TLAC Procedures – Administrative

1.0 Appointments with Department Head

- Check with assistant to the department head. If not available, check with the administrative assistant or academic business administrator II.
- Please give 2 or 3 days and times to meet with department head.
- Assistant to the department head will verify with department head
- Assistant to the department head will schedule the appointment on department head's calendar and will notify the person of the appointment time.
- The day prior to the appointment, the assistant to the department head will send out a reminder email.

2.0 Grade Sheets

- Administrative assistant picks up grade sheets from OGS.
- Administrative assistant makes copies of grade sheets, makes cover sheet on colored paper with due day and time and places grade sheets in instructor's boxes. The deadline is usually a couple of days prior to the due date to the Registrar's Office. (Graduating students have 3 different due dates – Wed. 6 p.m., Thurs. 1 p.m. and Thurs. 6 p.m. The grade sheets for all other students are due the Monday after graduation.) Submit grade sheets to administrative assistant or assistant to the department head.
- When grade sheets are returned, administrative assistant checks to ensure:
  - There is a signature on the bottom of the grade sheets
  - Every grade slot is filled in (no blanks or double grades)
- When all sheets are returned, administrative assistant makes a copy and hand carries the originals to OGS.
- Administrative assistant keeps the copy from the instructor until she gets the official grade sheet back from the Registrar's office.
- If it is necessary to bubble in or sign for an instructor, always sign your name "for" instructor's name.
- Most EDCI 691 classes have an "I" for a grade until the research is completed.

3.0 Online Evaluations

- Measurement and Research Services (MARS) sends the initial email to faculty giving dates of enrollment period and evaluation period for students. Assistant to the department head is cc'ed on this email.
- Throughout the semester reminder emails are sent for all faculty to enroll in evaluation.
- To select classes for evaluation, go to https://pica.tamu.edu
- Note: Response rates are increased by conducting a midpoint assessment and by the instructor communicating the importance of PICA.

4.0 Class Schedules

- Associate department head gets last year's schedule from Registrar's office.
- Associate department head makes copies and gives to faculty member.
- Associate department head gets schedule from faculty member with classes, times, instructors (excel spreadsheet).
- Associate department head organizes classes in TLAC's classrooms.
- Associate department head makes an excel spreadsheet of classrooms with classes in them.
- Associate department head puts classrooms on schedule (excel spreadsheet).
- The schedule is sent to faculty member for approval.
- Once approved, a tentative draft is sent to faculty for review.
- Associate department head makes any approved changes that faculty suggest.
- Associate department head meets with dean's office and academic advisors from EPSY and EAHR to assign classrooms in Harrington Tower and Harrington Education Center.
- Associate department head makes changes on spreadsheet.
- Spreadsheet is sent back to faculty member for approval.
- Associate department head makes corrections on the copy of last year's schedule, putting in instructor's UIN, changes in days, dates, times, codes, enrollment, classrooms and extra pages for courses not listed on the copy from the Registrar's office.
- Associate department head reviews copy with faculty member.
- Associate department head makes a copy of the schedule and sends it to assistant dean for administrative services who reviews and signs off on schedule. The schedule is then sent to the Registrar's office.
- Once the Registrar has reviewed the schedule and assigned classes in classrooms, they send the copy back.
- Associate department head reviews the copy of the schedule.
- Associate department head makes changes on the excel spreadsheet.
- Associate department head sends the changes to the faculty member.
- Associate department head sends the revised schedule to the faculty for input.
- After the input is received and changes (if any) are made, assistant to the department head reviews this draft of the schedule with faculty member.
- Associate department head sends the revised schedule back to the Registrar's office.
- Associate department head checks to see that http://courses.tamu.edu has the schedule as was sent.
- Associate department head makes changes throughout the semester – instructors, days, notes, etc.
- A month before the semester starts, assistant to the department head checks enrollment to ensure class will "make."
- For classes that are listed with "staff" as instructor (usually the senior methods and middle school classes), assistant to the department head inputs the instructor's name after enrollment has peaked.
- Associate department head sends building proctor a list of evening and Saturday classes so that the students can get in the building and the A/C is kept on.

4.1 Online and Distance Ed Courses

- Associate department head completes distance and online course forms.
- Associate department head gets department head's signature.
- Associate department head makes copy of form.
- Associate department head sends form to coordinator of distance learning, assigns room, approves classes, and sends to assistant dean for administrative services for approval.

4.2 Special Topics Courses (489 and 689)

- Associate department head gets a copy of the syllabus and the program area's letter of support for the 689 course from the instructor and sends it to the Graduate Advisor.
- Graduate Advisor reviews the syllabus, ensuring all requirements are met.
- Graduate Advisor sends the syllabus to graduate committee for approval.
- Once vote is completed, Graduate Advisor completes the special topics form.
- Graduate Advisor gives the complete packet (syllabus, letter of support, and special topics form) to department head for signature.
- Graduate Advisor makes a copy of packet.
- Graduate Advisor sends the packet to administrative assistant to the associate dean for academic affairs for his/her approval.
- Once the Associate Dean has reviewed and approved, the packet goes to the Office of Graduate Studies (OGS) to review and make sure all elements are correct and that this class has not been taught three times.
- After approval, the packet is sent to the Registrar's office to be put into Compass.

