



# 2024 FACULTY HANDBOOK

## Purpose

The Faculty Handbook is a ready reference for answers to most questions concerning TCU's academic policies and procedures. It is not meant to be all-inclusive. More detailed information may be secured from appropriate personnel, websites, and/or publications. The provisions herein are as current as possible and may be reviewed, amended, or revoked following reasonable opportunity for consultation with the segment(s) of the University affected by proposed changes. Policies indicated herein may be reviewed, amended, or revoked following the University's Policy Development Process as stated by clicking here: <https://www.tcu.edu/compliance/policies/docs/Policy-Development-Process-Roles-and-Responsibilities-Chart-v6.pdf>.

This handbook is for informational purposes only. The provisions of this handbook do not constitute a contract, express or implied, between any staff or faculty member and Texas Christian University. The provisions of the handbook are subject to change without notice.

NOTE: In the summer of 2023, an online Faculty Handbook was created by transferring information directly from the *Faculty Section* of the *2022-23 Faculty Staff Handbook* to the Provost's website. The process was carried out by the Provost's Director of Communications with the knowledge and support of the Faculty Senate Executive Committee. The online Faculty Handbook information was carefully scrutinized and reviewed against the *2022-23 Faculty and Staff Handbook* by a special committee of the Faculty Senate for accuracy of the transferred information.

If errors are found in this handbook, contact the Director of Communications for the Provost, Elaine Cole, at [e.cole@tcu.edu](mailto:e.cole@tcu.edu).

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## CONSTITUTION OF THE FACULTY ASSEMBLY AND FACULTY SENATE

(Amended Spring 2023 by Faculty Senate with vote by all faculty)

### ARTICLE I. THE FACULTY ASSEMBLY

#### Section 1. Function of the Faculty Assembly

- A. The Faculty Assembly is the organization of the whole faculty. Its major function is to facilitate and encourage communication in three areas: within the University; among the several schools and colleges; and among the faculty, students, administrative officials, and the Board of Trustees.
- B. The Faculty Assembly may be convened to hear reports on the state of the University from the Chancellor, President or other administrative officials.
- C. The Faculty Assembly may be convened to permit members to direct questions to the Chancellor or other administrative officials or to the Chair of the Faculty Senate.
- D. The Faculty Assembly may discuss any University policy or practice and express its opinion thereon to the Chancellor, President or other appropriate administrative officials or under unusual circumstances to the Board of Trustees.

#### Section 2. Composition and Voting Rights

- A. Composition. The Faculty Assembly consists of members and associate members.
- B. Members. Full-time faculty are members of the Faculty Assembly with the right both to participate in deliberations and to vote.
- C. Associate Members. Part-time faculty are associate members of the Faculty Assembly with the right to participate in deliberations but without the right to vote.

#### Section 3. Officers

- A. The Chair of the Faculty Senate shall serve as Chair of regular meetings of the Faculty Assembly and special meetings except those called at the request of the Chancellor, President, or Provost/Vice Chancellor responsible for academic programs.
- B. The Chancellor, President, or someone designated by them shall preside at special meetings of the Faculty Assembly called by the Chancellor or President.
- C. The Provost shall preside at meetings called by the Provost.
- D. The Secretary of the Faculty Senate shall serve as Secretary of the Faculty Assembly.

### ARTICLE II. THE FACULTY SENATE

#### Section 1. Functions and Duties

- A. The Faculty Senate is the representative body of the Faculty Assembly designed primarily to express the views of the teaching and research members of the faculty. Actions of the Faculty Senate shall be subject to review by the Faculty Assembly, and

may be revoked at a meeting of the Faculty Assembly by a majority vote of the members present and voting.

- B. The Faculty Senate may discuss and express its views upon any matter affecting the University.
  - 1. The Faculty Senate shall have the power to review and evaluate the educational policies, degree requirements, and curricula, questions with regard to academic freedom, student-faculty relations, faculty-administration relations, and practices of the University and may make recommendations concerning these issues through appropriate channels.
  - 2. The Faculty Senate may review admissions policies, research contracts policy, student behaviors policies, athletic policies, and broad financial policies and make recommendations to the Administration, University Council, House of Student Representatives, and under unusual circumstances, to the Board of Trustees.
- C. The Faculty Senate adjudicates and forwards honorary degree recommendations to the Chancellor. (See Faculty Senate Handbook, Appendix 1.0 for criteria and guidelines.)
- D. The Faculty Senate may establish such committees and subcommittees as it chooses to aid in the performance of its duties and may invite persons who are not members of the Senate to serve on these committees and subcommittees.

## Section 2. Membership

- A. Elected Members.
  - 1. Membership shall be by general election of the faculty.
  - 2. Only full-time faculty members with the academic rank of Instructor or higher and whose duties include more than half-time teaching and/or research shall be eligible for election to the Faculty Senate.
  - 3. There shall be members representing all schools and colleges.
- B. The Chair-elect, Chair, and immediate past Chair of the Faculty Senate (if not otherwise elected members of the Senate) shall be *ex officio* members of the Faculty Senate with the right to participate fully in deliberations and to vote.
- C. The Chancellor, President and Provost shall be invited to attend meetings of the Faculty Senate at the discretion of the Faculty Senate Executive Committee.
- D. Election of members to the Faculty Senate, in consultation with the Governance Committee, shall be administered by a Faculty Election Committee, composed of the Executive Committee of the Faculty Senate.

## Section 3. Officers

- A. The Officers of the Senate shall be the Chair, Chair-elect, Past-chair, Secretary, Administrative Officer, Diversity Advocate, and Information Officer. As a general guideline, officers shall be from different colleges or schools.
- B. The Chair-elect, Secretary, Administrative Officer, Diversity Advocate, and Information Officer shall be elected by the Senate at the last meeting of the academic year and the term of office shall be one year. The incumbent Chair-elect shall become Chair. The Governance Committee, in consultation with the Faculty Election Committee, shall serve as the nominating committee for all officer elections.

## Section 4. Committees

- A. Executive Committee. The Executive Committee of the Faculty Senate shall consist of the Chair, the Chair-elect, the immediate Past -chair, the Secretary, the Administrative Officer, the Diversity Advocate, and the Information Officer.
- B. Consultative function of the Faculty Senate Executive Committee. Among regular duties, the Faculty Senate Executive Committee will, as appropriate, consult with the Chancellor, President and other administrative officers and, under unusual circumstances, the Board of Trustees on matters of general University concern, including faculty grievance appeals or conflict resolution requests. The Faculty Senate Executive Committee shall meet with the Chancellor or President at their request, or upon request of a majority of the members of the Faculty Senate Executive Committee, or by direction of the Senate. No formal votes shall be taken at such consultations, nor shall any action occur that might commit the Senate against its will.
- C. Committee on University Committees. A committee on University-wide Committees shall be appointed by the Executive Committee in session. It shall consist of one Senator from each of the schools, colleges, and divisions who elect two or more senators. Senators who are the sole representative from their school, college, or division may request the Committee on Committees as an assignment, but are not required to serve on this Committee. This committee shall nominate to the proper appointing authorities the faculty members of committees established by the Senate, the Administration, or the Student Body. Faculty members so nominated are not required to be elected members of the Senate.
- D. Other Committees of the Faculty Senate shall be appointed by the Faculty Senate Executive Committee, as it deems necessary.

## Section 5. Bylaws

Unless otherwise herein provided, the Senate may adopt its own regulations, bylaws, and rules of order.

### ARTICLE III. AMENDMENTS

Amendments to this Constitution may be proposed by the Faculty Senate or by any member of the Faculty Assembly. Whether voting is done by electronic means (e-ballot) or a convened meeting, twenty percent (20%) of full-time faculty shall constitute a quorum. Amendments shall become effective when approved by a two-thirds majority of the Faculty Assembly voting thereon by e-ballot, mail ballot, or paper ballot, and upon ratification by the Board of Trustees. Adequate written notice of the proposed amendments shall be given to the members of the Faculty Assembly.

### ARTICLE IV. RATIFICATION

The provisions of the Constitution shall become effective upon adoption by a majority of the Faculty Assembly voting thereon by e-ballot or mail ballot, and upon approval by the Board of Trustees of Texas Christian University.



## BYLAWS OF THE FACULTY ASSEMBLY AND FACULTY SENATE

(Last amended Spring 2023 by FS with vote of all faculty)

### ARTICLE I. THE FACULTY ASSEMBLY

#### Section 1. Meetings

- A. Regular Meetings. The Faculty Assembly shall meet as necessary.
- B. Special Meetings. The Chair of the Faculty Senate shall call a Special Meeting of the Faculty Assembly at any time upon the request of the Chancellor, the President, the Provost, the Executive Committee of the Faculty Senate, a majority of the Faculty Senate, or the written request of thirty members of the Faculty Assembly.
- C. Twenty percent (20%) of full-time faculty shall constitute a quorum.

