1) evaluations by the department or division which includes a vote by the tenured faculty and recommendation by the chairperson; (2) review at the college level which includes recommendation by the dean; (3) review by the Executive Vice President and Provost which includes review by the Dean of the Graduate School; and (4) review by the President. The President makes recommendations for tenure to the Board of Regents. A faculty member is awarded tenure only by the action of the Board of Regents.

V. Discrimination

All academic appointments and tenure judgments and recommendations rest upon objective requirements in relationship to the ability of the faculty member to perform his or her responsibilities in teaching, research-creative activity, and service. Such judgments and recommendations are to be made without regard to race, religion, sex, age, national origin, marital status, or physical disabilities which do not obstruct professional performance.

VI. Grounds for Termination

Termination of the employment of a tenured faculty member or any other faculty member before the expiration of the stated period of appointment, except by resignation, retirement, or under extraordinary circumstances because of demonstrable bona fide financial exigency, will be only for adequate cause shown with the burden of proof on the University.

VII. Termination Procedure

- A. In each case of termination the issue will be determined by an equitable procedure, affording protection to the rights of the individual and to the interest of the University. In cases where the respondent faculty member admits his or her conduct constitutes adequate cause, or does not choose to have a hearing, he or she may offer in writing his or her resignation.
- B. Before the filing of formal charges, every reasonable effort shall be made to mediate and conciliate differences. The Chairperson of the Tenure Advisory Committee (or other member designated by the committee) shall make a rigorous attempt at confidential, equitable, and expeditious mediation. After such attempted mediation has failed and the mediator has made a report in writing to the President of the University, a copy of the report going to the faculty member, a formal investigation shall be undertaken. A member of the Tenure Advisory Committee, appointed by the chairman of said committee, and the Executive Vice President and Provost (or his representative) together shall conduct a thorough, confidential, equitable, and expeditious review. This review and the recommendations of the investigating team shall be considered by the President of the University in determining whether formal charges should be filed by the President to terminate a faculty member's employment for cause.

- C. In all cases of formal charges, the faculty member will be informed in writing of the charges which, on reasonable notice, will be considered by a Hearing Committee convened by President. The Hearing Committee will be made up of five members chosen by the Tenure Advisory Committee from a panel of twenty tenured faculty members who will be elected annually. Two panel members of the twenty will be elected from each college or school by the voting faculty of each college or school with the remaining panel members being selected at large. Members of the Tenure Advisory committee shall not be eligible for concurrent service on this panel and the Tenure Advisory Committee.
- D. The Hearing Committee shall be selected in this fashion. First, the Tenure Advisory Committee shall by lot order the names of the members of the hearing panel, assigning them numbers one through twenty. Second, panel members deeming themselves biased shall remove themselves from the case. Third, either party in the dispute may strike no more than three names from those remaining on the list. Finally, the Tenure Advisory Committee shall designate the five names with the lowest numbers remaining on the list to constitute the Hearing Committee.
- E. The Hearing Committee will select a chairperson from its membership and may, if it chooses, request appropriate legal counsel to be furnished by the University, but not from the Office of the General Counsel. The legal counsel will advise the Hearing Committee but will not vote. The committee may consult with the General Counsel of the University on technical questions not directly bearing on the merits of the case if the committee considers such consultation appropriate and helpful. The hearing will be private and confidential unless the faculty member elects to have a public hearing. The Hearing Committee shall determine procedures to be implemented in the hearing, which procedures shall afford due process and fairness to both parties.
- F. In every such hearing the faculty member shall have the right to appear in person with legal counsel, retained by the individual, and to confront and cross-examine witnesses. The faculty member shall have the right to testify, but may not be required to do so, and may introduce in his or her behalf all evidence and material, written or oral, which he or she considers to be relevant or material to the case. The University shall also have the right to legal counsel from the Office of General Counsel in the preparation and presentation of charges and have the same rights in the hearing as those accorded to the faculty member. An audio tape of the proceedings shall be made and delivered to the President for submission to the Board, and a copy of this audio tape shall be made available to the respondent. The record will be transcribed only on the request of either the faculty member or the President at the expense of the requesting party.
- G. The Hearing Committee, by a majority of its total membership, shall make written findings of the fact on each charge and make specific recommendations with regard to each of the charges and the charge as a whole. The committee, by a majority of its total membership, may make supplementary suggestions it deems proper concerning disposition of the case. If minority findings, recommendations, or suggestions are made, they shall be similarly treated. The Chairperson or the Hearing Committee shall deliver the findings, recommendations, and suggestions to the President who shall transmit them along with his or her recommendations to the faculty member and to the Board of Regents.

- H. The Board of Regents, by a majority of its total membership, shall approve, reject, or amend the findings, recommendations, and suggestions of the Hearing Committee based on the record. Any amendment or change of such findings, recommendations, or suggestions, and the reasons therefore, will be stated in writing and communicated to the President who will transmit them to the Hearing Committee, which will then study any additional matters presented to it and within 45 days submit its recommendations to the President. If the Board of Regents then overrules the recommendations of the Hearing Committee, it will state in writing to the President, who will transmit the decision to the Hearing Committee, its reasons for its actions in overruling the Hearing Committee's recommendations. The President shall also notify the faculty member in writing of the Board's decision, and this communication shall include the findings and recommendations of the Hearing Committee as well as those of the Board. The decision of the Board of Regents shall be final.
- I. The procedure for termination described in the foregoing paragraphs of this section does not negate the right of the President to suspend a faculty member from all or some duties when the President reasonably believes that the allegations, if true, create a likelihood of harm for persons or the University. The suspension shall be with pay until such time as the suspended faculty member has been accorded the procedural rights described in the foregoing paragraphs of this section.

VIII. Notice of Nonreappointment, Termination, or Resignation

- A. Full-time faculty members in their first year with the University whose duties commence with the first semester of the academic year must be notified by the following March 1 if they are not to be reappointed.
- B. Full-time faculty members in their first year with the University whose duties commence after November 15 must be notified by the following April 15 if they are not to be reappointed.
- C. Full-time faculty members who are in their second year with the University and who are not to be reappointed shall be notified by December 15 of the academic year in which the appointment is to terminate.
- D. Full-time faculty members with more than two years with the University will be notified of nonreappointment by issuance of a terminal contract for one academic year.
- E. Full-time faculty members who hold a position by appointment for a fixed time period shall receive notice of nonreappointment in accordance with the terms of the appointment or in accordance with VIII. A, B, C, or D above.
- F. The University is not required to give a nontenured faculty member a reason for a decision of nonreappointment. However, each faculty member is entitled to see all of his or her personnel file and, at his or her expense, to obtain a copy of the information contained therein. If a nontenured faculty member alleges that a decision not to reappoint him or her is caused by considerations violative of academic freedom, for constitutionally impermissible reasons, or for significant noncompliance with the University's established standards or prescribed procedures, the allegation shall be given preliminary consideration by a faculty committee. The Tenure Advisory Committee is responsible for appointing this committee—from within or outside its own membership—and for its functioning. If the committee

concludes that there is probable cause for the faculty member's allegation, the Tenure Advisory Committee shall notify the Executive Vice President and Provost and convene the hearing committee and the matter shall be heard in accordance with the procedures outlined in Section VII, except that the faculty member shall be responsible for stating the specific grounds on which the allegations were based and the burden of proof will rest upon the faculty member.

- G. Notice of resignation by a faculty member shall be given as early as possible to obviate serious inconvenience to the University.

IX. Tenure Advisory Committee

The Tenure Advisory Committee may consider matters pertaining to tenure or academic freedom referred to it by members of the University community. The committee reports to the President. If the President does not approve a recommendation of the committee, the committee shall be informed in writing of the reason of disapproval. The substance of any recommendation by the committee, if approved by the President, shall be given consideration for incorporation in the operating procedures of the University.

The committee shall consist of five tenured faculty and two ex-officio members who are the Executive Vice President and Provost and a dean selected by the Provost's Council. The faculty members will be elected at large by the voting faculty for staggered terms of five years, with one membership position terminating August 31 of each year. No more than two faculty members elected from any college or school shall serve on the committee at the same time. No elected faculty member will be eligible for reelection to the committee until a period of one year has elapsed from the termination date of a prior term unless he or she was elected to serve less than two years of an unexpired term of a previous member. The dean member shall serve for three years, but shall not be eligible to serve consecutive terms. The committee shall determine its own rules of procedure.