4.3 TTVN Courses

- Instructor emails associate department head of the need for a TTVN course and where the satellite location is.
- Associate department head checks with coordinator of distance learning for classroom.
- Associate department head completes TTVN form.
- Associate to the department head sends the form to coordinator of distance learning in the dean's office for processing.

4.4 Directed Studies Course (EDCI 685)

- Student must get permission from instructor.
- Student completes 685 form found on the TLAC website.
- Student returns the form to the Graduate Advising Office.
- Graduate Advisor reviews the paperwork and sends it to the department head for approval.
- Form goes back to Graduate Advisor who will set up the course and enroll student in class.

5.0 TLAC *News* FLASH*s* (Newsletter Items)

- Administrative assistant collects stories/information to be published in the **TLAC** *News***FLASH** monthly.
- Email story information for the **TLAC** *News***FLASH** to administrative assistant
- Administrative assistant compiles stories/information and writes the newsletter
- Administrative assistant emails completed newsletter to faculty, staff, graduate students, dean, college department heads, etc.
- **TLAC** *News***FLASH** is posted on the TLAC Website.

6.0 TLAC Department Elections

- Assistant to the department head determine open positions on Clinical Evaluation Committee, Tenure Track Evaluation Committee, Faculty Advisory Committee (college), GIC Committee (College), Clinical Representative (college), College Tenure & Promotion Committee, Department Clinical Committee, Department Tenure & Promotion Chair.
- Assistant to the department head (with the assistance of Senior Information Technology Manager) set up elections on college website.
- Assistant to the department head emails voting instructions and deadline to faculty
- Faculty vote.
- Assistant to the department head sends reminders.
- Elections are closed.
- Assistant to the department head views and tabulates results.
- Assistant to the department head report results to department head and faculty.
- In the event of a tie, a run-off election is held.
- Assistant to the department head notifies department head and faculty.
  - Assistant to the department head sets up election on college website.
  - Assistant to the department head emails voting instructions and deadline to faculty.
  - Faculty vote.
  - Elections are closed.
  - Assistant to the department head views and tabulates results.
  - Assistant to the department head reports results to department head and faculty.
  - In the event of another tie, a coin toss will be held to determine a winner.

7.0 Hiring New Faculty

- New faculty positions are approved by the dean and department heads upon recommendation of faculty and department head.
- Department head, dean, and faculty develop position description / requirements
- Department head appoints search committee chairs.
- Search plan is submitted to executive associate dean for faculty affairs for approval.
- Department head and search committee chairs appoint search committee members.
- Assistant to the department head advertises open faculty positions in appropriate Publications i.e.: Chronicle of Higher Education, Black Issues in Higher Education, Hispanic Outlook, etc.

- Assistant to the department head posts open faculty positions on the TLAC and College of Education Human Development websites.
- Department head receives application materials from interested applicants.
- Department head forwards application materials to assistant to the department head.
- Assistant to the department head logs applicant information in Excel spreadsheet.
- Assistant to the department head notifies applicant by email to confirm receipt of materials.
- Department head sends applicant pool information to the dean for certification.
- The dean certifies the applicant pool.
- Assistant to the department head makes appropriate number of copies of application materials and forwards copies to search committee chair and/or committee members.
- Search committee meets to consider applicants.
- Committee chooses top 1-3 candidates to consider inviting for on campus interview.
- Search chair consults with department head to review top candidates.
- Department head approves extending an invitation to visit to candidate(s).
- Search chair, department head, or administrative assistant contacts candidate(s) to extend invitation.
- Assistant to the department head contacts candidate(s) to schedule the visit, consulting department head's calendar, search committee members' schedules, and the dean's calendar.
- Assistant to the department head or search chair informs candidate(s) about presentation.
- Candidate(s) make travel arrangements (to be reimbursed by the department).
- Administrative assistant makes hotel reservations.
- Assistant to the department head schedules transportation and hosts for visit including times and locations of: candidate presentation, meeting with the dean, meetings with associate deans, meetings with department head, meeting with staff, meeting with graduate students, meeting with cognate group members, reception at the department head's home, meals, etc.
- Assistant to the department head emails schedule to department head, search chair, search committee members, candidate, faculty, staff, and graduate assistants.
- Candidates visit campus for interview.
- Faculty fill out online evaluation for each candidate interviewed.
- Assistant to department head tabulates online evaluation results and reports them to chair of search committee.
- Search committee meets and considers evaluation results for all interviewed candidates and makes recommendation to department head.
- Department head makes recommendation to dean.

8.0 Faculty Evaluations

- The Faculty Evaluation Committee members are elected by the TLAC faculty.
- The Tenure Line Annual Evaluation Committee is comprised of: three full professors (2 year terms), two associate professors (2 year terms), one assistant professor (1 year term). The Clinical Evaluation Committee is comprised of: one clinical full professor (2 year

term), one clinical associate professor (2 year term), one clinical assistant professor (1 year term, one lecturer (1 year term).