### ARTICLE II. THE FACULTY SENATE

#### Section 1. Meetings

- A. Regular Meetings. The Faculty Senate shall hold a minimum of four regular meetings each year.
- B. Special Meetings. The Chair of the Senate may call special meetings of the Senate and shall do so upon the written request of the elected members of the Senate. The Senate may hold an executive session when matters of a confidential nature are being considered; only regularly elected Faculty members may attend unless the Senate votes to invite others.
- C. A quorum shall consist of a simple majority of the membership.
- D. The Senate may vote on motions per electronic means (e-ballot) if a face-to-face Senate discussion has been held but final details on an issue need to be clarified and communicated to Senators. E-balloting may also occur if special circumstances exist.
- E. Visitors. Members of the faculty may attend Faculty Senate meetings; the Chair of the Senate may invite others to attend.

#### Section 2. Functions and Duties

- A. The agenda for each meeting of the Faculty Senate shall be distributed by email to all members of the Faculty Assembly one week prior to each Senate meeting.
- B. A summary of Faculty Senate meetings shall be distributed by email to all members of the Faculty Assembly within a week after each Senate meeting.

#### Section 3. Membership and Elections

- A. Members represent the academic units that constitute TCU: AddRan College of Liberal Arts, Neeley School of Business, Bob Schieffer College of Communication, College of Education, College of Fine Arts, Harris College of Nursing and Health Sciences, College of Science & Engineering, John V. Roach Honors College, and the Burnett School of Medicine.

## B. Representation.

1. For the purpose of determining Senate representation, faculty members will be counted only in the academic units of their primary appointments. One Senator will be allocated for every nine-full time faculty in each academic unit, with a minimum of one Senator per unit. An additional Senator will be allocated for 5 or more full-time faculty beyond multiples of nine.
2. When an academic unit has fewer than five full-time faculty members, the unit's full-time faculty members may choose to elect a full-time faculty member from outside their unit to represent them. The faculty member must meet all standard criteria for serving as a Senator. A faculty member may not serve simultaneously as a Senator from their unit of appointment and another unit.

## C. Term of Office and Elections

1. The Faculty Election Committee (Constitution II.2.D) shall have the following duties:
  - a. determine who is eligible to vote for and to serve on the Faculty Senate;
  - b. oversee the election process;
  - c. determine, every three years, the apportionment of Senators to colleges based on the official faculty list received from the Office of the Provost;
  - d. appoint Senators for academic units unable to fill their allocated seats or which have Senators who have resigned.
  - e. appoint Senators to serve temporarily while elected Senators are on leave or otherwise unable to fulfill their duties
  - f. strive to maintain proportional distribution among academic units.
2. The term of office of elected senators shall be three years; appointed Senators shall complete the term to which they were appointed.
3. It is recommended that the elections shall proceed as follows:
  - a. By the seventh week of spring semester, the Faculty Election Committee shall contact by e-mail all eligible faculty requesting their response concerning willingness to serve on the Senate.
  - b. By the ninth week, a list of candidates for each academic unit from all the names of that unit's willing faculty will be created and electronically sent to that unit. Voting instructions shall specify that a valid ballot will contain votes up to the number of open positions in the unit.
  - c. The Faculty Election Committee resolves any inconclusive election in an academic unit by conducting a second election. The second ballot shall consist of at least one more candidate than the number of seats to be filled. These candidates shall be those who previously received the most votes. Any inconclusive results of a second election shall be resolved by the Faculty Election Committee.
  - d. Election results will be announced by email to the faculty by the twelfth week of the spring semester.

## Section 4. Officers

- A. Eligibility. Any Senator who has served during the current academic year is eligible for nomination.



- B. Officers of the Senate shall be the Chair, Chair Elect, immediate Past Chair, Recording Secretary, Administrative Secretary, Diversity Advocate, and Information Officer.
- C. A preliminary slate of officers for election shall be presented at the next to last Senate meeting of the spring semester to allow for additional nominations.
- D. Election by secret ballot shall take place at the last meeting of the academic year.
- E. Vacancies. In the event of a vacancy in the office of Chair, the Chair Elect becomes Chair, and a new Chair Elect is elected by the Senate. In the event of a vacancy in the offices of Chair Elect, Recording Secretary, Administrative Secretary, Diversity Advocate, or Information Officer, a replacement is elected by the Senate. Election of officers to fill these vacancies shall be administered by the Faculty Election Committee through e-ballot within 30 days of the occurrence of the vacancy.

### **Section 5. Faculty Senate Executive Committee (FSEC)**

- A. The FSEC shall serve as the Election Committee of the Faculty Senate.
- B. The FSEC shall appoint and notify the membership of Senate Standing Committees, prior to the first meeting of the academic year, giving due consideration to Senators' preferences and the needs of the Senate.
- C. In consultation with committee chairpersons, the FSEC shall develop any specific charges given to Faculty Standing Committees each year prior to the first meeting of the academic year or as necessary.
- D. The FSEC shall serve as the screening committee in bringing forward names of nominees for honorary degrees to the Senate for a vote. The FSEC shall then forward any approved recommendations to the Chancellor (see Constitution, Art. II, sec. 1C and Faculty Senate Handbook, Appendix 1.0 for criteria and guidelines).
- E. The FSEC, in consultation with the Provost, shall plan the agenda of any Faculty Assembly meetings.
- F. The FSEC may act on behalf of the Senate on matters which in its opinion cannot be deferred until the next regular Senate meeting.
- G. The FSEC and the Senate Chair shall circulate to the Faculty an end-of-year summary of Senate activity in the month of May.

### **Section 6. Standing Committees**

The Faculty Senate shall have the following Standing Committees:

- A. The [Academic Excellence Committee](#) shall propose and monitor solutions to issues of rigor, innovations, and creativity in order to sustain academic excellence in the University.
- B. The [Committee on University Committees](#) shall solicit faculty preferences and nominate faculty for membership on all University committees, review committee charges and memberships, and provide orientation to, assessment, and oversight of University committees.
- C. The [Educational Evaluation Committee](#) shall represent faculty interests on issues of 1. Evaluating teaching quality, and 2. Teaching support, including instructional technology, training and classroom and online environments.
- D. The [Faculty Relations Committee](#) shall monitor the effectiveness of University policies on faculty conditions of employment and work environment, tenure, promotion, and

grievance, and serve as liaison with Human Relations on faculty benefits and compensation.

- E. The [Governance Committee](#) shall monitor and revise, when needed, the Faculty Senate and Faculty Handbooks, work jointly with the Executive Committee on Senate elections, and monitor the function of the Faculty Senate by recommending changes to improve its governance and effectiveness.
- F. The [Student Relations Committee](#) shall represent the Faculty Senate on matters involving student concerns, consult with Student Affairs and Academic Affairs, and review strategies to maintain student participation in shared governance.

### **Section 7. Other Senate Responsibilities**

Faculty Senate representation to other bodies:

- A. When Senate representation is needed in groups not under the responsibility of the Committee on University Committees, the FSEC may appoint such representatives according to the group's charter. If clear instructions for representation appointment are not evident, FSEC will appoint a representative.
- B. When Senate representation is needed in groups that request an election for representation, the FSEC will coordinate the election, whether in person or by e-ballot. Elections for a Senate representative will occur in the spring of the prior academic year unless the group's charter or circumstances dictate otherwise.

*Approved by Faculty Senate on March 2, 2023*

*Approved by Faculty Assembly on March 22, 2023*

### **FACULTY SENATE EXECUTIVE COMMITTEE 2024-2025**

<https://fsn.tcu.edu/committees/faculty-senate-executive-committee>

### **FACULTY SENATE MEMBERS 2024-2025**

<https://fsn.tcu.edu/committees>



## ACADEMIC AFFAIRS COUNCILS

### UNIVERSITY COUNCIL

In general, all major academic matters involving policy, development of programs, degree offerings, calendar and some aspects of student life fall within the purview of the University Council. Matters that cannot be resolved by other committees and recommendations of the Graduate Council and Undergraduate Council may be submitted to the Council for review and decision.

Responsibilities include but are not limited to:

- A. Academic calendar including final examination scheduling, class recesses, registration periods, and related issues;
- B. Graduation requirements for all degrees including grading policies and computation of GPA, residency requirements, semester-hour credit requirements, transfer credit, and thesis/dissertation requirements;
- C. Academic policies governing all students such as Final Examination Policy, Academic Conduct Policy, Student-Initiated Withdrawal Policy, Academic Probation and Suspension Policy, and the use of the Q symbol;
- D. Policies governing retention and progression of students in academic programs;
- E. Curriculum requirements including proposed changes in the TCU Core Curriculum Requirements and related school/college requirements, proposed addition or deletion of degree programs, and proposed (significant) programmatic changes;
- F. Annual review of all international consortia relationships and education contractual agreements;
- G. Such matters as brought to the Council by the Provost/Vice Chancellor for Academic Affairs.

