

Chapter 04 – Academic Affairs

Date last revised: 10-09-2015

[see last page for list of amendments adopted]

04.01 Honorific titles

04.01.1 Horn and Murray Professorships

- a. The board has established special professorships known as "Horn Professorships" named in honor of Paul Whitfield Horn, the first president of TTU and "Murray Professorships" named in honor of Grover Murray, the first president of TTUHSC. "Horn Professorships" are granted to TTU professors and "Murray Professorships" are granted to TTUHSC professors.
- b. Horn Professorships and Murray Professorships, the highest honors that TTU and TTUHSC may bestow on members of their respective faculties, are granted to professors in recognition of their attainment of national or international distinction for outstanding teaching, research, or other creative achievement.
- c. In its operating manuals, each university has specific procedures to be followed for selection of Horn or Murray Professorships. These procedures provide details concerning material to be gathered and other procedures to be followed.
- d. The board shall approve those faculty members to be granted Horn Professorships and Murray Professorships upon recommendation of the presidents with concurrence by the chancellor.
- e. In unusual and unforeseen circumstances, the board reserves the right to rescind a previously-awarded Horn or Murray Professorship. The process by which such a rescission is considered shall include the following:

- (1) A peer-review evaluation may be initiated by the president of the institution, which shall be conducted in accordance with the operating policies and procedures of that institution. The president shall appoint the members of the peer-review committee. The peer-review committee shall make a recommendation to the president with respect to rescission. In making its recommendation, the committee shall consider whether the actions of the individual:
 - (a) constitute significant violations of the institution's operating policies and procedures or of the *Regents' Rules*;
 - (b) constitute an act of moral turpitude or a crime punishable as a felony offense;
 - (c) have substantially harmed the reputation of the academic community of the institution or would cause such reputational harm if the actions were to become public knowledge; or
 - (d) have done substantial harm to the state, national, or international reputation of the institution or would cause such reputational harm if the actions were to become public knowledge.
- (2) The results of the peer-review evaluation shall be provided to the president of the institution. In turn, the president shall make a recommendation that is in the best interest of the institution.
- (3) The board shall approve the rescission of a Horn or Murray Professorship upon recommendation of the president with concurrence by the chancellor.

04.01.2 Emeritus appointments

- a. The title "Emeritus" may be conferred as a recognition for long and faithful service, or for very distinguished service to the institution.

- b. 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 a component institution or have been recommended on the basis of "very distinguished service." If emeritus status is proposed on the basis of very distinguished service, the operating manuals of a component institution shall prescribe a method for recommendation of emeritus status.
- c. Administrative officers in major positions at the time of retirement from administrative duties may be considered for emeritus appointments.
- d. Emeritus appointments are strictly honorary and without stipend.
- e. Each such appointment shall be subject to approval by the board upon recommendation of the respective president with concurrence by the chancellor.
- f. In unusual and unforeseen circumstances, the board reserves the right to rescind a previously-approved emeritus appointment.

04.02 **Tenure and promotion.** Each component institution of the TTU system shall publish and maintain as part of the institution's operating manual Tenure and Promotion Regulations and Guidelines. The institutional operating policies for tenure and promotion, and any changes thereto, must be approved by the board.

04.03 **Guidelines for comprehensive performance evaluation of tenured faculty.** Each component institution of the TTU system shall publish and maintain as part of the institution's operating manual Guidelines for Comprehensive Performance Evaluation of Tenured Faculty. The institutional operating policies for the comprehensive performance evaluation of tenured faculty, and any changes thereto, must be approved by the board.