- Assistant to the department head makes committee assignments for review of the completed A-1 worksheets.
- Assistant to the department head emails the A-1 worksheet to the faculty.
- Faculty completes the A-1 worksheet by the specified deadline.
- Faculty emails the completed A-1 worksheet to Assistant to the department head.
- Assistant to the department head emails the completed A-1 worksheets to the appropriate Faculty Evaluation Committee members.
- Assistant to the department head makes copies of the A-1's for the Faculty Evaluation Committee meetings.
- Assistant to the department head prepares electronic files containing the A-1's for the Faculty Evaluation Committees meetings.
- The Faculty Evaluation Committees meet with the department head to review and discuss each A-1.
- The Faculty Evaluation Committees make recommendation and completes the A-2 Form.
- Department head reviews A-2's and makes adjustments when necessary.
- Assistant to the department head schedules individual faculty evaluation conferences for department head to review the A-2.
- Department head meets with each faculty member to review their A-2.
- Assistant to the department head collects the A-2's.
- Assistant to the department head makes a copy of the A-2's for each faculty member's file and a copy for the individual.
- Copies of each faculty member's A-1 worksheet, completed A-2, vita, and tenure and promotion letters are kept in a faculty file by the assistant to the department head.
- Assistant to the department head sends the original A-2's to assistant to the dean.
- Assistant to the department head scans completed A-2's and burns to a CD for administrative coordinator in the dean's office.

9.0 Printing Oversized Posters on the TLAC Plotter

- Two (2) working days notice is required for posters to be printed.
- Faculty member or graduate student constructs poster using the TLAC recommended standard PowerPoint template found on the TLAC website.
- The parameters for the poster are up to 39.37 in. x 55.12 in. with a printable area of 38.82 in. x 53.46 in.
- In order to conserve ink, the background of the poster must be white or a pale color (i.e. light yellow, light gray, light blue, etc.).
- Send the poster as an attachment to assistant to the department head.

TLAC Procedures – Fiscal

10.0 Travel

Faculty (tenure line and clinical) receive a travel allocation each year. The amount depends on the department's budget for that year $1,250 for tenure and $950 for clinical. The department head allows faculty to spend up to $200 of their allocation on toner, books, equipment or supplies (memberships are not allowed from these funds). This travel allocation is to be spent on travel to a national conference with a presentation made by the faculty member. These funds are to be spent by 8/31 each year, unused funds do not carry forward.

10.1-Fill out University Business Form for Travel

- Give the form to academic business administrator.
- Get department head approval.
- Give approved form to business coordinator and notify faculty member.
- Fill out Travel Reimbursement form and attach receipts (receipts need to be turned in no later than 3rd day after returned).
- Due to audit, travel reimbursements must be paid within 30 days of return.
- Give to business coordinator.
- Business coordinator completes voucher online.
- Give voucher to traveler for review and signature.
- Return signed voucher to business coordinator.
- Business coordinator gives voucher to academic business administrator for review online.
- Academic business administrator gets department head approval online.
- Business coordinator scans copies and sends to Financial Management Operations (FMO).

10.2 Foreign Travel

- Fill out university foreign travel request form online at: http://finance.tamu.edu/contracts/forms/028TravelRegistration.pdf
- Fill out Foreign Travel Itinerary Registration Form.
- Give form to business coordinator.
- Business coordinator checks for travel warnings.
- Form must be approved 30 days prior to departure.
- Business coordinator gives form to academic business administrator.
- Academic business administrator gets department head approval.
- Academic business administrator gives form back to business Coordinator.
- Business coordinator keeps a copy and sends original to dean's office.
- Dean's office sends to Provost or back to department.

10.3 Washington, D.C.

- Form is filled out online if faculty member is meeting with government officials.

11.0 Keys

- See business coordinator if a key is requested.

- Sign out key.
- Business coordinator enters information in database.

12.0 Payroll

- Send an email to academic business administrator with any payroll changes.
- Academic business administrator enters request in CEHD Portal.
- Dean’s office enters form and routes for signature.
- Academic business administrator reviews and approves online.

13.0 New Hire

- Employee meets with academic business administrator.
- Academic business administrator enters information in CEHD Portal.
- Dean’s office enters form and routes for signature.
- Academic business administrator reviews and approves online.

14.0 Car Rental

- Fill out Transportation Request form to request/reserve car (earlier the better to ensure you receive the vehicle you requested).
- Form goes to academic business administrator.
- Academic business administrator signs and gives to business coordinator.
- Business coordinator faxes the form.
- Email notification is sent to academic business administrator by transportation.
- Academic business administrator forwards email to faculty.

15.0 Mailing Form

- Fill out the mailing form for mail that is sent off campus and not charged to department.
- Attach mailing form to document being mailed.
- Form is returned to department by mail services.

16.0 Business Cards

- Information for cards is given to business coordinator.
- Business coordinator orders business cards.
- When cards arrive, they are put in the employee’s mailbox.
- Business coordinator notifies employee.

17.0 Reimbursements

- Form is filled out online (employees will only be reimbursed if the purchase was approved in advance).
- Form is given to department head for approval.

- Original form is given to business coordinator and a copy is given to the requestor.
- Receipt is given to business coordinator.
- Business coordinator processes reimbursement.
- Academic business administrator approves online.
- Department head approves online.
- Documentation is sent to Financial Management Operations once all approved.
- Copy is kept.