Faculty membership on University Council is normally restricted to full-time faculty, excluding lecturers. For the current list of members, go to <https://provost.tcu.edu/university-council/home/members>.

### GRADUATE COUNCIL

In general, the Graduate Council reviews and recommends policies and practices pertain to graduate academic affairs; reviews and acts on all graduate curricula changes (courses and programs) emanating from the school/colleges or the Office of Graduate Studies and Research; periodically reviews graduate programs for consistency within the University's mission and individual program integrity. Recommendations of the Graduate Council will be forwarded to the Provost/Vice Chancellor for Academic Affairs for review and approval or referral to the University Council as appropriate.

Responsibilities include but are not limited to the review and recommendation as appropriate of the following:

- A. Unit course offerings (including additions/deletions) applicable to degree and certificate programs: note that 5000-level courses are considered both graduate and undergraduate

- B. Addition or deletion of majors;
- C. Addition or deletion of degree programs;
- D. Requirements for masters and doctoral degrees;
- E. Policies governing program admission and continued matriculation;
- F. Graduate grading policies and practices;
- G. Criteria for graduate financial aid;
- H. Criteria and procedures for appointment to the Graduate faculty;
- I. Such matters as brought to the Council by the Provost/ Vice Chancellor for Academic Affairs.

Faculty membership on Graduate Council is normally restricted to full-time faculty, excluding lecturers. For the current list of members, go to: <https://gradcouncil.tcu.edu/members/>

### **UNDERGRADUATE COUNCIL**

In general, the Undergraduate Council reviews and recommends policies and practices pertaining to under-graduate academic affairs; reviews and acts on all under-graduate curricula changes (courses and programs) emanating from the schools/colleges; periodically reviews under-graduate programs for consistency within the University's mission and individual program integrity. Recommendations of the Undergraduate Council will be forwarded to the Provost/Vice Chancellor for Academic Affairs for review and approval or referral to the University Council as appropriate.

Responsibilities include but are not limited to the review and recommendation as appropriate of the following:

- A. course offerings (including additions/deletions) applicable to degree and certificate programs;
- B. Course offerings (including additions/deletions) applicable to degree and certificate programs (note that 5000-level courses are considered both undergraduate and graduate);
- C. Addition or deletion of majors and minors;
- D. Addition or deletion of degree and certificate programs;
- E. Requirements for bachelor's degrees;
- F. Policies governing program admission and continued matriculation;
- G. Undergraduate grading policies and practices;
- H. Policies involving credit by examination, experiential learning and other nontraditional courses;
- I. Matters as brought to the Council by the Provost/Vice Chancellor of Academic Affairs.

Faculty membership on Undergraduate Council is normally restricted to full-time faculty, excluding lecturers. For the current list if members, go to:

<https://provost.tcu.edu/faculty-resources/tcu-academic-affairs-councils/tcu-undergraduate-council/>



## ACADEMIC AFFAIRS COMMITTEES

### UNIVERSITY ADVISORY COMMITTEE

The University Advisory Committee advises the Provost/Vice Chancellor for Academic Affairs on their actions concerning promotion and tenure in accordance with the policy and procedures of the Faculty Advisory Committee Structure. For the current list of members, click [here](#).

### TCU CORE CURRICULUM COMMITTEES

Advise the Director of the Core Curriculum. For a current list of members, click [here](#).

- A. Heritage, Mission, Vision and Values Committee is a Faculty Senate Committee that vets courses for the Heritage, Mission, Vision and Values (HMOV) Curriculum and that works with other constituencies to develop assessment procedures for the HMOV Curriculum. Committee membership is a combination of Faculty Senators and the faculty at large.
- B. Writing Emphasis Committee
- C. MA/NSC Assessment Committee
- D. FA/HUM/SSC Assessment Committee

### RESEARCH COMMITTEES

All committees report to the Associate Provost for Research.

- A. Institutional Animal Care and Use Committee oversees TCU's animal care and use program, which includes the review and approval of animal use activities and inspections of animal facilities. For a current list of members, click [here](#).
- B. Institutional Biosafety Committee oversees TCU's Biosafety in Research program, which includes helping to ensure compliance for all research and teaching activities that involve the use of recombinant or synthetically derived nucleic acid molecules or other biohazardous materials. For a list of current members, click [here](#).
- C. Institutional Review Board for Human Subjects Research develops standards and reviews proposed projects to help ensure compliance with University policy related to provisions for health, welfare, privacy, dignity and human concerns in research involving human subjects. For a list of current members, click [here](#).
- D. Intellectual Property Review Committee reviews disclosures related to intellectual property and recommends to the Provost regarding actions to be taken including, but not limited to, copyright, patent, trademarks and related legal protections. The committee is responsible for maintaining a published process for review and contact with creators/inventors. For a list of current members, click [here](#).
- E. Laser Safety Committee serves as a resource for development and review of laser safety policies and procedures, and, in conjunction with the Laser Safety Officer ("LSO"), addresses laser safety problems, and reviews and recommends use of lasers based upon the American National Standards Institute standard, where applicable. For a list of current members, click [here](#).



## FACULTY TERMS AND CONDITIONS OF SERVICE

### **Full-time Faculty**

The official TCU faculty is composed of all those engaged in full-time, continuing service to the University regardless of rank. Appointment to the faculty is confirmed by a letter and annual contract (except for faculty who hold tenure). Unless prior arrangements have been made with the dean of the college, faculty are expected to be on campus at the beginning of their contract period. Faculty appointed for a specified period of service (usually one year or one semester) are appointed as a lecturer. Appointment as a lecturer is by special contract for a fixed service period with no obligation on the part of the University to extend or renew.

### **Part-time Faculty**

Individuals not employed full-time that are responsible for instructional activities in one of the academic divisions of the University are part-time faculty. Part-time faculty may hold a continuing appointment, a specified period appointment, or be appointed on a course-by-course basis. Faculty holding the latter type of appointment are referred to as adjunct faculty.

### **Adjunct Faculty**

The adjunct faculty title may be conferred on those persons with appropriate academic credentials and/or experience who serve as resource persons or teach courses in various departments and programs. Adjunct faculty appointment carries with it certain privileges and may or may not involve compensation.

### **Postdoctoral Appointees**

Individuals who hold either a research or professional doctorate and who are awarded appointments of a temporary nature for continued education and research experience are appointed as a Postdoctoral Fellow or Postdoctoral Researcher. Appointees should normally be no more than one to three years beyond the receipt of the doctoral degree. Funds for these appointments are usually from external sources in the form of a grant or contract. It should be noted that these are not faculty appointments, nor are these positions on any academic or staff tracks for promotion and advancement. Postdoctoral appointees are appointed by the Provost/Vice Chancellor for Academic Affairs on the recommendation of the dean of the school or college.

### **Emeritus Faculty**

Emeritus rank is indicated by adding the term "Emeritus" before the rank held by the faculty at the time of retirement. Candidates for emeritus status usually will have held permanent tenure, have been associated with TCU for at least 10 years and have contributed meritorious service to the University. Candidates for Emeritus status will have met the criteria governing either

teaching, research, professional service, advising, or continued professional development appropriate to their rank at the time of retirement.

With the retiree's (candidate's) consent, the tenured faculty of each department shall meet and review retiring faculty for the purpose of recommending emeritus status.

The subsequent procedures for nomination and appointment to emeritus status are the same as those for promotion in rank. Emeritus status does not entitle the holder to a stipend from the University, but persons holding this title are accorded full faculty status with regard to faculty social activities and faculty benefits, in the attendance at athletic events, fine arts performances, and other cultural activities on campus. Names and titles of all emeritus faculty and staff members are included in the TCU Undergraduate Catalog.

### **Appointments and Contracts.**

Appointment to the faculty is made by the Provost/Vice Chancellor for Academic Affairs.

Official notification is given by letter. [Access TCU's Notice of Nondiscrimination here.](#)

Normally, faculty appointments are for an academic year unless otherwise indicated.

Reappointment of faculty is made by contract on a year-to-year basis until such time as the faculty member may be elected to "permanent tenure" by the Board of Trustees. Faculty members holding "permanent tenure" receive an annual electronic notification concerning salary at my.tcu.edu.

### **Faculty Compensation Philosophy**

TCU's faculty compensation philosophy is driven by its mission: To educate individuals to think and act as ethical leaders and responsible citizens in the global community. The University strives to recruit and retain the best faculty it can by being committed to providing competitive wages and benefits. In order to attract, motivate and retain a highly qualified and diverse faculty, the University's compensation must reflect appropriate market value and be continually re-evaluated. Faculty can anticipate wage adjustments and opportunities for growth throughout their career.