X. Implementation and Revision

This policy is to be implemented immediately upon approval by the Board of Regents. Faculty members in a probationary status on that date will have the opportunity to choose the tenure policy under which they wish to be considered for tenure—the policy applicable to them or this policy. All tenured faculty members are subject to applicable provisions and procedures of this tenure policy. The tenure of faculty members who have attained tenure under prior policies at Texas Tech University continues. This policy shall not be applied in derogation of any faculty member's contract rights.

Revisions to this policy may be proposed to the Board of Regents by the President. The Tenure Advisory Committee, the Faculty Senate or other academic groups may submit proposals to the Executive Vice President and Provost. Such proposals shall be reviewed by the Tenure Advisory Committee and the Faculty Senate. Following this review, the Executive Vice President and Provost shall present approved proposals to the faculty for consideration. In this process, the voting faculty (as defined in the Constitution of the Faculty Senate) shall be polled for approval or disapproval of the proposals. If approved by the voting faculty, the proposals shall be forwarded by the Executive Vice President and Provost to the President for review and, if the President approves, to the Board of Regents for its consideration. Under the statutory authority of the State of Texas, the Board of Regents has the sole authority to revise this tenure policy.

Appendix B—Promotion and Tenure Standards and Procedures*

Texas Tech University is a comprehensive University with academic programs at both the undergraduate and the graduate levels. Therefore, it is essential that its faculty be dedicated to achieving excellence in teaching, research and creative activity, and professional service in order to preserve and strengthen the vitality of the University. Academic promotion and tenure are awarded to faculty making continuing contributions in these areas. While promotion and tenure determinations are separate and distinct, similar standards and procedures apply to both. The preservation of quality requires that all persons recommended clearly satisfy the general criteria presented herein. Fairness requires that these criteria be applied as uniformly as possible.

A basic format to be followed in the development of promotion and tenure dossiers is available from deans and department chairpersons. This common format for presenting the supporting information will help assure fairness in the decision-making process. As promotion and tenure require that a person's entire professional record and contributions be reviewed, the format calls for information on educational backgrounds, previous academic and professional experience, teaching and advising responsibilities, research and scholarly contributions, and service activities. Some academic units may wish to add other special categories.

A faculty member will be evaluated for promotion and tenure in any year at his or her request. A faculty member, including ranks not accruing tenure, should have his or her professional record submitted for review by the basic academic unit on an annual basis.

The procedures used to determine promotions follow closely the outline used for the granting or denial of tenure, with the only significant difference being the qualifications of department faculty members voting. For promotions, only those faculty members with rank equal to or higher than that of the contemplated promotion may vote. For tenure, only those faculty members holding tenure may vote.

The faculty member has primary responsibility for preparation of his or her dossier with major assistance to be provided by the department chairperson. The faculty member should be encouraged to submit whatever he or she considers relevant in addition to any information or material required by University, collegiate, or departmental policies.

I. General Criteria

- A. *Teaching.* The first step is an evaluation of teaching effectiveness. Only after an affirmative judgment as to teaching effectiveness has been made can serious consideration be given to an evaluation of scholarship and professional service. Unless determination is made that the candidate is an effective teacher—whether at the departmental or interdisciplinary level—promotion and tenure will not be granted. Teaching includes an up-to-date knowledge of one's discipline. In some instances teaching may be indirect, primarily in support of student learning activities. Faculty members also influence teaching by designing courses and curricula. Textbooks and innovative

**Operating Policy and Procedure Manual, OP 32.01*

instructional material may be considered contributions to teaching. In addition, faculty members influence teaching in less tangible, but no less decisive, ways through such activities as counseling students and interacting with colleagues.

Detailed and specific evidence of effective teaching should be included in the dossiers of faculty members being recommended for promotion and tenure. Evidence should include peer evaluations and student evaluations conducted over a reasonable period of time. Faculty colleagues should be asked to evaluate the objectives, methods, and materials of courses designed and/or taught by the individual. Wherever possible, evaluation should also include evidence concerning the continuing performance of students taught by the candidate.

- B. *Research and Creative Activity.* Research and creative activity are functions that serve to advance the discipline or the state of the art. Evidence of research and creative activity includes written publications, nonprint presentations, funded grant applications and reports, exhibits, and artistic performances. Textbooks and innovative instructional materials having significant value beyond this campus may be considered contributions to research and creative activity. The dossier of an individual should provide substantiating evidence of quality submitted by appropriate observers within or outside the University, such as reviews of the candidate's books or artistic performances. If the candidate's field is one in which no colleague at Texas Tech University has expertise, it is essential that outside review of the candidate's scholarly activities be sought.
- C. *Professional Service.* Faculty members are expected to make professional contributions through service to the department, college, University, and discipline at large. These include service as advisors, committee members, task force members, and actively participating members of the University. Discipline-related service to the immediate community, to the state and region, and to the larger society represents important contributions. Participation in the activities of professional societies and organizations, especially through service in leadership roles, is a strong indication of professional commitment. Contributions through presentations and consultative services are regarded as further evidence of professional reputation. All such service and activities may include paid (compensated) as well as unpaid work on behalf of the profession. It is desirable that an evaluation by qualified individuals, indicating the quality and extent of the service rendered, be submitted with the promotion and tenure dossier.

II. Standards for Academic Ranks

Each basic academic unit and college or school may have requirements defined for each rank which exceed those of the University. The minimum University requirements for each academic rank are given below.

- A. *Assistant Professor.* Promotion from the rank of instructor to assistant professor requires an ability to teach effectively and the terminal academic degree (or its equivalent) defined by the academic unit as appropriate for the position to be held by the candidate. Promise of growth in teaching, research and creative activity, and service is also necessary.
- B. *Associate Professor.* Promotion from the rank of assistant professor to associate professor, and a tenure decision at this level, requires (1) a

demonstrated record of effectiveness as a teacher; (2) a record of peer-reviewed publication and/or peer-reviewed creative activity which has contributed to the discipline or field of study, to the candidate's intellectual and artistic development, and to the quality of the academic unit; (3) a record of professional service appropriate to the discipline, the academic unit, and where possible, the department, college, and/or University; and (4) promise of growth in teaching and research or artistic and creative activity.

- C. *Professor.* For promotion to the highest academic rank, or a tenure decision at this level, the candidate's academic achievement and professional reputation should be superior and should have resulted in national recognition. This rank can be earned only by the faculty member who has demonstrated continued growth in, and has a cumulative record of, teaching effectiveness, substantial peer-reviewed publication and/or peer-reviewed creative activity, and professional contributions and service.

III. Decision-Making Procedure

- A. *Review by the Basic Academic Unit.* Recommendations for promotion and tenure originate with the basic academic unit. Each unit shall develop written procedures to be utilized in promotion and tenure considerations. Each basic academic unit shall also develop specific written standards for promotion to each professorial rank, which reflect its mission and at the same time meet University criteria. These procedures and standards must have the approval of the dean and the Executive Vice President and Provost. Subsequent changes in approved standards or procedures must similarly be approved. After written standards have been ratified by the academic unit, the dean, and the Vice President, the primary responsibility of evaluating individual promotion and tenure requests in terms of those standards shall be assigned to the faculty in the academic unit in which the request is made.

Basic academic unit procedures should identify the nature and composition of promotion and tenure committees. Procedures should also allow for a formal vote of appropriate faculty members for the committee's consideration in a given promotion decision. At a minimum, the appropriate faculty members for a formal vote shall include all professors for promotion to the rank of professor, all professors and associate professors for promotion to the rank of associate professor, all faculty members holding a professorial rank for promotion to the rank of assistant professor, and all tenured faculty for the tenure decision. (See foreword, Appendix B—Promotion and Tenure Standards and Procedures)

The candidate shall, in cooperation with the department chairperson, prepare the formal promotion and tenure dossier. Included in the dossier should be a statement signed by the candidate that he or she has reviewed the contents of the dossier. Once the dossier has been submitted for consideration in the academic unit, no further information should be added to the dossier other than that required by the department and collegiate procedures with regard to recommendations by review committees, department chairperson, and dean.

In transmitting a recommendation to the dean, a department chairperson must indicate who has been consulted, the form of the consultation, the vote of the appropriate faculty member group, and the vote of any departmental

committee charged with the recommendation. The recommendation of the department chairperson shall be provided to the candidate at the time the dossier is forwarded to the dean. A faculty member may request in writing that his or her dossier be withdrawn from further consideration, in which case the dossier will not be forwarded.

At Texas Tech University it is not possible to hold different academic ranks in different units. Therefore, for faculty members who hold half-time (50/50) appointments in two academic units, the recommendation for promotion and tenure must be a joint submission of both units concerned, and the promotion recommendation shall be considered to be positive only if both units make positive recommendations. Recommendations must be processed according to the regular procedures of both units. It is incumbent upon the department chairpersons of both academic units to ensure initiation of the review process.