18.0 Parking

- New employees see academic business administrator for parking information.

18.1 Other Parking

- Current employees deal with parking regarding problems.
- Request to change parking online at: http://transport.tamu.edu/parking.aspx

18.2 Visitor Parking

- Request for visitor parking is given to business coordinator.
- Business coordinator calls to purchase visitor parking.
- Business coordinator notifies requestor when visitor parking is available.

19.0 Cash Handling

- Procedures must be set-up ahead of time with Academic Business Administrator in order to collect and or and/or handle cash.
- Checks/cash is given to business coordinator.
- Business coordinator stamps back of check.
- Business coordinator enters deposit online and receipt is mailed to payee.
- Academic business administrator review and approve deposit online.
- Deposit is placed in bag and sealed.
- Deposit bag is given to student worker to take to MSC.
- Deposit back-up is filed.

20.0 Contracts for Compensation

- Information is given to academic business administrator.
- Academic business administrator prepares contract and cover page.
- Academic business administrator gives contract to PI for review and signature.
- Contract is returned to academic business administrator.
- Academic business administrator gets department head approval.
- Academic business administrator keeps a copy and sends original to Dean’s office.
- Academic business administrator receives email from Dean’s office when contract has completed routing, a copy is attached to email.

- Academic business administrator gives approved contract to business coordinator.
- Business coordinator gets approval from PI as to when payment should be processed.
- Payment is routed online for signatures.

21.0 Faculty/Staff ID

- Form is filled out online by academic business administrator.
- Academic business administrator puts form in employee mailbox.
- Academic business administrator emails employee with instructions on how to get faculty/staff ID.
- Faculty and staff pay for ID's.

22.0 Supplies

- Department keeps supplies in supply cabinets in the kitchen area Assistant to the department head, administrative assistant, the student workers, business coordinator and academic business administrator can unlock supply cabinet to get requested supplies.
- If a supply is requested that the department does not normally purchase; fill out the form online to make a request.
- Form is given to academic business administrator.
- Academic business administrator gets department head approval.
- Academic business administrator gives original form to business coordinator and a copy to the requestor.
- Business coordinator orders the item requested.
- Business coordinator notifies the employee when the item arrives.

23.0 Purchasing Card

- Complete form to request approval for purchase.
- The Purchasing Card is checked out by academic business administrator or business coordinator.
- The requestor signs for the Purchasing Card.
- The Purchasing Card can be checked out for 24 hours Monday through Thursday or it can be checked out on a Friday and returned on the following Monday.
- When the Purchasing Card is returned, a receipt must also be turned in without sales tax included in the total.
- The receipt should be itemized and show no tax, alcohol or travel expenses.
- If the receipt has sales tax, alcohol or travel expenses – the requestor will take the Purchasing Card back to the vendor to get a corrected receipt.

24.0 Staff Evaluations

- Staff evaluations are completed once a year online during the period March through May.
- Staff evaluations must be completed by May 31.
- Staff completes an evaluation before meeting with supervisor.

- Evaluations are signed by the employee and their supervisor online.
- If an employee receives "Does Not Meet", the evaluation must be signed by the supervisor's manager online.

24.1 New Employee Evaluations

- An evaluation will be conducted for new employees during the first through third month of employment.
- The evaluation is signed by the employee and their supervisor.
- The evaluation is filed in the employee's personnel file.

25.0 Personnel Files

- All personnel files are kept in the Business area filing room (308 suite).
- Any address/phone/name changes – the employee should fill out a new Employee Personal Data Form.
- The form is given to academic business administrator.
- Academic business administrator puts a copy in the personnel file and sends the original to Payroll.

26.0 Inventory of Computer Equipment

- Information Technology Consultant will be contacted by business coordinator to configure and/or set-up equipment.
- Computers are issued only after asset number barcode is attached to equipment by business coordinator.
- Information Technology Consultant keeps equipment until asset barcode is attached to equipment by business coordinator.
- Information Technology Consultant will then contact faculty/staff for delivery of equipment.

27.0 Equipment Kept Offsite (Long Term over 6 Months)

Requesting equipment to take off-site:

- Form can be located on-line at: http://finance.tamu.edu/fmo/pm/forms/fdp410.pdf
- Fill out off-site form with following information: Location, Condition of equipment, Date Signed - Out and Signature of responsibility.
- Return form to business coordinator.
- Business coordinator will give form to academic business administrator.

28.0 TEES Purchasing

- Principal Investigator (PI) of TEES's grants notifies business coordinator of items to be purchased.
- PI will need to turn in receipts / invoices to business coordinator to process payment.

- Business coordinator will process payment on-line by scanning in documents to a PDF file to be viewed on-line, will route through academic business administrator for first approval.
- Academic business administrator will then route to department head for final approval.
- Business coordinator will scan documentation to TEES fiscal office after department head approval.
- Business coordinator will then notify Principal Investigator that payment is in process.

29.0 TEES Travel:

- Traveler(s) most fill out a TEES Travel & Leave (T&L) form before departure date.

NOTE: Traveler(s) must include the time of departure and the time traveler(s) returned.