Faculty salary increases at TCU reflect merit-based performance evaluation and/or performance-related promotional adjustments. Across the board (cost of living) increases are not part of the University's compensation policy. There currently is no obligation or contractual requirement of the University to provide for annual increases. The size of the merit pool is determined by the Cabinet and approved by the Board of Trustees as part of the annual budgeting process.

Promotional increases for faculty are a flat dollar amount that is awarded at the time of change in rank and become effective with the next academic year. These amounts are reviewed and adjusted periodically. Individuals who hold full-time or part-time TCU budgeted positions are eligible for merit increases, assuming employment on or before Jan. 1 and acceptable performance evaluation. Merit increases, if awarded, become effective August. 1. (updated 2023)

Faculty who hold grant-funded positions are eligible for salary increases as dictated by the terms of the grant. Lecturers, one-year temporary appointments, are not eligible for merit increases; however, individuals may be reappointed at a higher salary provided the dollars are available within the position. Adjunct faculty salary increases are based on the number of years of teaching at TCU, degree held and type of class taught.

## Terms of Employment

Members of the faculty, with a few specific exceptions, are employed on the basis of a nine-month academic year, for which they receive 12 monthly paychecks. If a faculty member resigns from TCU effective at the end of any nine-month academic year, the faculty member may elect to (1) continue to receive any remaining monthly paychecks due according to their contract or until August 31, or (2) have any remaining monthly paychecks accelerated and paid in full at the date of termination (usually May 31). Assignments for summer work, which are not guaranteed, will be made by the appropriate dean on recommendation of the department chair. [Twelve-month faculty do not accrue vacation time as outlined here.](#)

## Faculty Orientation

New faculty members attend an orientation program provided by the Provost/Vice Chancellor for Academic Affairs through the Koehler Center for Instruction, Innovation, and Engagement prior to the beginning of classes in the fall and spring (as appropriate).

<https://cte.tcu.edu/resources/new-to-tcu/>.

## Removal

Except as provided for in university policy described in the [tenure statement](#), University bylaws state that any employee may be removed, discharged, and/or suspended at any time by the chief executive officer when, in his or her judgment, the interest of the University shall require it, all without liability for damages or for future compensation resulting there from. However, employees who hold “permanent tenure” may be removed, discharged, and/or suspended only in accordance with provisions shown in the tenure policy.

## Academic Freedom and Faculty Responsibility

TCU recognizes the principles advanced in the [American Association of University Professors \(AAUP\) 1940 Statement of Principles on Academic Freedom and Tenure](#) and embraces the following:

- A. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- B. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- C. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

One of the bulwarks of academic freedom, permanent tenure, has been available at TCU for decades. A revised [statement](#) on the subject, developed by a joint committee and



recommended by the Faculty Senate and the administration, was approved by the Board of Trustees in the spring of 1999.

## **Alcohol Usage**

### **Serving Alcohol On Campus**

The consumption, sale or use of alcoholic beverages is generally prohibited on campus. However, under certain conditions, alcoholic beverages may be served at campus events. Use of alcohol at events on campus must be approved by the Vice Chancellor for Student Affairs. All alcohol must be purchased and served under the auspices and policies of the food service contractor at TCU. Approval will be granted if:

- A. participation at the event is primarily for those who meet the legal drinking age standard.
- B. arrangements are made to serve appropriate alternative beverages.
- C. arrangements are made to serve appropriate food at the event.
- D. a process to prevent serving underage drinkers is in place.

No TCU student organization may sponsor any on- campus event that involves the use of alcohol.

### **Serving Alcohol Off Campus**

The University prohibits the use or possession of alcoholic beverages in instructional settings, including those remote to the campus. There may arise occasions when a faculty/staff member may wish to have alcohol served at certain functions off campus. Examples include events commemorating the completion of an academic or general University program. It is expected that participants will be of legal drinking age in the country where the event occurs. Prior approval must be received from the Vice Chancellor under whose auspices the program occurs. Except in those cases approved by the Vice Chancellor, social activities with alcohol that involve both students and faculty that are sponsored or paid by the University or a University employee are prohibited.

### **Alcohol and Drug Policy in International Settings**

University representatives must adhere to University policies per the [TCU Global policy](#).



## Promotion, Tenure and Emeritus POLICY

### Preamble

This policy is applicable to personnel holding full-time academic-year appointments regardless of rank. Adjunct and part-time faculty and faculty who are employed for special projects with specified time limits are not covered by this policy.

University faculty must have academic freedom in teaching and research and freedom for extramural activities consistent with responsible citizenship. Academic freedom through permanent tenure is indispensable to the success of Texas Christian University in accomplishing its charter purposes and in fulfilling its obligation to society as a responsible institution of higher learning. Information is posted on individual college websites regarding criteria. The following principles, definitions and procedures shall constitute the tenure policy for the faculty of Texas Christian University.

**[Click here to access the TCU Promotion, Tenure and Emeritus Policy.](#)**



## FACULTY APPOINTMENT, REAPPOINTMENT AND PROMOTION POLICY

Applies to all full-time, non-tenure-track and tenure-track faculty in consideration of recommendation for reappointment and promotion on an annual basis.

The following general criteria shall apply in consideration of recommendation for reappointment and promotion. These criteria are:

- A. Teaching
- B. Scholarship, creativity and its equivalents
- C. Service to the University and the profession
- D. Advising and related activities
- E. Professional development
- F. Conduct in accord with the Statement on Professional Ethics

**[Click here to access the TCU Appointment, Reappointment and Promotion Policy.](#)**



## STATEMENT OF PROFESSIONAL ETHICS

On February 4, 1993, the TCU Faculty Senate adopted as its policy on professional ethics the AAUP Statement on Professional Ethics. The statement is reproduced from the *AAUP, American Association of University Professors, Policy Documents & Reports, 2009 Revised Edition*.

### The Statement

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the

impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.



## GRADUATE FACULTY POLICY

### Preamble

The existence of a Graduate Faculty at TCU is consistent with the mission and goals of the university, reflects the highest ideals of teaching and scholarship, and has the distinct value of representing to students the high caliber of faculty who sustain the institution's commitment to excellence throughout its graduate enterprise. It also contributes to the institution's reputation as assessed by the regional accrediting association and signaled through national categorical descriptors of colleges and universities. The following principles and procedures shall constitute the Graduate Faculty Policy at TCU.

### Principles

The primary role of Graduate Faculty members at TCU is the academic and scholarly instruction of graduate students. Members of the Graduate Faculty are expected to transmit an advanced/specialized body of knowledge effectively and to mentor graduate students in the systematic development of skills of inquiry and creativity that result in a meaningful contribution to the discipline. By engaging in service to the university and the discipline as well as recurring professional development activities, members of the Graduate Faculty also serve as role models for their students. Graduate Faculty membership, therefore, is a distinction that is earned and maintained.

**[Click here to access the TCU Graduate Faculty Policy.](#)**

*The policy was transferred from the 2022 Faculty and Staff Handbook, formatted for PolicyTech, uploaded to PolicyTech, and then reviewed and approved by a special committee of the Faculty Senate in July 2023.*



## FACULTY P&T ADVISORY COMMITTEE STRUCTURE

(Revised by Faculty Senate 1991, 2000, 2005)

### Purpose

The welfare of faculty members and the quality of University programs as they are affected by promotion and tenure are a major concern to the faculty and administration of Texas Christian University. Because both faculty and administration have an interest in assuring that equitable and reasonable judgments are rendered in these matters, Faculty Advisory Committees are created at the department, college and University levels.

Each committee shall advise the appropriate administrator on the fairness of their individual recommendations concerning promotion and tenure. While the Advisory Committee does not relieve any administrator of their fundamental responsibility for those recommendations, it is the conviction of administration and faculty that the interests of the University and the morale of the faculty are best supported if duly constituted faculty committees are consulted about such recommendations and if structures exist by which these committees of the faculty may consult with the appropriate administrator on any private or confidential matter related to promotion and tenure.

Committee members shall hold in confidence all information they examine or discuss. Any violation of this trust by a member shall be grounds for their removal from the committee by the appropriate administrative officer, after consultation with other members of the committee.

### Name

The committees established are the Department Advisory Committee (where the department is a separate budget unit), the College/School Advisory Committee, and the University Advisory Committee. These committees advise and meet with the departmental chair, the dean of the college/school, and the chief academic officer.

### Functions and Procedures

In the interest of efficiency and equity, each year, sometime prior to the commencement of regular work, an orientation to the purpose and procedures of the Advisory Committee shall be conducted by the appropriate administrator.

At the time when recommendations concerning tenure and promotion are to be considered, the administrator shall present in writing to their advisory committee a list of proposed recommendations along with the proper documentation to support these recommendations.