If a faculty member holds less than a half-time appointment in one academic unit and more than a half in another academic unit, the recommendation shall be made by the academic unit where the major responsibility lies. It is the primary academic unit's responsibility to originate consideration and to inform the secondary unit of its intent. For these unequal joint appointments, recommendations must be processed according to the regular procedures of both academic units. However, while the secondary area must process the candidate according to its normal procedures, the outcome of its deliberation shall be provided to the primary academic unit. The primary unit shall take into consideration the secondary unit's opinion and shall include it as part of the dossier. These specifications apply to all joint appointments whether or not the salary is divided by source.

An academic unit may be constituted as to provide insufficient review. In such cases, the department chairperson, in consultation with the dean, shall seek the advice of an executive committee or other college-wide body or may appoint an appropriate advisory committee for review of a specific case. If this is done, the composition of the committee and its recommendations must be reported in the dean's recommendation to the Executive Vice President and Provost.

In addition to the required consultation with faculty members of senior rank within the academic unit and the joint consideration of joint appointments, originating academic units are urged to consult with others who may have special knowledge of the performance of candidates and to solicit letters from such persons for the dossier. Examples of such persons include faculty members from other academic units if candidates under consideration have taught a number of students from those units, served on committees in those units, or engaged in interdisciplinary teaching or research with members of those units. It is also appropriate to solicit letters from administrative officers in various parts of the University concerning service by the candidate.

Comments from qualified persons outside Texas Tech University, while not required, are strongly encouraged. Such persons should be asked to comment on the quality of published research or creative activity of a candidate, on his or her service to professional or other organizations, on the candidate's teaching in a visiting capacity in another university, or on

relevant matters within their competence to judge. They should not be asked simply “Does this individual merit promotion?” since the definition and application of standards at Texas Tech University are the responsibilities of this University. All solicited letters from within or without the University should be included in the dossier so that review bodies may have access to all relevant information.

- B. *Review by the College or School.* It is the responsibility of the dean to recommend either positively or negatively on all promotion and tenure recommendations forwarded by department chairpersons. The dean shall forward to the Executive Vice President and Provost all dossiers and recommendations, together with a statement indicating the reasons for each recommendation. In all cases, information regarding the dean’s recommendation shall be provided to the department chairperson and the candidate. A faculty member may request in writing that the dossier be withdrawn from further consideration, in which case the dossier will not be forwarded. In the process of reviewing the recommendation, the dean will seek formal advice of an executive committee or other appropriate college-wide committee. In making a recommendation to the Executive Vice President and Provost, the dean shall specify the nature of the report and the vote of the committee.
- C. *Review by the Executive Vice President and Provost.* It is the responsibility of the Executive Vice President and Provost to receive dossiers and recommendations regarding promotion and tenure, to review them with respect to the academic unit, college or school, and University standards, and to approve or disapprove all recommendations received. A review by the Dean of the Graduate School will be included at this stage in the decision-making process. The Executive Vice President and Provost will then meet with each collegiate dean and discuss that dean’s recommendations. The Executive Vice President and Provost will subsequently transmit dossiers and recommendations to the President.
- D. *Review by the President.* It is the responsibility of the President to receive all recommendations regarding promotion and tenure from the Executive Vice President and Provost, to review them, and to approve or disapprove the recommendations. After the review, the President will meet with the Executive Vice President and Provost and discuss the recommendations. The approved recommendations will thereafter be transmitted to the Board of Regents for final consideration.

IV. Documentation

- A. *Materials to Be Provided by the Candidate to the Academic Unit:*
1. Appropriate supporting materials that cannot be provided from academic unit files.
 2. All materials required by the academic unit’s procedural guidelines.
- B. *Materials to Be Provided by the Department Chairperson to the Dean:*
1. A separate letter concerning each candidate, giving the following information:
 - a. Chairperson’s evaluation of the candidate’s teaching effectiveness, research and creative activity, and professional service.
 - b. The summary vote of appropriate faculty members.

- c. The summary vote of any departmental committee making recommendations to the chairperson.
 - d. A summary of the procedures followed by the academic unit in evaluating the candidate.
2. Complete dossier of the candidate organized in an appropriate format. Copies of publications, works of arts, etc., shall be included only if specifically requested by the dean. Copies of these materials shall not be forwarded to the Executive Vice President and Provost unless requested. It is the responsibility of the department to clarify, when appropriate, why the candidate is uniquely qualified for promotion or tenure, i.e., to reflect any extenuating circumstances which are not readily apparent.
- C. *Materials to Be Supplied by the Dean to the Executive Vice President and Provost:*
1. A cover letter summarizing collegiate procedures.
 2. A letter of recommendation by the dean for each candidate.
 3. Recommendations of any college-wide review committee, including the summary vote of each such committee.
 4. The dossier of each candidate.

Appendix C—Faculty Grievance Procedures *

Foreword

The University operates under a philosophy that emphasizes the importance of ensuring the rights of its faculty. Both personnel and operating policies are formulated in order to assist administrators and faculty in working harmoniously toward the collective goals and objectives set forth by the Board of Regents. When a situation arises that results in a grievance by an individual faculty member, efforts will be made to determine the facts surrounding that grievance and to respond appropriately and justly.

The purpose of these procedures is to address grievances of faculty members and to provide a mechanism for resolving them. If the grievance is related in any way to tenure, the faculty member should refer to the Texas Tech University Tenure Policy. Grievances of faculty relating to admission to tenure, grounds for termination, termination procedure, and notice of nonreappointment or termination are not to be covered by the procedures noted below.

Whenever possible, problems should be solved within the University at the level at which they arise. However, each member of the Texas Tech University faculty shall have the right to a hearing and an appeal for redress of grievance through established channels. Access to these channels is restricted to University employees or those who were employees when the action or inaction leading to the grievance occurred.

A faculty member holding an administrative position will have access to these procedures with regard to his or her faculty duties, but will not have access to the procedures with regard to his or her administrative duties. The times noted for response in these procedures are to be followed except under extenuating circumstances agreed upon in writing by both parties to the grievance.

I. Grievance Initiation

- A. Before any formal grievance is filed, there shall be an informal discussion between the aggrieved and the administrative officer who made the initial decision in question, or whose action or behavior is in question, seeking a settlement. The request for an informal discussion shall be in writing and dated, and be initiated within 15 working days after the aggrieved has become aware of the action perceived as a possible grievance. The informal discussion will be held, and a response received by the aggrieved within 10 working days of receipt by the administrator of the request for such a discussion. If a response is not received from the administrator within 10 working days of the date of the request for an informal discussion, it shall be considered a denial by the administrator. In case of doubt as to the individual whose decision caused the grievance, the administrator dealing directly with the aggrieved is the appropriate administrative officer with whom to initiate an informal discussion.
- B. If a settlement cannot be reached informally, the aggrieved faculty member may then submit a formal grievance and proceed with the following schedule.

**Operating Policy and Procedure Manual, OP 32.05.*

1. The grievance must be submitted in writing and provide sufficient detail to allow a response. The grievance will contain a statement of the facts of the case and a precise description of the remedy sought by the grievant.
 2. The grievance must be signed and dated by the grievant and filed within 5 working days from the date a response from the administrator is received or in the case of no response, within 15 working days from the date an informal discussion was requested. It shall be filed with the administrator who made the initial decision.
 3. At the department level, if either the administrator or the aggrieved elects, the grievance shall be heard with the assistance of an advisory committee. The administrator chooses the advisory committee, which must have at least three members chosen from the department. The aggrieved shall have the right to challenge any individual selected as a member of this advisory committee, with the total number of challenges being limited to three. As each challenged member is excused, his or her replacement will be selected by the administrator appointing the committee.
 4. The administrator shall initiate review of the grievance and inform the aggrieved of the procedure to be followed as soon as possible, but no later than 5 working days after the filing of the formal grievance. If an advisory committee is to be used, it will be established at this time.
 5. The committee shall meet with the administrator and the aggrieved, review the grievance, and render a recommendation as promptly as is feasible, but no later than 15 working days following referral of the matter by the administrator. This review is intended to be an informal procedure rather than a formal hearing of the grievance. However, the advisory committee is to make every reasonable effort to ensure the fundamental fairness and confidentiality of the review. The committee's recommendation shall be submitted in writing to the administrator and the aggrieved.
 6. The administrator's written decision shall be provided to the aggrieved within 5 working days of the receipt of the committee's recommendation. If the grievance is reviewed without a committee, the administrator's written decision shall be provided to the aggrieved within 15 working days of the receipt of the written formal grievance. Failure of the administrator to respond within the time periods noted above shall be deemed a denial of the grievance.
- C. The aggrieved may withdraw a formal grievance at any stage of the proceeding but may not reinstate it once it is withdrawn. The withdrawal request should be made in writing to the individual hearing the appeal at the time of the withdrawal.