- Business Coordinator will then generate Travel & Leave form online.
- Business coordinator will then give to academic business administrator for approval of Travel & Leave form.
- Traveler(s) will need to return all receipts being claimed no later than the 3rd day after returning from trip to business coordinator.
- Business coordinator will then prepare travel voucher for reimbursement to traveler(s)
- Voucher will then be returned to Traveler(s) for review and signature of information being submitted on voucher.
- The traveler(s) will then return voucher to business coordinator.

NOTE: Please do not sign voucher if there is a discrepancy on voucher, contact business coordinator to see if discrepancy can be rectified.

- Business Coordinator will then forward voucher to academic business administrator.
- Academic business coordinator will then give to department head for final approval. Travel voucher will be given to Business Coordinator to scan to TEES Fiscal/ Travel for approval.

30.0 TEAM Equipment Checkout

- Equipment may be reserved by any TLAC faculty, staff, or student.
- Reservations and inquiries should be addressed to Chalon Hawkins at chawkins@dsmail.tamu.edu
- Reservations should be made 24 hours in advance.
- The person borrowing equipment is required to sign a “Loan of University Property” sheet when they take delivery of the requested equipment.
- Borrowers with overdue equipment will be sent email reminders once a week for three weeks requesting the return of the overdue items. Subsequent reminders will involve the Department Head.

31.0 TEAM Computer Maintenance Procedures

- System updates on all TEAM computers are completed at least weekly and in response to any known security threats.

- Virus protection files on all TEAM computers are completed at least weekly and in response to any known security threats.
- Computers are physically cleaned at least every two weeks.

32.0 TEAM Computer Maintenance Procedures

- System updates on all TEAM computers are completed at least weekly and in response to any known security threats.
- Virus protection files on all TEAM computers are completed at least weekly and in response to any known security threats.
- Computers are physically cleaned at least every two weeks.

33.0 Faculty Teaching Loads

- If a faculty member is buying out a course, please notify TLAC office by either December 1 or June 1. Please also contact the academic business administrator.
- Tenure Hire 40 40 20 – 4 courses per academic year
  Clinical 80 10 10 – 8 courses per year
  Lecturers 100 – 8-10 courses per year
- Faculty may fulfill their teaching loads during the academic year Fall, Spring or Fall, Spring and Summer depending on program needs and department head approval.
- Faculty members who wish to develop and teach a special topics course (EDCI 489 or EDCI 689) must submit completed paperwork by December 1 or June 1.
- If a faculty member's course does not make during any given semester, arrangements will be made to teach another course if available. Faculty course loads may be moved to a future semester with advanced approval from the department head.
- Faculty members need to work through concentration areas to propose and change courses.
- Textbook orders are to be submitted electronically by the faculty to administrative assistant in the TLAC Department.
- For courses larger than 30 students, a GA can be recruited for 10 hours to assist upon approval of department head.
- Academic Concentration Faculty Groups will recommend graduate students to teach courses.
- Graduate students can only teach one course per semester while working on coursework. They can receive special permission to teach two classes from the department head upon submission of a written request from their chair.
- Graduate students are not allowed to work more than 20 hours per semester per Teaching, Learning and Culture due to course and graduate assistantships work requirements.
- Graduate students must be mentored and trained by their chair while they are teaching.

34.0 Courses

- Size of classes:

  - Regular term: Minimum of 5 for graduate courses and 20 for undergraduate courses.
  - Required graduate core courses should have an enrollment of 20-30 students during regular term.
  - Summer term: Minimum of 10 for graduate courses, 20 for graduate core courses and 20 for undergraduate courses.
  - Online courses: Minimum 10, maximum 20.

35.0 Syllabus

- As per university requirements for courses, syllabi must be on file in the TLAC office. Send electronically to associate department head one week after the start of classes.
- Faculty should post syllabus for courses electronically prior to beginning of the semester.
- Distribute all handouts, reading, worksheets, etc. electronically.

36.0 Undergraduate Committee (membership and committee charge)

- 5-6 members. (Includes undergraduate adviser, associate department head, and program coordinators.)
- Make recommendations to the department head concerning curriculum and teaching for the undergraduate program.
- Modify and monitor program quality. Ensure the courses (content) and pedagogy is current and relevant to program.
- Ensure that state standards are addressed in the curriculum.

TLAC Procedures – Graduate Advising

37.0 Application Reviews

- Student submits graduate application, official transcripts, and official GRE and TOEFL scores to the Graduate Admissions Office.
- Once Admissions has received all necessary items, notification is sent to the department via Compass.
- Graduate Advisor prints the documents using OARDOCS.
- The graduate advising office matches the application with the student's letters of recommendation and departmental application.
- The entire application packet is copied electronically and sent to the designated faculty member for review. Masters applications are due back to the Graduate Advisor within two weeks, and Doctoral applications are due back within four weeks. A Masters application only requires one review if GRE scores > 25%. If not, additional faculty review is required. Doctoral applicants must be interviewed. Applications with GRE scores above 25% only require two or three members' reviews. If not, additional review required by the graduate committee. If admitting, the program area will assign a temporary advisor.