The advisory committee shall then meet separately from the administrator to consider the recommendations with regard to individual faculty rights; to quality and needs of programs; and to equity in the department, college, or University. Unless invited for the specific purpose of answering questions about the written evidence, the administrator shall not be present at the deliberations of the advisory committee. The Faculty Appointment, Reappointment, and Promotion Policy, as well as the official statements of criteria developed by the several departments or other administrative units, shall serve as a guide for recommendations on promotion and tenure.

When the advisory committee has completed its deliberations, it shall meet with the administrator to discuss the proposed recommendations. The committee shall then advise the administrator whether or not the evidence provided, in its judgment, supports the recommendations.

In each case and at every level the judgment of the advisory committee shall be in writing, but shall not include the specific vote count, which shall remain confidential. The administrator's final recommendation shall include the judgment of the appropriate advisory committee. If a majority of the committee disagrees with an administrator's recommendation, the committee may file with the next appropriate administrator a report stating its reasons for dissent.

A department chair shall discuss their proposed action concerning promotion and/or tenure with the faculty member before forwarding or declining to forward such recommendation to the dean. If the dean declines to endorse and forward a chair's recommendation concerning promotion and/or tenure, the dean shall discuss the reasons for the denial with the chair and the candidate before submitting the college recommendation to the chief academic officer. If the chief academic officer declines to endorse and forward a dean's recommendation concerning promotion and/or tenure, the chief academic officer shall discuss the reasons for the denial with the dean, the chair and the candidate before submitting the University recommendations to the Chancellor. All recommendations and documentation shall become part of the candidate's personnel file and as such, are accessible to the candidate.

If a department chair chooses to appeal the dean's decision not to endorse and forward a departmental recommendation, the chair's recommendation will be forwarded to the chief academic officer together with a statement of the dean's reasons for denial.

If the dean chooses to appeal a decision of the chief academic officer not to endorse and forward a college/school recommendation, the dean's recommendation will be forwarded to the Chancellor together with a statement of the chief academic officer's reasons for denial.

If the chair does not submit a recommendation and the Department Advisory Committee files a dissenting report, the dean, if he or she supports the committee, shall allow the chair the privilege of consultation and appeal before forwarding the college recommendations to the chief academic officer.

If the dean does not endorse and forward a favorable recommendation and the College/School Advisory Committee files a dissenting report, the chief academic officer, if in support of the committee, shall give the dean the privilege of consultation and appeal before forwarding the University recommendations to the Chancellor.

An administrator may, at their discretion, refer a reappointment to their advisory committee. In such a case, the same procedures shall be followed as are followed for tenure and promotion.



## Structure

No faculty member shall serve on more than one advisory committee although the Provost has the power to make exceptions as deemed necessary. Members of the Faculty Senate Executive Committee may not serve on the University or College Advisory Committee, and ordinarily will not serve on the Department Advisory Committee.

### A. Department Advisory Committee

Given the wide differences in departmental size, it is not feasible to describe here the precise composition of a departmental advisory committee. The number of members for each departmental advisory committee shall be determined by the dean of the appropriate school or college. The process of selection shall involve both election by full-time faculty within the department and appointment by the chairman of the department. The number of elected members and of appointed members shall be equal if the total membership is an even number; if the total membership is an odd number, the number of elected members shall exceed the number of appointed members by one. The department chairman is not eligible to serve on the departmental advisory committee. Insofar as possible, junior faculty with limited experience will serve only under unusual circumstances. The term of service of committee members shall be determined by the separate departments. The committee shall elect a committee chair at a meeting held before the end of the spring semester; that chair shall serve for the ensuing year.

### B. College/School Advisory Committee

1. Each College/School Advisory Committee shall consist of four faculty members. Two shall be elected by the faculty of the college (school). Two shall be appointed by the dean. When possible no department shall be represented by more than one member of the committee. Any school or college may apply to both the Provost and the Faculty Senate proposing an alternate structure for the college or school's advisory structure. The grounds for proposing an alternate structure may include, but are not limited to, (i) a structure that is more fully representative of the school or college, and (ii) a response to a situation wherein the number of full-time faculty is insufficient to conform with the prescribed structure. In any situation where the college or school advisory committee consists of an odd number of faculty, the elected representatives shall be in the majority. If both the Provost and the Faculty Senate approve the change, the school or college will continue operating under this revised structure, as articulated, until such time as they might seek further action.
2. To be eligible to serve on a College/School Advisory Committee, a faculty member must have tenure. A faculty member who devotes one half or more of their time to administrative duties is not eligible, nor are departmental chairs.
3. All full-time faculty members shall have voting rights.
4. Nominations and election
  - a. The procedure for filling all Advisory Committee vacancies shall involve two stages: a nominating ballot and an election ballot. Both ballots shall be conducted by email.
  - b. Nominating ballot

1. A nominating ballot shall be prepared for the college/school. Each nominating ballot shall contain the names of all persons in the college/school or division eligible for the office to be filled. Voters may indicate three choices for each vacancy.
  2. The candidates for college/school committees receiving the four highest number of votes shall be placed in order by lot on the election ballot.
  3. Before placing a nominee's name on the final ballot the chairman of the College/School Advisory Committee shall confirm the nominee's willingness to serve if elected. If the nominee declines, their name shall be replaced by the next highest nominee on the ballot who consents to serve.
- c. Election ballot
1. The election ballots for the committee shall be distributed to all full-time faculty members according to college/school or division. Voters may indicate one choice for the vacancy. The candidate or candidates receiving plurality will be declared elected.
  2. Nominations and elections shall be supervised by the college/school or division. Voters may indicate one choice for the vacancy the committee shall designate first and second alternates in conformity with the results of the election. The first alternate shall serve if the person elected is unable to at any time before the next regular election. The second alternate shall serve if both the principal and the first alternate are unable to serve.
- d. All ties in any balloting shall be broken by lot.
5. The term of service shall be three years so staggered that the terms of no more than two members expire in the same year.
  6. Any member who has served a full term shall not be eligible for appointment or reelection for three years.
  7. The annual election of the Advisory Committee shall be held no later than three weeks before the close of the academic year in the spring semester. The dean shall announce their appointees within one week after the results are tabulated. The committee shall elect a chair for the ensuing year at a meeting to be held before the end of the spring semester.

### **C. University Advisory Committee**

1. The University Advisory Committee shall consist of eight faculty members. Four shall be elected by the Faculty Senate from among the total tenured University faculty. Four shall be appointed by the chief academic officer after consultation with the Executive Committee of the Faculty Senate. The elected members and appointed members shall represent the schools and colleges as follows: AddRan College of Liberal Arts, two members representing each of the major divisions of the College; and one member representing the Neeley School of Business, the Bob Schieffer College of Communication, College of Education, College of Fine Arts, Harris College of Nursing & Health Sciences, and the College of Science & Engineering respectively.

2. To be eligible to serve on the University Advisory Committee, a faculty member must have tenure. A faculty member who devotes one half or more of their time to administrative duties is not eligible, nor are departmental chairs.
3. The term of service shall be three years so staggered that the terms of no more than three members expire in the same year.
4. Any member who has served a full term shall not be eligible for appointment or reelection for three years.
5. The Faculty Senate and the chief academic officer shall announce their selections no later than six weeks before the close of the academic year in the spring semester. The committee shall elect a chair for the ensuing year at a meeting held before the end of the spring semester.



## ACADEMIC CONDUCT POLICY

### Purpose

If it is to fulfill its missions, an academic community requires that all of its participants maintain the highest standards of honor and integrity. The purpose of the Academic Conduct Policy is to make all aware of these expectations. Additionally, the policy outlines some, but not all, of the situations that violate these standards. Further, the policy sets forth a set of procedures that will be used when these standards are violated.

In this spirit, this policy outlines:

1. Academic Misconduct
2. Procedures for Dealing with Academic Misconduct
3. Sanctions

These are not meant to be exhaustive.

**[Click here to access the TCU Academic Conduct Policy.](#)**

*The policy was updated in 2024 by Faculty Appeal Committee, approved by the Provost, and approved by the Cabinet.*



## CONFLICT RESOLUTION POLICY FOR FACULTY

### Purpose

The purpose of this policy is to afford TCU faculty a prompt and fair method for the resolution of work-related problems or disputes and to encourage informal dispute resolution through discussion and mediation.