II. Administrative Decision Appeals

- A. If the faculty member objects to the decision by the administrative officer, further written appeals may be made through regular administrative channels. A written appeal shall be initiated within 10 working days of the receipt of an administrative decision and shall include copies of the original grievance, written decision(s), and reasons for the appeal. The written appeal shall be transmitted to the next level of administration above the source of the decision. At each level of appeal, the administrator who receives the appeal shall proceed in accordance with the grievance proce-

dureschedule noted in Section I.B; the use of an advisory committee is at the discretion of the administrator at levels above the department. All parties to a grievance shall be kept informed of the appeal procedure being followed.

- B. The aggrieved member of the faculty who feels that a grievance has not been resolved after appealing to and receiving a decision at each administrative level up to and including the Executive Vice President and Provost may then appeal directly to the President of the University for review and consideration. This appeal must be made within 10 working days following receipt of the decision of the Executive Vice President and Provost. The request must be in writing and must include copies of the original grievance, written decisions from all previous administrative appeal levels, and reasons for the appeal.
- C. In hearing the appeal, the President will use a Grievance Committee composed of five representatives chosen by lot by the President from the Faculty Grievance Panel. The Committee will be chosen within 10 working days of receipt of the written appeal by the President. Composition of the Faculty Grievance Panel is discussed in Section IV below. Either party in the dispute can challenge a member of the Grievance Committee. The total number of challenges by either party will be limited to three. As each challenged member is excused, his or her replacement will be chosen by lot from the remaining members of the Faculty Grievance Panel.

III. Grievance Committee Hearing

- A. Upon receipt of a request from the President of the University, the Grievance Committee will schedule a hearing. This hearing must be held within 15 working days after receipt of the request from the President. The Grievance Committee will elect its own chairperson. The chairperson's notice scheduling a time and place for the hearing must be delivered to the parties involved 5 working days prior to the hearing. These time limits are a guide and may be changed by mutual written agreement of the Grievance Committee and the parties to the grievance. A copy of the notice and a copy of the written appeal as set out in Section II.A. will be furnished to the members of the Grievance Committee.
- B. The formal hearing will be conducted in accordance with procedures established by the Grievance Committee and agreed upon by the parties to the grievance. If the parties to the grievance cannot agree upon procedures, a decision by the Grievance Committee will prevail. The aggrieved will present his or her own case and has the right to present whatever evidence, written or oral, he or she considers relevant or material to the grievance. This includes the calling of witnesses. After the presentation by the aggrieved or his or her representative, the administrator about whose actions or decisions the grievance is filed will be given an opportunity to present his or her case under the same rules as the aggrieved. The University may be represented by its General Counsel. The Grievance Committee may also call witnesses as it considers appropriate. Both the aggrieved and the administrator referred to above may question all witnesses.
- C. Evidence considered in the hearing must relate to the grievance and be of the type relied on by faculty members or administrators in the conduct of their professional affairs. After all evidence is received, the Grievance Committee

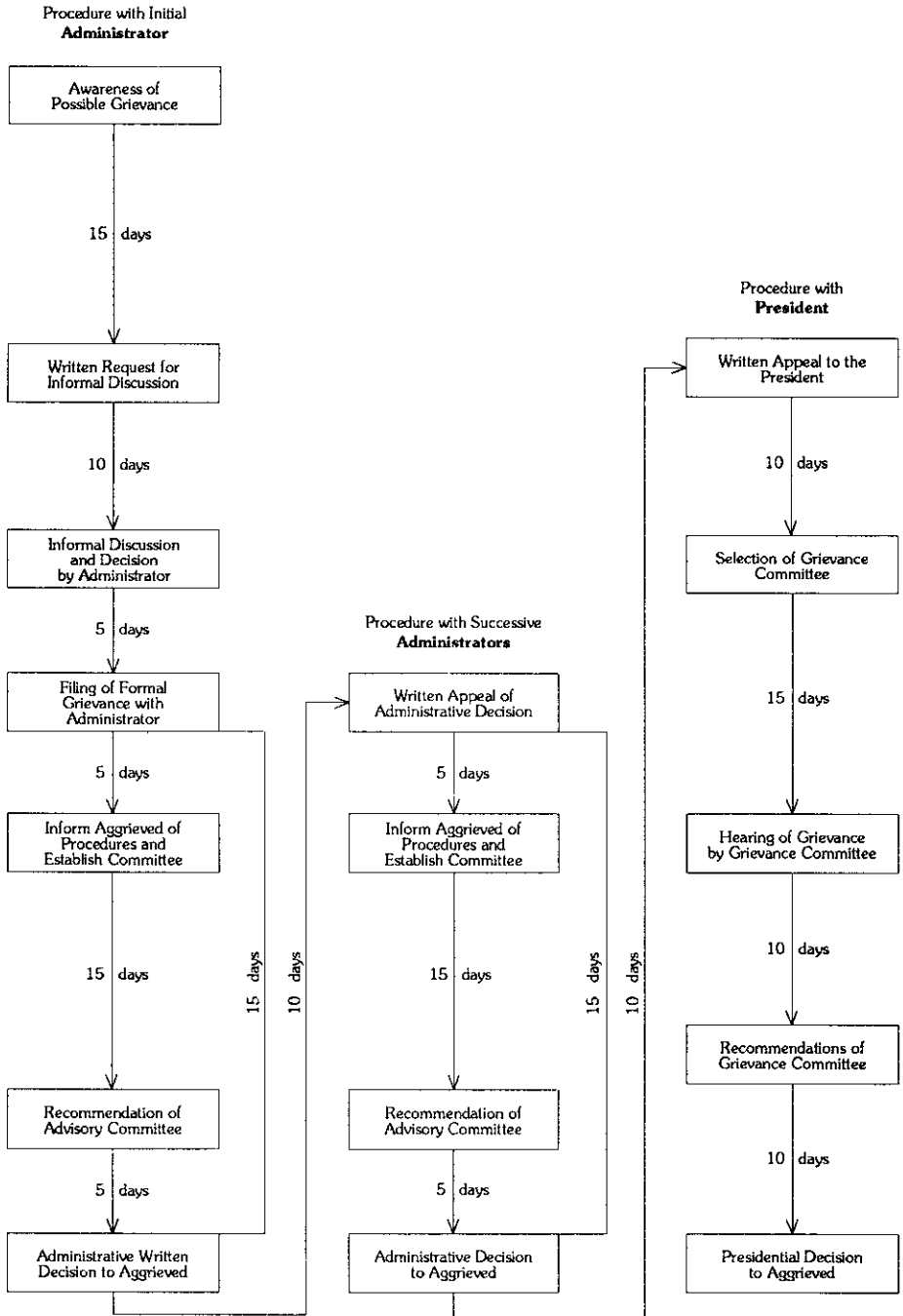
will meet and consider the case. The opinion held by the majority of the members will constitute the committee's recommendations. The committee must provide its recommendations in writing to the President of the University, with copies to the parties to the grievance, no later than 10 working days from the last date of the hearing of the case. Minority opinions of the committee may also be submitted to the President. Recommendations to the President are advisory in nature.

- D. In cases where a grievance is appealed to the President of the University, the President will send a written decision, which is the final University decision on the grievance, to the aggrieved within 10 working days of receipt of the Grievance Committee's recommendations. If the President's decision is different from that recommended by the Grievance Committee, the grievant and the committee will be so informed in writing of the reasons therefore.

IV. Faculty Grievance Panel

- A. The Faculty Grievance Panel will consist of two representatives and an alternate from each college, including the School of Law, who are full-time tenured faculty members. Representatives will be elected for two-year alternating terms, to commence on September 1. They will serve until their successors are elected. Faculty members who have served a full two-year term will not be eligible for reelection to another two-year term, or appointment to an unexpired term, until two years after the expiration of the existing or previous term of service. Should a representative be unable to complete a two-year term of service, a replacement will be selected under the normal procedures to serve the unexpired portion of the term.
- B. The Executive Vice President and Provost will provide the Elections Committee with a list of full-time tenured faculty of the colleges. The Elections Committee will have the responsibility of developing and implementing election procedures whereby each of the colleges and the School of Law will elect its representative(s) from the list provided by the Executive Vice President and Provost.