04.04 Faculty responsibility

- 04.04.1 Public purpose. TTU and ASU are publicly supported institutions which are 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. TTUHSC and TTUHSC El Paso are publicly supported institutions which were established to provide opportunities for higher education in the health professions and related fields, to advance knowledge through scholarship and research, and to provide related services to the community, the state, and the nation.
- 04.04.2 Responsibilities of the TTU system. As centers for learning, component institutions have the obligation to maintain conditions which are conducive to freedom of inquiry and expression in the maximum degree compatible with the orderly conduct of their functions. The responsibilities of the TTU system 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 TTU system in a free society. Responsibility is assumed for performing several essential functions: teaching, research, and service to the schools, to the community as a whole, and to individual members of the community as needed.
- 04.04.3 Teaching. As a teacher, the faculty member has responsibilities to students, to a discipline, to a profession, and to the TTU system. These responsibilities include facilitating the intellectual and emotional growth of students, encouraging free inquiry in the classroom and clinic, 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 evaluation of a 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 to engage in a continual and critical study of the subject matter of one's discipline so as to ensure that presentations contain the most current and useful knowledge and that the material being taught is consistent with the course of study outlined by a department, college or a course director, and

to recognize the responsibilities of the teacher as a counselor and devote a reasonable portion of time to 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.

- 04.04.4 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.
- 04.04.5 TTU system service. A faculty member is responsible for participation in the various activities, programs, and functions related to the enhancement of the TTU system, such as participating in the formulation of component institution's academic policies, service on university committees, and other assignments.
- 04.04.6 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 with clinical competence is responsible for the provision of health care services at least to the extent necessary to support adequately the teaching programs of his/her department. All faculty members should stand ready to render advice and aid in their areas of professional competence to those who may need them. Faculty members should exercise care that such activities do not infringe on other obligations and responsibilities to the TTU system.
- 04.04.7 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. Such services should be consistent with regulations of the TTU system and the state.
- 04.04.8 Discretion. In the case of both professional and community service, the faculty member should exercise discretion in distinguish-

ing between acts carried out or statements made as an individual or a professional and those carried out or made as a representative of the TTU system.

04.05 **Faculty development leaves of absence**

04.05.1 Purpose of leaves of absence. The board may grant faculty development leaves of absence for study, research, writing, field observations or other suitable purposes, under conditions allowable by the state of Texas.

04.05.2 Benefits for faculty. Such leaves shall not jeopardize a faculty member's participation in benefits available by or through the institution or the state to faculty members.

04.05.3 Selection process. In making recommendations for faculty leaves to the board, procedures for selection consistent with state guidelines shall be utilized by the respective president.

04.06 **Academic workload -- general academic institutions.** Each general academic institution of the TTU system shall publish and maintain as part of the institution's operating manual Academic Workload Guidelines. The institutional operating policies for academic workload guidelines, and any changes thereto, must be approved by the board.

04.07 **Faculty research**

04.07.1 New knowledge acquisition. A primary mission of each component institution is the contribution of new knowledge developed by the scholars who are an integral part of the TTU system community.

04.07.2 Faculty expectations. 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.

04.07.3 Sponsored programs. Sponsored program projects include grants, contracts, and cooperative agreements from both the public and private sectors which support research, instructional, and service projects. In its operating manuals, each component institution will

provide a conduit through which projects are submitted. Projects which are submitted through these conduits should be evaluated by the appropriate academic officer, the associate dean for research, or members of the faculty. Approval of such projects properly rests with the appropriate dean operating through a system of committees to ensure that the projects fall within recognized spheres of research and that a positive contribution will be made to the development of an academic discipline.

04.07.4 Salaries for faculty engaged in sponsored research. Whenever possible and appropriate, research proposals should include a budgeted percentage of the salary of principal investigator(s) and other faculty-rank researchers associated with the project.

04.08 **Nonnative English speaking teaching assistants and faculty at TTU and ASU.** Through its chief academic officers, TTU and ASU shall maintain programs for nonnative English speaking teaching assistants and faculty to assist faculty members whose primary language is not English to become proficient in the use of English, and to ensure that courses offered for credit at TTU and ASU are taught in the English language, and that all faculty members are proficient in the use of the English language.