- Once the faculty decision has been made and returned to the Graduate Advising Office, the Graduate Advisor enters the decision in OARADS and notifies the Department Head who will then enter a decision on OARADS.
- A decision letter is sent to the student indicating the decision and temporary advisor's contact information, if admitted. A copy of the application file and the student's decision letter is given to the temporary advisor assigned to that student.
- The Graduate Advising Office updates the database to indicate the admissions decision, temporary advisor, and when the decision letter was sent to the student.

38.0 OGS/IRB Forms

- Form is downloaded from the OGS website, filled out, and signed by student.
- Student collects committee members' signatures.
- The completed form is submitted to the Graduate Advising Office.
- The form is reviewed for accuracy.
- If approved, the form is sent to the Department Head for approval. If not, it is returned to the student for corrections.
- Once approved, the original form(s) is sent to OGS/IRB office. A copy is scanned and sent to the student. A copy is placed in the Student's file. Information is entered into a database indicating when the document was sent to OGS/IRB; whether or not the Department Head approved it; and what the document is.

39.0 Scheduling Exams/Proposal Hearings

- The student meets with committee members to determine date and time of exam.
- Student/faculty member contacts TLAC office to reserve a room for the exam.
- For final exams, the students must submit "Request and Announcement of Final Exam" form to Graduate Advising office at least 2 ½ weeks prior to the exam. OGS sends the Final Exam paperwork directly to the committee chair.
- For preliminary exams, the student will need to download the "Checklist and Report of Preliminary Exam" form from the OGS website and take them to the exam.
- For proposal hearings, the student will need to download the "Proposal Title Page" form from the OGS website and take it to the meeting for signatures.
- All forms are submitted to the Graduate Advising Office once approved. Along with the "Proposal Title Page", students must also submit the first five pages of their proposal and a copy of their IRB approval/exemption form.

40.0 Graduate Assistantship Applications

- Students interested in applying for a TLAC Graduate Assistantship can find the application on the TLAC website. Students will submit the application and a resume to the Graduate Advising Office.
- Application information is saved in a database. (Student's name, classification, area of study, etc.)

- In February, faculty reviews the applications to determine GA placements for the upcoming year.
- Students are notified by academic business administrator if an offer is made.
- The remaining applications are kept on file in the Graduate Advising Office for review by new faculty members, other departments, or faculty members needing to replace a GA.

41.0 Graduate Student Travel Applications

- Student seeking financial assistance to travel to present at a conference can access the application on the TLAC website.
- The student will complete the form and contact their committee chair for their signature (recommendation).
- The form is returned to the Graduate Advising office.
- Graduate Advising submits to the Department Head for approval.
- If approved, the student is notified by academic business administrator.

42.0 Academic Concentration Groups

- Academic Concentration Groups and Faculty Leaders will meet to propose courses, update five years plans, which faculty will teach courses and how they will be delivered (face-to-face, TTVN, on-line etc.) as per department and student needs.
- For **summer and fall semester**, the schedule with faculty names will be submitted to TLAC office by December 1 as specified in 5 year plan and per student needs. Course schedule with notes must be in Registrar's Office by first week of January.
- For **spring semester** courses, schedule with faculty names will be submitted to TLAC office by June 1 as specified in 5 year plans and per student needs. Course schedule with notes must be in Registrar's Office by third week of August.
- TTVN courses must have a minimum of 3 students in each distant location for the course to be taught. Paperwork is due for your TTVN course by **June 1** or **December 1**.
- Course loads in the summer will be distributed evenly to faculty in respective areas who request to teach.
- A course will not be changed after it is posted for student registration on Compass and courses.tamu.edu.
- Associate department head will be in charge of scheduling of courses. Please send academic concentration group requests electronically to the Associate department head.

43.0 Graduate Committee (membership and committee charge)

- Representatives include the leader of each concentration area Reading/Language Arts, Urban Education, Culture & Curriculum, Mathematics Education, Science Education, ESL, Early Childhood Education, Online M.Ed. and Online Executive Ed.D. Ad Hoc members include Assistant Department Head for Graduate Studies, Graduate Secondary Certification Coordinator, Graduate Advisor, and Graduate Student Representative.
- Make recommendations to department head concerning curriculum and instruction for the graduate program.

- Monitor quality of program to prepare students for Research Extensive Universities and leadership positions.
- Modify and monitor program quality. Ensure the courses (content) and pedagogy is current and relevant to program.
- Make course schedule recommendations to department head or designee.
- Approve and recommend all new courses, including 689s, and make recommendations to department head.
- Approve and recommend faculty and graduate faculty status.
- Monitor student admissions, and overall progress in the program.
- Review and make admission recommendations for marginal applicants.

44.0 Grad Students Teaching Responsibility

- There is an expectation that full time graduate students will teach or assist and other professor for at least one (1) course during their program of studies.
- Major professor or designee must agree to mentor during teaching
- Leaders in the concentration areas make recommendations to assistant department head for teaching.
- Graduate Students will be given 10 hrs of 20 hrs per course for teaching depending on the enrollment. Over 40 (20 hrs).
- Graduate students can have appointments for assisting professors with teaching large classes upon approval by department head.

45.0 Grad Students Assignments to Courses

- Grad students must be recruited by faculty to assist in large classes.