Time Line for Faculty Grievance Procedure



Appendix D—Faculty Senate Constitution and Bylaws *

Constitution

Article I. Name

The name of this organization shall be the Faculty Senate of Texas Tech University.

Article II. Organization

Section 1. The Faculty Senate shall be composed of senators representing the voting faculty of Texas Tech University. The voting faculty shall consist of all persons under full-time contract who have completed a residence of one year at this University and who are tenured or who hold appointments that make them eligible for tenure.

Section 2. The voting faculty of each college and school, excluding the Graduate School, shall elect one senator for each twenty voting faculty members or fraction thereof but not fewer than two senators. The voting faculty of the University shall elect nine additional senators at-large.

Section 3. The Faculty Senate shall elect a President, Vice President, and Secretary from its membership to serve for a term of one year.

Article III. Nominations and Elections

Section 1. Each Spring the voting faculty members shall nominate and elect members to the Faculty Senate to take office on the first day following the end of the Spring term during which the election is held. The Faculty Senate shall conduct the election through an appropriate committee.

Section 2. Prior to each regular election, the Faculty Senate shall redetermine its composition so that the election will, to the extent possible, bring the composition of the Faculty Senate into conformity with Article II, Section 2. A previously elected senator shall not, however, be removed from office before the expiration of his or her term because of a declining constituency.

Section 3. Nominations for college, school, and at-large senators shall be requested from voting faculty members. Voting members of each college and school may nominate senators representing their respective college or school and all voting faculty may nominate at-large senators. If a person is nominated for more than one senatorial position he or she shall indicate the position for which he or she will appear as a candidate. The two persons receiving the highest number of nominations for each senatorial position shall be designated as the candidates to stand for election to the Faculty Senate.

Section 4. Members of the Faculty Senate shall be elected from among the candidates determined in the nominating process. Voting members of each college and school shall vote for senators from their respective college or school and all voting faculty shall vote for at-large senators. Tie votes shall be resolved by a special election.

If a senatorial vacancy occurs, the Faculty Senate shall conduct a special election to fill the vacancy from the appropriate constituency. The specially elected senator shall complete the unexpired term of the senator originally elected.

*Adopted April 19, 1978.

Section 5. Qualification for election to the Faculty Senate shall be membership in the voting faculty, except that administrators serving one-half time or more in administrative positions shall not be eligible. Department chairpersons may be elected to the Faculty Senate if they are otherwise qualified.

Section 6. The term of office for each member of the Faculty Senate (subject to Article VII hereof) shall be three years. A member may not be re-elected without a one-year interim unless her or she was elected by special election to fill an unexpired term of one year or less.

Section 7. To the extent possible, one-third of the senators from each constituency will be elected each year.

Article IV. Jurisdiction

Section 1. The Faculty Senate shall act on behalf of the faculty and shall serve as an advisory body to the President of the University and may consider all matters of University concern.

Section 2. Any member of the University community may bring a matter of University concern to the attention of the Senate.

Section 3. 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.

Section 4. Should the President of the University choose not to follow a recommendation of the Faculty Senate, the President shall inform the Senate in writing of the reasons therefor and, upon request of the Senate, the President shall meet with the Senate for discussion of the matter.

Article V. Responsibilities

Section 1. The Faculty Senate shall establish its own rules of procedure and bylaws, including its quorum requirements.

Section 2. The Faculty Senate shall meet at least monthly during the regular academic year, as provided by the bylaws. All meetings of the Faculty Senate shall be open meetings unless otherwise required by law or unless, when allowed by law, the Senate shall by two thirds vote declare that a meeting shall be conducted in a closed session.

Section 3. The Faculty Senate may establish such Senate committees as it deems appropriate. The members and temporary chairperson of the Senate committees shall be named by the Faculty Senate and at their first meeting of each year the members of each committee shall select their own chairperson and such other officers as may be appropriate for the effective functioning of the committee.

Section 4. The President of the University may establish and define composition of ad hoc or standing committees or councils of Texas Tech University, Texas Tech University Health Sciences Center, and the Museum of Texas Tech University, or joint committees or councils of the above, and may determine if members are to be elected or appointed. Texas Tech University faculty members appointed to these standing (but not ad hoc) committees or councils shall be selected from a list of nominees for each committee or council provided by the Faculty Senate. The President of the University may specify the number of nominations to be supplied by the Faculty Senate for each such committee or council position.

The position of chairperson of the Athletic Council of the University shall not be open to nomination by the Faculty Senate. (As amended April 18, 1979).

Section 5. The Faculty Senate shall regularly report its activities to the faculty of the University and distribute the minutes of each meeting.

Section 6. The Faculty Senate shall call a meeting of the voting faculty when requested to do so by the President of the University, or when petitioned by any fifty members of the voting faculty, or when it deems such a meeting necessary. The President of the Faculty Senate shall serve as Presiding Officer at a meeting of the voting faculty. In the absence of the President, the Vice President or the Secretary shall preside, in that order. No decision, recommendation, or advice shall come from the voting faculty except when one of the above is presiding.

Article VI. Amendment Procedure

Section 1. An amendment to the Constitution of the Faculty Senate may be proposed by a petition to the President of the Faculty Senate signed by at least fifty members of the voting faculty, by a two-thirds vote of the senators then present and voting, or by the President of the University.

Section 2. A proposed amendment to this Constitution shall be distributed to the voting faculty at least four weeks prior to its consideration at a called meeting of the voting faculty. No action on amendments to the Constitution of the Faculty Senate may be taken unless at least one-fifth of the voting faculty is present. Passage of any such amendment shall be by a two-thirds vote of the voting faculty then present and voting. Upon passage, an amendment shall become effective after ratification by the President of the University and approval by the Board of Regents.

Article VII. Initial Composition

The initial composition of the Faculty Senate shall consist of the elected members of the Executive Committee of the Faculty Council. At its first meeting the new Faculty Senate shall arrange for the special election of additional members to bring the membership into conformity, to the extent possible, with its constitutional size and composition. At its next meeting the Faculty Senate shall determine terms of the additional members by lot in accordance with Article III, Section 7.

Article VIII. Adoption and Ratification

The Constitution of the Faculty Senate shall become effective when adopted by a majority of the membership of the Faculty Council then present and voting at a called meeting of the Faculty Council and adopted by mail vote of eligible voting faculty, and after ratification by the President of the University and approval by the Board of Regents. Upon the Constitution's becoming effective, the Faculty Senate and its Constitution shall substitute *nunc pro tunc* for the Faculty Council and its Charter.

Faculty Senate Bylaws

Section 1. Officers. The Faculty Senate shall elect a President, Vice President, and Secretary from its membership to serve for a term of one year beginning on the first day following the end of the spring semester. Nominees must have at least one full year remaining of their Senate terms at the time of their nomination. A majority vote shall elect such officers. A Senator who is not able to participate in the election of officers for University-approved reasons may cast an absentee ballot in the Office of the President of the Senate between Wednesday of the week preceding the election and 3:30 p.m. on the Tuesday before the election. If on any ballot no person receives a majority vote then there shall be a runoff between those receiving the two highest vote totals. The President shall

appoint a person who is not a Senator to act as Parliamentarian at meetings of the Senate. The Parliamentarian shall advise the Chair on all matters of procedure at the meeting according to the latest revision of Robert's Rules of Order.

Section 2. President. The President shall be a tenured member of the faculty at the time of nomination for the office. The President shall preside at meetings of the Senate. The President, as chairperson of the Agenda Committee, shall be responsible for preparing an agenda for each meeting and for distributing it to each senator on or before the Friday preceding the meeting. The President shall appoint the members of a Committee on Committees each of whom shall be a senator from a different school or college. The President shall act as a representative of the Senate on the Provost's Council and in University forums other than meetings of the Senate or voting faculty, and shall communicate the Senate's advice and recommendations to appropriate University officers. No later than March 1 of each year, the President shall advise the Elections Committee of the need to conduct an election of senators to succeed those whose terms are about to expire. At other times the President shall promptly advise the election committee of any senatorial vacancy and shall request that the committee conduct a special election to fill such vacancy. No member of the election committee may continue as a member of the committee if he or she accepts a nomination for the office of Senator.

Section 3. Vice President. The Vice President shall serve as President in the event of the President's death, resignation, or removal from office. In that event, the Senate shall elect a new Vice President to fill the unexpired term of office. The Vice President shall be a tenured member of the faculty at the time of nomination for the office. The Vice President shall represent the Senate on the Academic Council. The President may delegate to the Vice President such other duties as the President may prescribe. The Vice President shall preside at the meetings of the Senate in the absence of the President.