Summary of the Faculty Conflict Resolution Process is:

1. Step 1: Informal Discussion
2. Step 2: Mediation
3. Step 3: Peer Review Panel/Provost Review
4. Step 4: Chancellor Review (dismissal disputes only)

**[Click here to access the TCU Conflict Resolution Policy for Faculty.](#)**

*The policy was transferred from the 2022 Faculty and Staff Handbook, formatted for PolicyTech, uploaded to PolicyTech, and then reviewed and approved by a special committee of the Faculty Senate in July 2023.*



## FACULTY APPEAL POLICY

The former Faculty Appeal Policy is now part of the Promotion, Tenure and Emeritus Policy put into effect in 2024. The policy includes the process for reconsideration or appeal of denial or termination of reappointment, tenure or promotion decisions. This applies exclusively to faculty for whom a promotional track exists and who wish to appeal decisions in a non-adversarial forum, All other types of appeals are to be addressed by the [Conflict Resolution Policy](#) for Faculty.

[Access the Promotion, Tenure and Emeritus Policy.](#)



## FACULTY WORKLOAD POLICY

Faculty workload at TCU includes teaching, research and creative activities, professional service including administrative tasks, advising and counseling students, and other assignments requested by University officials. In general, assignment of a teaching load involves consideration of variables, which include but are not limited to the number of sections, number of preparations, class enrollments (i.e., credit hours generated), course level, contact hours, and similar factors. Workload, including teaching load, for any specific faculty member is highly variable and depends on specific assignments by appropriate University officials. Normal teaching load is defined as equivalent to 12 semester credit hours during each semester of the academic year.

The main sections of this policy are:

- A. Emergency Situations
- B. MLA Teaching Assignments
- C. Exempt Staff/Academic Administrator Teaching Assignments
- D. Merited Faculty Leave with Pay
- E. Sick Leave
- F. Zero-Teaching Load

**[Click here to access the TCU Faculty Workload Policy](#)**

*The policy was transferred from the 2022 Faculty and Staff Handbook, formatted for PolicyTech, uploaded to PolicyTech, and then reviewed and approved by a special committee of the Faculty Senate in July 2023.*



## ACADEMIC POLICIES AND PROCEDURES

### Academic Processions and Regalia

All faculty and those staff with advanced degrees and employed on at least a three-quarter time basis are expected to participate in academic processions held in conjunction with convocations, commencements and other formal ceremonies. Reimbursement for one half of the rental fee for academic regalia for commencements may be obtained through the Office of the Provost/Vice Chancellor for Academic Affairs.

### Academic Programs Leading to Professional Licensure Policy for Disclosure Requirements Policy

<https://tcu.navexone.com/content/dotNet/documents/?docid=132&public=true>

This policy applies to academic programs leading to professional licensure and/or certification. This policy is written to comply with regulatory and accreditation requirements.

### Attendance Expectations and Official Absence Policy

*This has been updated to PolicyTech format and being review by SME Reggie Wilburn. Awaiting Title IX pregnancy information summer 2024.*

Regular and punctual class attendance is essential, and no assigned work is summarily excused because of absence, no matter what the cause. Records of class attendance are the responsibility of the faculty, and every course's syllabus should clearly state the instructor's policy on class attendance and how attendance affects a student's final evaluation in the course. Students who miss an instructional experience are expected to meet with faculty to discuss their absence as soon as possible.

#### Absences: Excused as Defined by State or Federal Regulations

1. **Holy Day.** In accordance with Texas Education Code Section 51.911 Religious Holy Days, an institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. TCU's policy for the Religious Observances and Holidays states that students must notify faculty or staff the first two weeks of the semester of their intention to be absent from class or the required event on their day(s) of religious observance. A faculty member may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. For more details on this policy, please visit the Office of Religious and Spiritual Life's [webpage](#).
2. **Active Military Service.** In accordance with Texas Education Code Section 51.9111 Excused Absence for Active Military Service, when a student is called



into active military service, including travel associated with that service, an institution of higher education shall excuse the student from attending classes or engaging in other required activities, including exams. The student may not be penalized for the absence and shall be allowed to complete assignments and exams within a reasonable time after the absence. The Dean of Students can assist students with verifying the excused absence by collecting and storing appropriate documentation and then notifying the student's professors. Faculty are encouraged to work with the student to help them satisfactorily complete assignments and exams within a reasonable time. If assignments and exams are not completed within a reasonable time, faculty make take appropriate action.

### **Absences: Excused as Defined by TCU**

When a student is absent to represent the University (as in athletics, chorus, band, national or state meetings of organizations represented at TCU), then an Official University Absence may be granted by the Dean of Students Office no later than one week prior to the date of the activity. Faculty/staff who wish to have an activity sanctioned for Official University Absence status, must submit the names of all students, including date and hours absent from campus, to the Campus Life Office no later than one week prior to the date of the activity. The Dean of Students Office reviews and approves the request as appropriate and notifies the student's faculty by email. Faculty are required to permit students to make up work missed because of Official University Absences.

### **Absences Outside of Official Policies**

Faculty retain all discretion for consideration of a student's absence is the absence does not fall within Official University Absence or Federal/State Excused Absences. When a student misses class for any reason other than an Official University Absence, the student is expected to follow the instructor's policy as stated in the course syllabus. The student should contact their instructor as soon as possible after they know the absence will occur or has occurred. If the Dean of Students Office is working with a student regarding an emergency or ongoing personal concerns affecting the student's academic performance and/or attendance, the Dean of Students Office will notify the student's faculty by email or telephone. The Dean's office will collect the appropriate documentation to verify the nature of an absence. If the cause of the absence is a serious illness, catastrophic accident, or family emergency, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time frame for making up missed work. If the cause of the absence is less compelling (choosing to miss class, oversleeping), instructors may or may not permit the student to make up missed work, and may or may not assess a penalty for class absence.

If any of the following conditions are true, the faculty member should contact the Dean of Students Office by filling out the brief form here or calling 817-257-7926:

1. The faculty member is concerned for the student's health or well-being, or thinks the student needs additional help.

2. The student has had excessive absences in the class. (An instructor should not assume that continued absence from class indicates an official withdrawal unless confirmed by the Registrar.)
3. The faculty member believes the student has been untruthful about the cause of their absence.

### **Audit Enrollment (Course Visitor)**

Occasional visitation of classes by students is allowed with the consent of the instructor. Any extended attendance requires enrollment as an auditor. Auditors are admitted to classes on a space-available basis only. A non-refundable audit fee is charged. TCU Scholars are given the opportunity to audit one class (for which auditing is permitted) without fee within 12 months after notification of eligibility. TCU Scholars will be expected to follow established regulations for auditors. The following regulations are applicable:

1. Certain classes — laboratory and clinical classes, Ranch Management classes, laboratory sections of lecture classes, activity and performance classes (e.g., various studio art courses, music performance courses and ballet classes) — may not be audited.
2. The only period during which students may register for an audit or change a credit class to audit is from the second day of late registration to the last day of late registration as published in the University calendar. It is recommended that prospective students consult the instructors of courses in which they are interested before they register. Students wishing to audit graduate courses must be admitted for graduate studies and have written approval of either the instructor of the course for which they wish to register or the Dean of the college in which the course is taught.
3. Classroom recitation and participation may be restricted at the discretion of the instructor; no grade is assigned and no credit is awarded.
4. If credit is desired, the student must register for and repeat the regular course after paying regular tuition.
5. The auditor's name will appear on the instructor's class roster. In order for "AU" to appear on the student's transcript, the instructor must certify at the end of the semester that the student has attended as an auditor by entering an AU. Auditors who are not approved by the instructor should have a final grade NAU recorded on the roster. Enrollments with NAU will be omitted from the student's record.

### **Class Rosters**

Departmental class rosters can be produced in each department. Faculty can also access class rosters on the Web. New rosters should be produced before the first day of class, at the end of the first week of classes, and periodically to inform faculty of changes that have taken place. In all instances, a careful check should be made as soon as possible to make sure that the students attending the class appear on the class roster. If a student is attending but the name is not on the roster, he or she should be instructed to contact the Office of the Registrar immediately. If a name is listed on the roster, and the student has not attended, contact the Office of the Registrar. If, after contact with the Office of the Registrar, a name continues to appear on the class roster and the student is not in attendance, please notify the Office of the

Dean of Campus Life. Students enrolled for the course for non-credit (or audit) are indicated by the symbol “AU” on the roll.

### **Class Scheduling and Class Periods**

The compilation of class schedules in such a large university is necessarily complex and difficult. Classes will be scheduled from 8 a.m. - throughout the day. So far as possible, classroom assignments and hours will be drawn up with every consideration for convenience and need, but the teacher’s assignment may be distributed throughout the available hours. Many factors, such as size of class, equipment needed, etc., must be considered.

Consequently, any requests for changes should be carefully considered and discussed with the department chairman and dean. To avoid conflicts, all changes in the published schedule must be cleared by the Registrar’s Office.

All classes and laboratories should begin promptly at the scheduled hour and every effort should be made to close the periods on time. Classes which run beyond the regular time and prevent students from reaching their next class have been a cause of complaint. Every effort must be made to avoid this situation.