46.0 Graduate Student Sponsorships to Conferences

- Consideration for funding to national conferences where presentations have been expected.
- Funding is available up to $500.00 for AERA and $350.00 for other national conferences if funds are available.
- Must have membership in GSA.
- Must apply first to OGS for funds before requesting department funds.

47.0 Admission to Graduate Program

- Maintain current enrollments in the respective concentration areas.
- Admit students two times a year
    - Masters applications: October 1 for Spring, March 1 for Summer/Fall.
    - Doctoral applications: August 1 for Spring, December 1 for Summer/Fall.
    - Executive EdD applications: September 1 for Spring cohort.

48.0 Course Scheduling

- Leaders of concentration areas submit plans and make recommendations to the
    - Assistant Department Head for course schedules.
- Graduate Committee will make recommendations to Department Head for course schedules.

49.0 Faculty Advising

Graduate Level
- PhD – minimum of 5 in progress
  *Graduate 1 per rolling 3 years for meeting expectations.
  * Graduate 2 or more per rolling 3 years for merit.

50.0 Leaders of Concentration Areas

- Elected by the faculty for 2 year term (May).
- May repeat up to 3 terms.

51.0 Course Enrollments

Enrollment Management

Graduate
- Core course enrollment will be closed at 20 and increased only for students graduating.
- Students will be encouraged to take electives by the graduate advisor in concentration areas if core courses are at 20.
- Waiting lists for core courses will be developed to justify opening another section.
- Core course enrollments will be increased if there are insufficient numbers of students on waiting list for additional courses.

Undergraduate
- Maintain overall existing enrollment in undergraduate programs.
- Expand shortage areas in middle grades (math and science) through enrollment management.
- Designate cohort entry points two times a year.

52.0 Editorships of Professional Journals

- Editorships approved with support from Dean's Office.
- Guidelines available at CEHD website: http://www.cehd.tamu.edu/

53.0 Textbook Requisitions

- Professor of Record for course makes recommendation for textbooks in collaboration with other professors who teach the same course.
- Recommendations should consider the cost of textbook as well as making materials available through the web.
- A Textbook Requisition Form must be completed and submitted each semester by the professor of record for each course and section and emailed to the department head or designee. A current Textbook Requisition Form will be provided each semester. Textbook orders are documented each semester with a paper copy. A Textbook Requisition Form must also be completed and submitted with course information indicating if no textbooks are required for a course.

54.0 Professor of Record for Courses

- Develop and maintain updated syllabus.
- Serves as consultant to other faculty teaching course.
- Maintain quality control of course.
- Makes recommendations for scheduling through concentration program leader.
- Ensures common textbook and learning materials ordering for same course (especially undergraduates).

55.0 TLAC *News*Flash Submissions

- Faculty, students and staff may submit submissions to the TLAC *News*FLASH noting all presentations, accomplishments, awards, etc. to the department for announcement.

56.0 Guidelines for Faculty Development Leave

All faculty considering and taking faculty development leave (FDL) must adhere to university guidelines http://dof.tamu.edu/faculty/fdl/policyguidelines.doc and procedures http://dof.tamu.edu/faculty/fdl/facultyappprocedures.doc and meet all department, college and university deadlines for submission of materials, including the post-leave report.

The following procedures apply to, and direct, faculty in Teaching, Learning and Culture when applying for FDL

Faculty member should, after preparing a proposed plan for the leave period (either one semester with full pay or two semesters with one-half pay), meet with the department head to clarify and plan for the leave period. The plan presented should show how the leave period will be beneficial to the faculty member, the Department of Teaching, Learning and Culture, the College of Education and Human Development and Texas A&M University.

While faculty may voluntarily choose to participate on departmental, college and university committees, the plan of FDL is not to provide time for faculty to be assigned to work on departmental, college and university committees.

Faculty awarded FDL are not responsible for teaching regularly scheduled courses during the leave period. However, the interests of the department are best served if FDL does not disrupt the normal offering of courses, thus ensuring student progress toward graduation. In the case of **core or departmentally required courses**, the faculty member, in consultation with program area, must present a plan on how courses usually taught by the faculty member will either

a. be taught by another faculty member, either in the program area or from outside the program area, as part of that faculty member's regular load, i.e., not as an overload course, or

b. will be offered in another semester by either the faculty member seeking FDL, as part of their regular load, i.e., not as an overload course, or another faculty member.

In the case of **elective courses**, the faculty member, in consultation with his/her program area, presents a plan explaining why not offering the course or offering the course in another semester will not be detrimental to student progress.

Faculty members on FDL may supervise students enrolled in research (691 or 692) courses.

Student Progress

While recognizing that many FDLs take a faculty member away from the College Station or Qatar campus, faculty taking FDL should work with students and their masters and doctoral committees to ensure that the leave activities and locations do not impede a student's progress toward graduation.

57.0 Salary Savings

If a faculty member wants to "buy-out" a course, their research funds are charged one month of their current salary. Here is an example:

$10,000/month

$10,000
(2,000) Dean's office keeps 20%
<u>(4,500)</u> Cost for one course buy-out, department keeps for course replacement
$3,500

The faculty member receives 33% of the $3,500 (which is $1,155). The department keeps the remainder (which is $2,345). The faculty member can use these funds for travel, books, equipment or one-time merit.