Section 4. Secretary. The Secretary shall keep minutes and records of all the proceedings of the Senate. The Secretary shall regularly report the Senate's activities to the faculty of the University and shall promptly distribute the minutes of each meeting of the Senate and each meeting of the voting faculty to the faculty. The Senate meeting minutes shall include a roll of those senators who were present and those who were absent. The Secretary shall represent the Senate on the University Operations Council.

Section 5. Removal from Office. Any officer may be removed upon a two-thirds majority vote of the Senate. A vote shall not be taken unless a petition signed by 15% of the senators has been filed and attached to the agenda for the meeting at which the vote shall be taken.

Section 6. Committees. The Senate may establish such standing and ad hoc committees as it deems appropriate and may reconstitute an ad hoc committee as a standing committee. The Committee on Committees shall nominate and the Senate shall appoint the members of each standing or ad hoc committee prior to adjournment of the final meeting of the spring term. At the first meeting following the end of the spring term, the members of the standing or ad hoc committee shall elect a committee chairperson and such other officers as may be appropriate for the effective functioning of the committee. Senators whose Senate terms have not expired should continue their committee duties for the succeeding year, or until reassigned. The President, Vice President, and Secretary shall themselves constitute an Agenda Committee.

Section 7. Meetings. The Senate shall meet at least monthly during the semesters of the academic year. Monthly meetings shall be held in the Senate Room of the University Center building, unless decided otherwise by the Agenda Committee, on the second Wednesday of the month at 3:15 p.m. When scheduled meeting dates are not feasible, the Agenda Committee shall present alternate dates to the Senate for approval. The President of the Faculty Senate can call a special meeting of the Faculty Senate when this officer deems it necessary. A special meeting of the Faculty Senate must be called upon the receipt of a petition to the President of the Faculty Senate signed by at least ten members of the Faculty Senate. No business shall be transacted unless a quorum is present and continues to be present at the meeting. A majority of the duly elected and qualified senators constitutes a quorum. In the absence of a quorum, the President may only make announcements of an informative nature, rule on the existence of a quorum, and recess once for a short period to attempt to secure a quorum.

Section 8. Vacancy of Senatorial Position. A Senate seat shall be declared vacant following three absences from regularly scheduled meetings without reasonable cause during a Senator's term of office. The responsibility of reporting cause lies with the Senator.

Reasonable cause may be defined as absence due to other University duties or business, illness, absence from the campus during the summer or pressing personal matters.

The President of the Senate shall have the authority to rule on the validity of the cause of absence. The Senator affected may appeal the ruling to the Senate, which may overrule the President by a simple majority.

If a Senator is absent for more than five consecutive months with reasonable cause, the seat shall nevertheless be declared vacant.

An anticipated absence of more than five consecutive regular meetings shall be cause to declare a seat vacant when such an anticipation is supported by knowledge of the conditions which may be reasonably expected to cause the absence.

Section 9. Agenda and Procedure. The Agenda Committee shall prepare an agenda for each meeting and shall distribute it to each Senator on or before the Friday preceding the meeting. The Agenda Committee may allot a time period for agenda items and, if so, the duration of discussion of such items at the meeting shall be so restricted unless altered by a majority vote of the Senate.

Any student, faculty member, or staff member of the University may bring a matter of University concern to the attention of the Senate by communicating with the President of the Senate. The Agenda Committee shall make an appropriate announcement of the matter either in writing attached to the agenda or by placing the matter on the agenda. However, only a Senator can introduce a proposition to be voted upon by the Senate.

A procedural proposition may be introduced by a Senator at a meeting. A substantive proposition may be introduced by filing the proposition with the President in time for it to be attached to the agenda for the next meeting. If the proposition does not involve a matter of significant academic import or a policy recommendation, then it may be voted upon at the next meeting. However, if it does involve a matter of significant academic import or a policy recommendation, and unless waived by a two-thirds majority vote of the Senate, the proposition will be attached to the agenda of the meeting at which it is being introduced, the proposition will be offered for a short explanation, inquiry and debate at such

meeting, and shall be committed by the Chair at the close of debate to an appropriate committee for study, report, and recommendation. The proposition and the committee's report and recommendation shall be attached to the agenda for the next meeting and no vote shall be taken by the Senate before such meeting.

Any Senator may move to call to the floor any item or subject that is not on the agenda, but such non-agenda item or subject shall not be discussed or considered unless the Senate by majority vote shall amend the agenda. The agenda for the meeting shall be publicly posted or published in advance of the meeting. The Chair may permit any person the privilege of the floor unless the Senate by majority vote should withdraw the privilege.

All meetings shall be open meetings unless otherwise required by law or unless the Senate by two-thirds affirmative vote shall declare that a meeting or part of a meeting shall be conducted in closed session. No vote shall be taken while a meeting is conducted in closed session.

Section 10. Adoption and Amendment. These Bylaws have been adopted by a two-thirds affirmative vote of the Senate, and can be amended only by a two-thirds affirmative vote of the Senate. A Proposal to amend these bylaws shall be introduced by filing the proposition with the President in time for it to be attached to the agenda for the next meeting.

Appendix E—Conduct of Graduate Students Serving as Faculty

Graduate students appointed as Teaching Assistants or Research Assistants serve in a limited role as faculty of Texas Tech University. As faculty employees, OP 33.04, “Conduct of University Faculty,” and OP 50.34 “Faculty and Student Conflict of Interest” apply fully. This policy prohibits actions by a faculty employee which are a breach of the public trust. Penalties for such actions range from an oral reprimand to separation from the University. The classes of actions prohibited are as follows.

1. Academic dishonesty of any form, including but not limited to academic plagiarism or giving improper aid to a student on an examination or grade. Acceptance of money, gifts, or favors from students, or solicitation thereof, which would compromise integrity, are similarly prohibited.
2. Forgery, alteration, or unauthorized use of University documents or records.
3. Knowingly furnishing false information to the University.
4. Use of force or violence or other methods of obstructing the teaching, research, administration, or public service functions of the University.
5. Physical abuse, threats, or conduct dangerous to the health and safety of any person on University property or University-sponsored or supervised functions.
6. Sexual harassment connected in any way to the performance of University duties.
7. Theft or damage to the property of the University or to the property of a member of or visitor to the University.
8. Unauthorized entry to or use of University facilities.
9. Use, possession, or distribution of narcotics or other substances controlled by Federal and State law, except in strict compliance with such regulations.
10. Lewd, indecent, or obscene conduct on University-owned or controlled property or at a University-sponsored or supervised function.
11. Failure to comply with the lawful directions of University officials acting in the performance of their duties.
12. Violation of other promulgated University policies or rules. This prohibition includes failure to meet regularly scheduled classes or to administer scheduled examinations.

The foregoing are to be understood as illustrative, but not exhaustive, of the possible infractions of academic ethics.

I. Definition of Student Employment

A student employee performs part-time work incidental to academic training in an occupational category that requires all incumbents to be students as a condition of employment. These include:

- A. Graduate Assistant—A graduate student in an institution of higher education employed to perform work which utilizes knowledge beyond undergraduate academic studies. The position of Graduate Assistant is intended for graduate students employed in capacities other than teaching or research.
- B. Research Assistant—A graduate student in an institution of higher education employed in support of the research mission of the unit, its director or faculty, in laboratory, library, field, or computer, or such other activities as may assist

the unit's research effort. The position of Research Assistant is intended for graduate students employed in research activities on research accounts.

- C. **Teaching Assistant**—A graduate student in an institution of higher education employed in support of the teaching mission of the unit who is responsible for, or in charge of, a class or class section, or a quiz drill or laboratory section. The position of Teaching Assistant is intended for graduate students employed in teaching activities. The source of funds is ordinarily an academic account.

II. Limits of Employment

- A. A student employee may not be employed more than twenty (20) hours per week (50% of time) in school weeks, or more than forty (40) hours per week (100% of time) in nonschool weeks.
- B. Care must be taken to avoid inadvertently working an individual in excess of the maximum hourly limits who is employed in more than one part-time capacity. All time work for TTU and/or TTUHSC must be combined and must not exceed the established limits. The student has an obligation to inform the supervisor any time there is a change in overall work commitments to ensure that inadvertently the student is not exceeding the maximum limits.

III. Benefits

- A. All student employee appointments are considered to be temporary appointments.
- B. Student employees are eligible for participation in the regular employee group insurance programs made available to regular employees.

IV. Graduate Student Status

Graduate students employed as Teaching Assistants, Research Assistants, or Graduate Assistants are expected to be enrolled in Graduate School full-time.