### **Class Walks and Early Dismissal**

The granting of walks or early dismissal of classes and laboratories is viewed as a grave breach of professional and academic integrity by the University. This is especially true on days preceding holidays. “Walks” will not be granted at any time unless circumstances beyond the control of the faculty member, such as sudden illness or emergency, should occur.

### **Course Syllabus Policy**

*A new Syllabus Requirements Policy was created, reviewed by SME Fran /Huckaby, and is being presented to Cabinet summer 2024*

Each course taught at Texas Christian University must distribute a syllabus to students that complies with the requirement of this policy. Each course syllabus should be given to students through with the learning management system TCU Online (also referred to as D2L or Brightspace), paper or both, preferably on the first meeting of a course. The department chair or analogous supervisor should maintain a record of the syllabi for courses taught.

Each syllabus must include links to approved Syllabus Policy Statements, which provide information about University, academic, state, and federal policies.

Each syllabus should also contain the following:

- a. Goals of the course
- b. Clear statement of course expectations - essentially, what students shall be expected to do in order to satisfactorily complete the course at different performance levels (generally speaking, what does it take to get an A, B, C,
- c. Statement of the faculty member's policies on attendance and University excused absences and Federal excused absences; make-up work; missed

- exams and the like (see Attendance Expectations and Official Absences, below)
- d. Information concerning major projects or papers and when these assignments must be completed by the students
  - e. If the course is a 50000/55000 course, provide distinct grading arrangements and extra assignment expectations for students receiving graduate credit
  - f. Information about the number and dates of the exams
  - g. Statement reflecting [TCU policy regarding accommodations under Americans with Disabilities Act \(ADA\)](#).
  - h. Statement indicating how the instructor can be reached and how office hour requirements will be met.

Syllabus resources and support can be found at <https://cte.tcu.edu/resources>. (Updated by Faculty Affairs, 2022)

## Disciplining Students

When discipline problems occur, every effort is made to deal with each case individually and to protect the interests of the student, as well as the interests of the University. Professional student affairs personnel attempt to assist individual students with any problem that might impede successful educational progress.

All members of the university community share responsibility for the way that it functions, and each student, staff and faculty member has not only the right but also the obligation to submit significant rules infractions to the appropriate university office.

A complete statement of TCU policy concerning student conduct can be found in the *Undergraduate Studies Catalog* and in the Student Handbook.

## End of Semester Study Period

The academic calendar provides for a study period between the last day of classes and the beginning of final examination week. This study period is intended to provide maximum, uninterrupted study time. No classes, laboratories, or examinations of any kind will be scheduled during this period (see exception for graduating students).

## Final Evaluative Exercise Policy

Faculty members are to administer an appropriate final evaluative exercise in all classes during the five-day period published in the University Calendar. The final evaluative exercise cannot be omitted since it is counted toward the minimum class credit hours required by the U.S. government and SACSCOC. The form of the evaluative exercise may vary according to the course level, objective(s) and instructional methodology. Rescheduling a final evaluative exercise is only permitted for the three instances outlined below (Rescheduling Finals, 1, 2, 3). Prior agreement with the appropriate next level administrator is required before rescheduling a final evaluative exercise outside the published schedule. No classes, laboratories, or examinations of any kind will be scheduled during study period (see exception for graduating students below).

The five-day periods for final examinations at the close of the fall and spring semester are published in the University Calendar. Final examinations for evening classes are conducted in the regular classrooms during the week of final examinations. If necessary, the final examination for evening classes meeting twice a week may be scheduled for both of those nights.

**Rescheduling of Finals:** There are three permissible reasons for rescheduling finals. In all cases, rescheduling arrangements must be made no later than one week prior to the last day of classes.

1. Graduating seniors. Because grades for graduating students must be submitted to the Registrar at least 72 hours prior to Commencement, graduating students who have exams beginning at 3:00 p.m. or later on the Wednesday of Finals Week must reschedule to an earlier time. Study days and the Saturday prior to Finals Week are available for faculty to reschedule graduating students.
2. Students with more than two finals in a 24-hour period. If the published final examination schedule would require a student to take more than two final examinations in a 24-hour period, the student can arrange to take one of the exams at another time. Unless the student is graduating, the exam must be taken during final examination week. The student shall determine which final examination is to be rescheduled. The rescheduled exam shall be given at a time mutually agreeable to the student and the faculty member. A final exam may not be rescheduled so as to violate the 24-hour rule. Rescheduling arrangements must be made one week prior to the last day of classes. Unless the student is graduating, the exam must be taken during final examination week.
3. Students for whom a final examination conflicts with a major religious holiday or custom. Students who, in the first two weeks of the semester, notified faculty or staff of their intention to be absent from class or event, as required in the [TCU Religious Holiday Policy](#), may reschedule a final exam if it compromises their ability to fully celebrate a religious holiday. For example, students may reschedule late afternoon or evening examinations to that morning or at an alternate time so they are not being tested after fasting for many daylight hours. A final exam may not be rescheduled so as to violate the 24-hour rule.

## Grade Appeal Policy and Procedures

<https://tcu.navexone.com/content/dotNet/documents/?docid=218&public=true>

## Grading

The University's system of grading and a discussion of the grade-point system will be found in the *Undergraduate Studies Catalog* in the bachelor's degree section under Definitions and Regulations, in the *Graduate Studies Catalog* under Academic Rating System, and in the *Brite Divinity School Catalog* under Grading and point system. All faculty members should familiarize themselves with this section, especially that area dealing with "I" grades and drops. A "Q" grade is assigned for a course which is dropped with permission of the dean of the school or college of the student's major (and dean of the school or college in which the course

is offered, if different) in consultation with the instructor of the course when reasonably possible. The University's course numbering system will also be found in the *Catalog*.

## Grade Rosters

Faculty members are expected to report "Unsatisfactory Progress Reports" for students at mid-semester. A distinctive set of Web-based grade rosters is produced for unsatisfactory grades. At the end of each semester (or session), final Web-based class rosters for semester grade reporting are produced. For most classes, two separate rosters are produced, one for students who are graduating that semester and one for all other students. For students who are on the graduation grade roster, grades are due before 5:00 p.m. on the Wednesday of exam week. (See final exam policy for guidance in giving finals to these students.) For all other student grades, the rosters must be submitted within 72 hours of the final exam. Information related to the deadlines, grades, and submission of the rosters will also be emailed. Grades will be available to students online at the end of each semester. At mid-semester, students are provided notices by email of the courses in which their progress has been reported as unsatisfactory.

## Independent Study Protocol

Credit bearing courses at TCU must be approved by the appropriate school or college curriculum committee and, as appropriate, the Undergraduate and/or Graduate Council. This is a critical dimension of faculty governance. On occasion, a credit bearing course may be offered on an experimental basis to allow faculty to refine the course content and approach before submitting it for formal approval. In these cases, approval from the Academic Dean is required and may not be given for more than two semesters. Courses taught as Special Problems, Special Projects, Independent Study or Directed Study may be offered without Curriculum Committee and Council approval if no more than three students are enrolled.

## Instructional Equipment

Equipment approved for purchase by the Provost/Vice Chancellor for Academic Affairs for the instructional setting will be inventoried and maintained through the Information Technology. Requests and approvals for purchases will come to deans through department chairpersons and faculty. Equipment housed permanently in an academic building will be available for all classes taught in the building. Scheduling of the equipment will be handled by the department that initially requested the purchase of the equipment, and requests will be granted on a first-come/first-served basis. Individuals who use equipment in the instructional setting are expected to be trained adequately and are responsible for contacting Information Technology to obtain this training. The instructor is responsible for the safeguarding of the equipment, and their department may be held financially responsible if equipment is lost or damaged.

## Online Learning Policy

<https://tcu.navexone.com/content/dotNet/documents/?docid=201&public=true>

Online courses are offered at the discretion of the university. TCU courses taught online (synchronous and asynchronous) require sufficiently prepared faculty. This policy informs academic unit leaders and faculty on what is expected of TCU online courses and faculty in terms of mandated regulations (compliance with the Americans with Disabilities Act (ADA) and

Regular and Substantive Interaction (RSI)), university procedures, and best practices for online courses.

### **Office Hours**

In addition to regular classroom and laboratory hours, all faculty members should be available for consultation at regularly scheduled office hours in person and online. This schedule should be arranged after consultation with dean or department head, and the office hours clearly posted for the aid of students.

### **Outside Speakers**

TCU welcomes the presentation and discussion of diverse points of view through speakers sponsored by recognized campus organizations. There is no absolute right on the part of any organization to assemble and hear a speech at any particular time or place and under any and all circumstances. However, the fact that speaker may be provocative or strike at prejudices and hold views contrary to those held on campus is not in itself a basis for the denial of the right of an organization to hear the speaker.