04.09 **Approval of degree programs.**

04.09.1 The board shall approve the establishment, consolidation, restructuring, or deletion of degree programs.

04.09.2 If the board receives a recommendation from the Texas Higher Education Coordinating Board (“Coordinating Board”) to consolidate or eliminate any degree or certificate program of a TTU system component institution:

- a. The president and provost of the institution as well as the TTU system vice chancellor for academic affairs shall be notified of the Coordinating Board’s recommendation.
- b. The provost of the institution and the TTU system vice chancellor shall review the Coordinating Board’s recommendation, and the provost shall make a recommendation to the president of the institution.

- c. The president's recommendation, with the concurrence of the chancellor, shall be presented to the board. The board shall determine if any action is to be taken on the matter and what response is to be submitted to the Coordinating Board.

04.10 Review and approval of low-producing degree programs and small classes at TTU and ASU.

04.10.1 For purposes of this section:

a. "Low-producing degree program" is defined as:

- (1) for bachelor's degree programs, an average of less than five degrees awarded per academic year, to total fewer than 25 degrees awarded during a five-year period;
- (2) for master's degrees programs, an average of less than three degrees awarded per academic year, to total fewer than 15 degrees awarded during a five-year period; and
- (3) for doctoral and special professional degree programs, an average of less than two degrees awarded per academic year, to total fewer than 10 degrees awarded during a five-year period.

b. "Small class" is defined as:

- (1) undergraduate classes with fewer than 10 students registered;
- (2) graduate classes with fewer than five graduate students registered; and
- (3) the primary type of instruction is lecture, laboratory, or seminar.

04.10.2 The offering of low-producing degree programs and small classes is a matter of academic and economic concern, and shall be engaged in only when appropriate justification is demonstrated.

- 04.10.3 The provost of each institution shall approve or disapprove the proposed offering of small classes and shall monitor the offerings and provide reports regarding both low-producing degree programs and small classes to the president at the beginning of each semester and to the board at the end of each academic year.
- 04.10.4 When appropriate, the president shall recommend, with the concurrence of the chancellor, that the board approve the consolidation or elimination of low-producing programs.

04.11 Establishment and naming of schools, colleges, departments, centers, institutes, and other academic entities

- 04.11.1 The establishment of a school or college, or the substantive restructuring of an existing school or college, including the departments within a school or college, shall be approved by the board, upon a recommendation from the president.
- 04.11.2 The establishment or substantive restructuring of a center, institute, or other academic unit or program not addressed in Section 04.11.1 herein shall be approved by the president, with notice provided to the board via an item in the Information Agenda for the next meeting of the board.
- 04.11.3 Naming of a school, college, department, center, institute, or other academic unit or program:
 - a. Namings in honor of individuals or organizations. The naming of a school, college, department, center, institute, or other academic unit or program in honor of one or more individuals, foundations, corporations, or other entities shall be governed by the provisions of Section 06.06, 08.05, or 12.05, *Regents' Rules*, as appropriate.
 - b. Namings that do not honor individuals or organizations. The naming of a school or college that does not honor one or more individuals, foundations, corporations, or other entities shall be approved by the board. The naming of a department, center, institute, or other academic unit or program that does not honor one or more individuals, foundations, corporations, or other entities shall be approved by the president.

- c. Any naming of a school, college, department, center, institute, or other academic unit or program in place at the time of enactment of this section of the *Regents' Rules* (on August 9, 2013) is hereby ratified.
- d. In unusual and unforeseen circumstances, the board reserves the right to remove a previously-approved naming of a school, college, department, center, institute, or other academic unit or program.

04.12 **Filings with the State of Texas.** For any matter addressed within this chapter of the *Regents' Rules*, if a law or regulation requires a report to be submitted to or a copy of policies and guidelines to be filed with the State of Texas or a state entity, it is the responsibility of the institution to submit the required report or file the required copy of policies and guidelines, as directed by the law or regulation.

Dates Approved or Amended:

- *Comprehensive review of chapter*08-09-2013 • amendments throughout
- *Technical adjustment*10-10-2014 • to §04.04.1
- *Miscellaneous cleanup revisions*10-09-2015 • to §04.11 header and §04.11.3

See also the document entitled "Comprehensive Reviews and Updates" for a more complete explanation of the amendments listed above.