V. Reappointments

- A. Graduate Assistant, Research Assistant, and Teaching Assistant appointments are considered temporary faculty and are not continuing appointments. These student employees are usually employed for a specific term such as September 1 through May 31, or January 15 through May 31, or some other specific period.
- B. Since the appointments are not continuing appointments, the procedures must be followed for reappointing Graduate Students in each new fiscal year or budgetary period.

VI. Available Instructional Resources

- A. International students may obtain assistance through the Intensive English Program, located in the Department of Classical and Modern Languages and Literatures.
- B. Colleges typically hold workshops for teaching assistants; a number of departments have formal classes for the teaching of particular subjects. Information is available in the departmental offices.

VII. Miscellaneous

- A. OP 70.27 entitled “Appointment of Student Employees” sets out the procedures for the appointment process and for change in the appointment status of student employees.
- B. Graduate Assistant, Research Assistant, and Teaching Assistant appointments are exempt from the Fair Labor Standards Act. As a result, they are exempt from minimum wage and overtime provisions of the law and are covered by the equal pay for equal work provisions and other provisions of the act as are regular faculty employees.
- C. OP 50.42 entitled “Graduate Students Employed as Teaching Assistants” sets forth a number of guidelines important for both graduate students and their employing units within the University. This OP should be reviewed for details of the Teaching Assistant–University relationship.

Appendix F—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 the financial straits in a rational atmosphere of mutual trust and common concern for the University. The emergency action called for by the 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. Texas Tech University is an entity which is a part of Texas Tech, and which, in the historic tradition of institutions of higher learning, is dedicated to providing the highest quality of education and instruction; research; and service to all of its constituents, including students, faculty, staff, administration, alumni, parents, and members of the greater community. The mission of Texas Tech University is:

- To provide the highest quality of education and instruction and to be recognized nationally and internationally.
- To be recognized as a research institution in which research enhances the quality of teaching and service.
- To achieve a level of quality service unparalleled in higher education.

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 the 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, Vice President for Fiscal Affairs, President of the Faculty Senate, a dean chosen by the Dean's Council and three tenured faculty members selected by the Faculty Senate. The Director of Personnel and the President of the Student 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 that college or school, the President of the Faculty Senate, an elected representative from the Horn professors, the Executive Vice President and Provost, who shall serve as chairperson, and the Vice President for Fiscal Affairs, 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 and tenure of an individual at the beginning stage of the tenure process.

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).

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, and
2. consider alternative options to save resources and evaluate the potential impact the option will have on finances and programs.

In this review and consideration of alternatives FEAC shall determine whether:

1. administrative expenses and positions that are not absolutely necessary to the academic functioning of the University have been reduced or eliminated, and
2. all activities which do not directly support the academic function of the University but which utilize resources directly or indirectly have been reduced or eliminated.

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 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 is to 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, affirmative action policy, 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 on the basis of: first, rank; second, time in rank; and then time in tenure tracks at Texas Tech University. Finally, tenured personnel shall be laid off on the basis of: 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 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 in deciding who will be identified for layoff.

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, affirmative action, 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 Actions

The PERC or subcommittees thereof shall review each dean's plan for overall acceptability, compliance with affirmative action standards and goals, 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, individual hearing committee results, and compliance with affirmative action standards and goals. 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 committee. 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 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.

Appendix G—Operating Policies Directory

Following is a list of topics pertaining to the Office of the Provost covered in the *Operating Policy and Procedure Manual*.

Section I: Academic Programs

- 30.01 KTXT-FM
- 30.02 The International Center for Arid and Semiarid Land Studies (ICASALS)
- 30.03 The Museum, Texas Tech University
- 30.04 Texas Tech Library
- 30.05 Division of Continuing Education
- 30.06 KTXT Television
- 30.07 KOHM-FM
- 30.08 Physical Education and Recreation Programs
- 30.09 Ticket Privileges on Dramatic and Musical Performances
- 30.10 Psychology Clinic
- 30.11 Texas Tech University Center at Junction
- 30.12 Official Publications
- 30.13 New Programs and Course Approval
- 30.14 Scheduling of University Classrooms and Academic Facilities
- 30.15 Branch Libraries
- 30.16 Student Absence for Observance of Religious Holy Day
- 30.17 Faculty Absence for Observance of Religious Holy Day
- 30.18 Shortened Format Courses
- 30.19 Texas Tech University Press
- 30.20 Editorial Committee, Texas Tech University Press
- 30.21 Off-Campus Residency Courses Taught In-State
- 30.22 Law School Library

Section II: Academic Policies—Students

- 31.01 Undergraduate Student Admissions
- 31.02 Pass-Fail Option
- 31.03 Student Grade Appeal
- 31.04 Academic Regulations Concerning Student Performance
- 31.05 Student Withdrawal from Class
- 31.06 Sponsorship of Student Activities and Off-Campus Trips
- 31.07 Suspension and Retention of Undergraduates
- 31.08 Undergraduate Credit by Examination
- 31.09 Degree Requirements
- 31.10 Final Examinations
- 31.11 Combined Undergraduate-Graduate Courses
- 31.12 Grading Procedures
- 31.13 Grades for Military Personnel Ordered to Active Duty

Section III: Academic Policies—Faculty

- 32.01 Promotion and Tenure, Standards and Procedures
- 32.02 Affirmative Action Faculty Hiring Policy
- 32.03 Academic Deans, Associate or Assistant Deans, and Department or Area Chairpersons

- 32.04 Provost, Academic, Research and Operations Councils
- 32.05 Faculty Grievance Procedures
- 32.06 Faculty Responsibility
- 32.07 Other Employment, Faculty Consulting and Public Offices
- 32.08 Faculty Salary Increases
- 32.09 Selection of Horn Professorships
- 32.10 Extra Compensation for Faculty and Staff through Continuing Education
- 32.11 Faculty Sick Leave
- 32.12 The Adoption and Sale of Textbooks and Related Materials
- 32.13 Visiting Speakers
- 32.14 Exit Interviews of Departing Faculty
- 32.15 Faculty Leave of Absence
- 32.16 Faculty Recruitment Procedures
- 32.17 Faculty Appointments and Titles
- 32.18 Academic Workload
- 32.19 Authorization for Small Classes
- 32.20 Establishment of Centers and Institutes
- 32.21 Commencement
- 32.22 Travel of Faculty and Staff
- 32.23 Concurrent Teaching Employment
- 32.24 Mini-Development Grants
- 32.26 Faculty Departure Notification Procedure
- 32.27 Review of Prospective Faculty
- 32.28 Faculty Applicants Not Holding Doctoral Degrees in Departments and Areas Requiring the Doctorate
- 32.29 Faculty Development Leaves
- 32.30 Voluntary Retirement of Faculty Members with Option for Part-Time Teaching
- 32.31 Academic Administrator Evaluation
- 32.32 Performance Evaluations, Faculty
- 32.34 Approval of Faculty in Nontenure-Acquiring Ranks

Section IV: General

- 33.01 The Speech, Language, and Hearing Clinic
- 33.03 Honorary Degrees
- 33.04 Conduct of University Faculty
- 33.05 Adding, Changing, and Deleting Courses
- 33.06 Guidelines for the Educational Use of Copyrighted Works
- 33.07 Ringing of Bells on Campus

Appendix H—Human Immunodeficiency Virus (HIV)

A. Introduction

Officials of Texas Tech University recognize the Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) as a serious public health threat and are committed to encourage, inform, and educate faculty, staff, and the student body in order to prevent the spread of HIV infection on the University campus, to provide a safe educational and working environment, and to limit the spread elsewhere through the educational process. It is important that the University community understand and be prepared to deal with this serious problem. Every effort needs to be made to ensure the rights and well-being of the individual, but it is equally important to safeguard the community as a whole. This policy has been developed to provide a fair and equitable method of responding to the occurrence of HIV and AIDS in the University community.

B. Background Information

Acquired Immune Deficiency Syndrome (AIDS) is a breakdown of the body's immune defense system. The immune system defends the body against disease, but when it is defective, the body is vulnerable to infections and illnesses. Any of these infections are uncommon or mild in a healthy person, but can be life threatening to someone with impaired immunity. The agent that causes AIDS is a virus called Human Immunodeficiency Virus (HIV).