No prior approval is needed for departmental or faculty invitations to speakers before classes or seminars or for guest speakers off campus. If there is a question concerning the wisdom of inviting a speaker by a student organization, it should be referred to the Provost & Vice Chancellor of Academic Affairs. If there is a question concerning the wisdom of inviting a speaker presented or sponsored by an academic department it should be referred through academic channels.

### **Public Office**

Recognizing the rights of faculty and staff members to engage in responsible political activity, the Board of Trustees adopted the following policy in March 1973:

The university faculty member is a citizen and, like other citizens, is free to engage in political activities consistent with their obligation as a teacher and a scholar at Texas Christian University.

Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to an office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) do not interfere significantly with academic duties and responsibilities; where such is the case, this activity is consistent with effective service as a member of the faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) do interfere significantly with academic duties and responsibilities; for such activity, a faculty member will seek a leave of absence from the university.

In recognition of the legitimacy of political activity by faculty members, the university will provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Generally speaking, the equivalent of no more than one day a week should be devoted to the duties of the office. Some extramural offices may require a reduction of the faculty member's workload or a leave of absence for the duration of an election campaign or term of office, accompanied by equitable adjustment of compensation when

appropriate. A faculty member may take an approved leave of absence without pay up to two years, with further extensions which the Chancellor, after consultation with appropriate divisional heads, may grant.

A faculty member planning to undertake public office or seeking a leave for that purpose should recognize that they have a primary obligation to the institution and to their growth as an educator and scholar. Mindful of problems which political activities may create for the administration, colleagues, and students, they shall consult with their administrative superior to determine the feasibility of pursuing such activities. The results of this consultation, if favorable, will be put in a written proposal and submitted through channels for concurrence or other decision by the Chancellor. If approved, an agreement shall be signed in duplicate by both the Chancellor and the faculty member.

## **Registration**

Faculty and university staff members are expected to serve as needed during the periods of registration under the supervision of the dean or department head. It is imperative that this important process go as smoothly and rapidly as possible.

## **Student Grievance Procedures**

The University has informal and formal procedures that a student may follow when presenting grievances. A grievance is defined as any dispute or difference concerning the interpretation or enforcement of any provision of University regulations, policies, or procedures or state or federal laws applicable on the campus.

Administrators, faculty, and students are encouraged in all instances to resolve grievances informally, and as promptly as possible. However, formal procedures may be followed when needed. These assure all parties to the dispute “fair play” rights and set certain time limitations. Information about the student grievance procedure via [University Judicial System is available from the Dean of Students Office by clicking this link.](#)

## **Student Records**

All permanent academic records of students are kept in the Registrar’s Office. No disciplinary actions are ever recorded on a transcript.

### **The Family Educational Rights and Privacy Act**

TCU abides by the Family Educational Rights and Privacy Act of 1974, a federal law which provides that the University will maintain confidentiality of student records. Faculty should be aware of the requirements of The Family Educational Rights and Privacy Act as the University accords all the rights under the law to its students. No one outside the institution shall have access to, nor will the institution disclose, any information from students’ educational records without the written consent of the student except to personnel with a need to know within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students’ financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.



In addition, the parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1954, Section 152, may have access to student records (student is claimed as a dependent on the parents' most recent tax return). If a question arises as to the dependency status of a student, please contact the office of the Registrar for clarification. All the exceptions to the law outlined above are permitted under the Act.

Within the TCU community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student educational records. Those members include personnel in the administrative offices of the University and academic personnel within the limitations of their need to know.

At the discretion of the University, TCU may provide directory information in accordance with the provision of the Act to include student's name, address, telephone number, email, image, names of parents of dependent students, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Registrar in writing. Request for non-disclosure will be honored by the institution for only one year and authorization to withhold directory information must be filed annually in the Registrar's Office.

The law also provides students with the right to inspect and review information contained in the educational records, to challenge the content of those records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are not acceptable. Local policy explaining in detail the procedures to be used by TCU for compliance with the provisions of the Act is available in the following offices: Provost/Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Dean of Campus Life, Registrar, Scholarships and Financial Aid.

## **Teaching**

The instruction of students is the first purpose of the University and the prime responsibility of every faculty member.

Faculty members must maintain professional competency. The University encourages all faculty and staff members to continue their formal education, where applicable, and to belong to the important learned and professional societies in their fields. Contributions to professional and other publications are not only encouraged, but are considered important to the maintenance of professional competency. Faculty members are expected to contribute their expertise to various university committees. Chairs and deans should make a special effort not to allow such work to consume an unreasonable amount of the faculty member's time.

Faculty members are urged to accept invitations to events given by student organizations. The University encourages the involvement of the faculty in the out-of-class activities of students.

## **Teaching – Student Perception Of (SPOT)**

Affirming that the instruction of students is the first purpose of the University and the prime responsibility of every faculty member, the University requires that all faculty members provide students in their classes with the opportunity to express their perception of teaching in accordance with established procedures. Such feedback provides useful information to the faculty member for the continued improvement of instruction. SPOT surveys of all classes taught by part-time and full-time faculty will occur each semester, unless the class is exempt from SPOT due to other university policies. Requests for SPOTs to be conducted outside of the normal course survey period and which are to be used for the evaluation of faculty job performance and continuation must be approved by the Chief Academic Officer.

### **Teaching Materials**

Instructional materials authored, created, produced or supplied by the course instructor may be assigned to be purchased by students for a course taught by the author. If such materials are simply reproduced for class distribution, the cost charged to students may not exceed the cost of reproduction and distribution. If the instructor receives direct financial benefit, the instructor must disclose the financial benefit and the department chair or dean may ask for justification before rendering a decision about the appropriateness of the materials. The chair or dean must provide an explicit rationale if the instructional materials are judged inappropriate.

### **Textbooks and Course Packets - Procedures for Ordering**

Textbook orders can be placed using the Follett Discover link with the LMS allowing faculty to research and adopt course materials in one convenient place. Discover can be used to adopt textbooks, check format availability, non-course materials, order desk copies, and research new titles in addition to providing three years of prior book and course information. Please contact the Campus Store Textbook Department for more information on ordering or to request a copy of the departmental textbook list.

To best meet the needs of the student body, all textbook and course materials information must be made available to the TCU Campus Store and should not be released elsewhere. The TCU Campus Store will order and make available for sale any and all textbooks required for each course at TCU. The TCU Campus Store will make all textbook and course material information available through their website <https://www.bkstr.com/tcustore/home>. In the event of a delayed delivery for any required title being used for a course, the TCU Campus Store will be glad to take special orders in store, by student request, for books not in stock. Every effort will be taken to secure the books and provide them in a timely manner.

NOTICE: The sale of textbooks and supplies directly to students by individuals employed at TCU or through departments is strictly prohibited.

Book and supply information is due for each class and instructor on the following dates:	<b>Due Date to TCU Campus Store</b>
Upcoming spring semester	October 15**
Upcoming summer semester	March 18**
Upcoming fall semester	April 15**

## Unprofessional Behavior, Disruptive Behavior and Lack of Academic Progression Policy

Undergraduate: <https://tcu.navexone.com/content/dotNet/documents/?docid=219&public=true>

Graduate: <https://tcu.navexone.com/content/docview/?docid=220&public=true>

### Withdrawals

After a student has been duly enrolled in a class, he or she is considered to be officially in that class and responsible for a grade until he or she has formally dropped from the class or withdrawn from school. Merely discontinuing class attendance does not constitute a drop or withdrawal. A student who desires to drop a course or withdraw from the University should follow the established procedure originating in the Registrar's Office. The date of withdrawal for purposes of tuition adjustment shall be the date of official withdrawal. The Registrar's Office should be consulted for details concerning current university withdrawal policy.

The purpose of student-initiated withdrawal from courses is to enhance the learning opportunity in a program of study. On recognition that a student may lack the background needed for the mastery of course content, the subject matter in a course does not match student need or interest as anticipated, or that course requirements will limit effective appropriation of learning in a semester's overall program of study, a student may officially withdraw from any course until five (5) academic days following the published date that mid-semester reports of unsatisfactory work are due to the Registrar. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal.

There will be no withdrawals after this date during the fall and spring semesters, or a comparable period during a shorter session.

Any student who experiences unusual hardship may seek special consideration through a written petition to the dean of the college of his or her major. Petitions should, where possible, be documented with supporting statements from a doctor, counselor, or family member. That a student is doing unsatisfactory work in a course will not be taken as sufficient reason for special consideration. If, in the opinion of the dean, the request is justified, a grade of "Q" (dropped by the dean's permission) may be assigned by the dean after consultation with (1) the instructor of the course, (2) the chair of the department, and (3) the dean of the college in which the course is offered. Any dean assigning a "Q" will notify the Registrar's Office.