If a faculty member has research funds and has a certain amount of their time budgeted on these funds, they will also receive salary savings if it is during the 9 month (Sep.-May) period. If they choose to not buy-out a course with their funds they will receive more in salary savings. Here is an example:

$10,000 of their salary is to be paid from their research funds

$10,000

(2,000) Dean's office keeps 20%
$8,000

The faculty member receives 33% of the $8,000 (which is $2,640) and the department keeps the remainder (which is $5,360).

Salary Savings are maintained in a department account by the academic business administrator. These funds are carried forward from year to year.

58.0 Graduate Assistant Procedures

- Graduate students enrolled in the Ph.D. program in TLAC are eligible for an assistantship for up to 3 years depending on department funds and performance.
- Each concentration area receives 3 (20 hour) assistantships.
- Concentration area leaders submit the names of the graduate students to academic business administrator. The academic business administrator goes over the list of names with the department head for approval.
- Letters are sent to the selected graduate students by academic business administrator usually in late May or early June.
- Assistant Professors (without tenure) are to receive 10 hours of help from the graduate students in their concentration area.
- Large enrollment courses:
    - Online course greater than 20 students = 10 hrs of grad. student help
    - Lecture course greater than 60 students = 10 hrs of grad. student help
    - Methods/Field based course greater than 30 students = 10 hrs of grad. student help
    - Graduate course greater than 30 students = 10 hrs of grad. student help
- Each faculty member that qualifies for grad. student help with a large enrollment course will make a written request for grad. student help to academic business administrator. Once approval is received from the department head, the faculty member is then responsible for selecting a graduate student enrolled in the Ph.D. program in TLAC. When the student is selected, the faculty member will send the name and contact information to the academic business administrator. The academic business administrator has a complete list of graduate students that receive an assistantship in TLAC for each concentration area, large enrollment courses, teaching, Pathways, Diversity and research funded.
- Currently any graduate student that receives an assistantship for 20 hours must be enrolled full-time for that semester (9 hours fall/spring and 6 hours summer). A 20 hour assistantship also qualifies the student to receive university health benefits, an out-of-state tuition waiver and 9 hours of paid tuition. In order to receive the out-of-state tuition waiver, the student must be hired before the 12^{th} class day. If the student does not receive the waiver by the 12^{th} class day, they will not be eligible for the 9 hours of tuition support.

59.0 Academic Concentration Groups

- Academic Concentration Groups and Faculty Leaders will meet to propose courses, update five years plans, which faculty will teach courses and how they will be delivered (face-to-face, TTVN, on-line etc.) as per department and student needs.
- For **summer and fall semester**, the schedule with faculty names will be submitted to TLAC office by December 1 as specified in 5 year plan and per student needs. Course schedule with notes must be in Registrar's Office by first week of January.
- For **spring semester** courses, schedule with faculty names will be submitted to TLAC office by June 1 as specified in 5 year plans and per student needs. Course schedule with notes must be in Registrar's Office by third week of August.
- TTVN courses must have a minimum of 3 students in each distant location for the course to be taught. Paperwork is due for your TTVN course by **June 1** or **December 1**.
- Course loads in the summer will be distributed evenly to faculty in respective areas who request to teach.
- A course will not be changed after it is posted for student registration on SIMS and courses.tamu.edu.
- Associate department head is in charge of scheduling of courses. Please send academic concentration group requests electronically to the associate department head.

60.0 Consultant Form

- Faculty member conducting consultant work must receive prior approval from department head review.
- Consultant Form must be completed ahead of time online at: http://tlac.tamu.edu/uploads/files/consulting.pdf

61.0 Retired Faculty and Inventory Equipment

- Retired faculty will turn in their equipment upon retirement.
- A request to use equipment for a limited time, after retirement can be made prior to the retirement date with the department head.
- A copy of the request will be kept with the Business Coordinator for inventory purposes.

62.0 Course Adoption of Faculty-Development Materials

When a faculty member received some financial benefit, such as royalty payments, from having students purchase a textbook or other teaching materials, the potential for a conflict of interest, perceived or real, is present. Therefore, the College has adopted the following policies to assist Department Heads and Faculty members in reaching decisions regarding the use of textbooks for other course materials developed by the faculty member in a course taught by that faculty member.

If a faculty member wishes to use a textbook or other materials that he or she authored or developed in a course the faculty member teachers, and a decision to use these materials involves some cost to students, review by a departmental faculty committee and approval of both the Department Head and Dean is required. The departmental faculty committee should include at least three individuals, at least one of whom is knowledgeable of the course content. The faculty member submits the following information to the departmental committee.

Additional information may be found for Guidelines for Course Adoption of Faculty-Developed Materials on the college website.

63.0 Copying Journals, Books and Class Materials

The following rules are observed by the TLAC department when making copies:

- Up to 50 pages but no more may be copied for use and distribution.
- No more than 1/3 of an item may be copied and may not exceed the 50 page maximum.
- If one or both of these limitations are met then the item will be made available in full as a book/bound journal for the requesting patron if desired.

There is a general description of the copyright policy on the Library website at: http://library.tamu.edu/services/course-reserves/copyright-fair-use