C. Guidelines

1. *Education Counseling and Assistance.* The primary response to HIV infection on campus must be education. It is appropriate for faculty and staff to incorporate information about HIV infection into their academic classes and/or employee training. Texas State Senate Bill 959 mandates that several programs specifically are required to provide HIV and AIDS education in the curriculum. Material is available through pamphlets, student handbooks, faculty handbooks, and personnel policy. The University, through the Student Health Center, will provide advice, educational programs, HIV antibody testing, counseling, and referrals to any student or University employee desiring direction or assistance in dealing with an AIDS-related question or problem. Consistent with this concern for employees with life-threatening illnesses, Texas Tech University offers the following range of resources:
 - a. Employee assistance counseling through the Employee Assistance Program.
 - b. Benefit consultation to assist employees in effectively managing health, leave, and other benefits through the Benefits Section of the Personnel Office.
2. *Disabilities.* Persons with HIV or AIDS are considered as having disabilities. In making decisions, University officers must guarantee the legal rights of HIV infected individuals. Existing support services for people with disabilities can be appropriately and effectively utilized by students or employees disabled by HIV infection.
3. *Admissions and Employee Hiring.* Consideration of the existence of HIV infection will not be part of the admissions decision for prospective students or of the hiring decisions for prospective employees.

4. *Attendance and Access to Facilities.* Individuals who are infected with HIV will be allowed to attend class or to perform their usual duties in an unrestricted manner as long as they are physically and mentally able to do so. There is no justification, medical or otherwise, for restricting the access of individuals with HIV infection to any public areas, including the student center, theatres, restaurants, snack bars, gyms, swimming pools, saunas, or recreational facilities.
5. *Residential Housing.* There is no justification for excluding individuals infected with HIV from residential housing.
6. *Medical Care.* It is appropriate to encourage students with the HIV infection to inform campus health care providers so that the proper medical care, support, counsel, and education can be provided. This, like any other medical information, will be handled in a strictly confidential manner in accordance with procedures and requirements in effect at the Student Health Center.
7. *Institutional Responses.* Institutional responses to the media will be handled through the Office of News and Publications.

D. Student and Employee Rights

The University recognizes that students or employees who have, or who may be perceived as having HIV infection or AIDS, may wish to continue in their normal academic and/or work activities as long as their physical condition allows them to do so. The University will comply with federal and State laws, regulations, and policies that protect the confidentiality of medical and educational records and with requirements for the reporting of certain test results or medical conditions to appropriate health authorities. Students and employees have the following legal rights:

1. Pursuant to state law, neither the University nor any student or employee shall disclose to anyone the identity of a person with HIV infection or AIDS without prior written consent of the patient, except when state law requires the initial diagnosis of the disease to be reported to appropriate health authorities or as allowed by state law.
2. Persons who have HIV infection or AIDS virus should be urged to share that information on a confidential basis with the Student Health Center (students) or local health agencies (employees) so that appropriate health and educational needs may be met.

E. HIV Antibody Testing

Mandatory Testing. Texas Tech University officials will not require mandatory testing of either employees or students for evidence of HIV infection. Employees, applicants, and students will not be asked whether or not they have HIV infection or AIDS. Employees, applicants, and students who identify themselves to any University official as having HIV infection or AIDS should be encouraged to inform the Student Health Center or other health care providers in order to receive proper medical advice and counsel.

Voluntary Testing. Voluntary, anonymous, and confidential testing for the HIV antibody is available at the Student Health Center. Testing service includes both pre- and post-test counseling.

Release of Information. No specific or detailed information about a student's health concern or diagnosis may be provided to faculty, administrators, or parents

without the express written consent of the patient in each case. This position with respect to the health record is supported by the Family Education Rights and Privacy Act of 1974 and state statutes regarding the treatment of sexually transmitted diseases in minors. Furthermore, no person, group, agency, insurer, employer, or institution will be provided medical information of any kind without the prior written consent of the patient.

F. Safety Precautions

All members of the Texas Tech University campus will adopt safety guidelines as proposed by the United States Public Health Service for the handling of blood, body fluids, and used needles and equipment of all kinds, not just for those known to have HIV or AIDS infection. These "universal precautions" are necessary. The same procedures should thus be followed for the handling of blood and body fluids used in teaching and research laboratories. Educational programs and safety guidelines regarding the implementation of universal precautions will be provided.

G. Harassment

As a result of the fear, anxiety, and anger that many people feel in reaction to HIV infection or AIDS, some students or employees who are either known to be or suspected of being infected with HIV may be subjected to emotional abuse, physical abuse, or both. Texas Tech University condemns all such occurrences as intolerable and will respond to them in accordance with Texas Tech University policies.

H. Responsible Behavior

Persons who have a reasonable basis for believing or who know they are infected with HIV or AIDS are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly for the protection of other members of the community.

I. HIV/AIDS Issues Awareness Committee

The HIV/AIDS Issues Awareness Committee is committed to compiling and disseminating information concerning HIV infection, AIDS, and related conditions. This committee functions through the Dean of Students Office and serves as an excellent resource for materials such as videos, pamphlets, and speakers.

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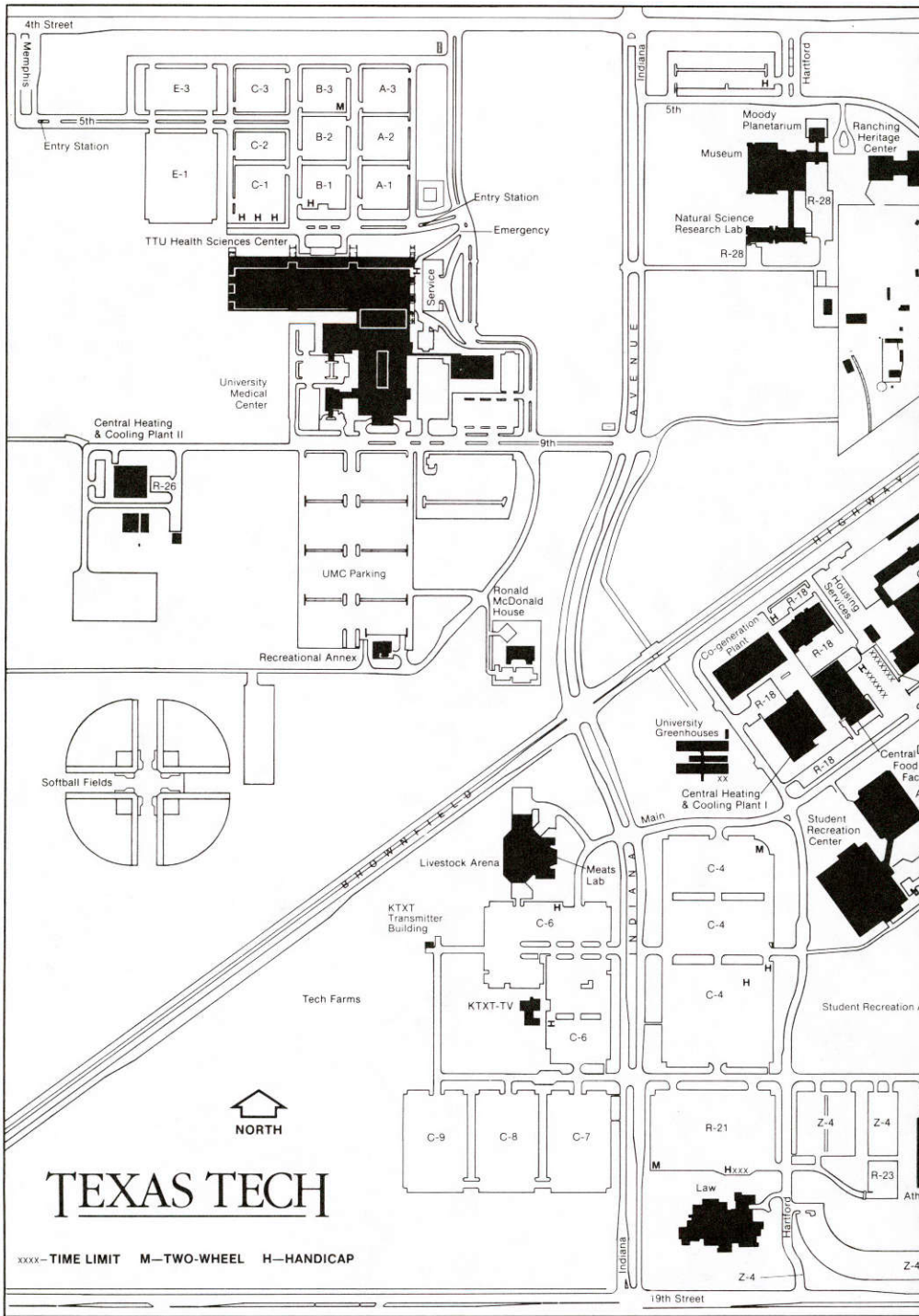
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