

Faculty Handbook

University of Houston

The University of Houston is the doctoral degree-granting, largest and most comprehensive university in the University of Houston System, a public system of higher education that includes three other universities: UH-Clear Lake, UH-Downtown, and UH-Victoria.

The University of Houston is an Affirmative Action/Equal Opportunity employer. The University provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is required by law.

This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Furthermore, the University of Houston, in compliance with the Age Discrimination in Employment Act of 1967, Executive Orders 11246 and 11375, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. This nondiscrimination policy covers admission, access, and treatment in programs and activities, and application for and treatment in employment. The University of Houston also complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals with disabilities.

This University of Houston *Faculty Handbook* and related policies do not constitute an employment contract or an offer to contract with any employee. The University of Houston reserves the right to change, amend, or abandon any of the policies contained in this handbook at any time. Nothing contained in this handbook changes the employment at will status of any employee, or creates any additional rights, remedies at law, or expectations of continued employment.

This handbook replaces all previously published handbooks. University of Houston policies are subject to University of Houston System policies.

Compiled by the Office of the Faculty Senate and distributed by the Office of the Senior Vice President for Academic Affairs and Provost, University of Houston.

2007

Revised, 21st Edition

Foreword



UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

JAY GOGUE

Chancellor, UH System
President, University of Houston

March 23, 2007

Dear Faculty Member:

The achievements and dedication of the University of Houston faculty link inextricably to the reputation and success of our University. I am pleased to have the opportunity to work with you through our system of shared governance to prepare our students for successful, fulfilling careers and to a life-long commitment to learning.

This *Faculty Handbook* is a source of information about various State, System and University policies that pertain to the rights and responsibilities of faculty. I encourage you to read it, because policies and procedures undergo continual revision and refinement. I also encourage you to refer to the University's Web site for the most recent versions of the policies and procedures.

I would like to thank those in the Faculty Senate and in the Office of the Senior Vice President for Academic Affairs who devoted their time to producing this document.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Gogue".

Jay Gogue



From the 2007 President of the Faculty Senate

The aim of the *Faculty Handbook* is to serve as a comprehensive reference for University of Houston policies and procedures that pertain to faculty activities, including responsibilities and rights. In addition, it provides information about resources and services available to faculty on campus. This version, which has been updated and revised, also reflects recent administrative changes.

For the University to be successful, faculty must adhere to principles of shared governance and work cooperatively and responsibly with other campus constituencies to advance our educational and research endeavors. The excellence and vigor of the University depends on this commitment. It is hoped that the contents of the *Faculty Handbook* will help to inform faculty about how they can participate in fulfilling the institutional mission.

I would like to thank the members of the Faculty Senate and the administration, as well as the Faculty Senate office staff, for their hard work and dedication that has made it possible to produce the current *Faculty Handbook*.

A handwritten signature in black ink that reads 'Joseph A. Kotarba'.

Joseph A. Kotarba

Note to Faculty

Definitions:

For ease in reading this handbook the following titles have been shortened as noted:

Chancellor/President: University of Houston System Chancellor and University of Houston President

Chancellor: University of Houston System Chancellor and University of Houston President acting in his/her capacity as the head of the UH System.

President: University of Houston System Chancellor and University of Houston President acting in his/her capacity as the head of the University of Houston.

Provost: University of Houston System Senior Vice Chancellor for Academic Affairs and University of Houston Senior Vice President for Academic Affairs and Provost

For the purpose of this Handbook, administrative ranks include: President, Senior Vice President/Provost, Vice President, Dean, Associate Vice President, Assistant Vice President, Chair, Executive Director, and Director. Faculty ranks include: Professor, Associate Professor, Assistant Professor, Librarian, Senior Associate Librarian, Associate Librarian, and Assistant Librarian.

Handbook Availability

Following the 1996 decision by the Board of Regents to restructure the UH System, a complete revision of the handbook was performed and printed with a release date of February 1, 1998. Since 2000 the handbook has been not printed, however, on-line versions are updated regularly at <http://www.uh.edu/fs/handbook/fachand.html>.

Due to the rising cost of publication, the 2007 revision will also be primarily accessible on-line. A limited number of print copies will be distributed as follows:

- one print copy each to the President, Senior Vice President/Provost and General Counsel
- one print copy each to M.D. Anderson Library and the Office of the Faculty Senate

A copy of the Faculty Handbook will be distributed on CDs as follows:

- one copy each to the remaining Vice Presidents,
- one copy each to the Deans of the UH Colleges and Graduate College, and
- two copies each to the M.D. Anderson Library and the Office of the Faculty Senate.

These copies should be made available for review upon request.

Important Changes and References:

The on-line version of the *Faculty Handbook* will be kept as current as possible. Information on-line will supersede that of any printed version available. As stated in M.A.P.P. 01.01.01, all "University of Houston administrative and business operations are subject to federal, State of Texas, Board of Regents, and University of Houston System laws and regulations, and to standards of good business and management practice." Wherever possible references have been made to the applicable policies and procedures set forth in the Board of Regents Policies (available on-line at <http://www.uhsa.uh.edu/regents/policy/>), the System Administrative Memoranda/S.A.M.s (available on-line at <http://www.uhsa.uh.edu/sam/>) and the University of Houston's Manual of Policies and Procedures/M.A.P.P.s (available on-line at <http://www.uh.edu/mapp/>)

For the most current Faculty Handbook, visit <http://www.uh.edu/fs/handbook/fachand.html>

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Mission

Approved by the Board of Regents on February 15, 2007

The Mission of the University of Houston is to discover and disseminate knowledge through the education of a diverse population of traditional and non-traditional students, and through research, artistic, and scholarly endeavors, as it becomes the nation's premier public university in an urban setting. In this role, the University of Houston applies its expertise to the challenges facing the local, state, national, and international communities, and it establishes and nurtures relationships with community organizations, government agencies, public schools, and the private sector to enhance the educational, economic, and cultural vitality of Houston and Texas.

Administrative Officers

University of Houston System Board of Regents

Officers

Effective September 1, 2006

Leroy L. Hermes	Chair
Michael J. Cemo	Vice Chair
Calvin W. Stephens	Secretary

Members

*Terms Expire August 31, 2005**

Morgan Dunn O'Connor	Victoria
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Terms Expire February 1, 2007

Christopher Sharpe	Student Regent
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Terms Expire August 31, 2007

Michael J. Cemo	Houston
Raul A. Gonzalez	Austin
Leroy L. Hermes	Houston

Terms Expire August 31, 2009

Dennis D. Golden	Carthage
Lynden B. Rose	Houston
Calvin W. Stephens	Dallas

Terms Expire August 31, 2011

Welcome W. Wilson	Houston
Jim P. Wise	Houston

*Serves until Governor appoints replacement

University of Houston System Administration

Jay Gogue, *Chancellor*

Ph.D., Michigan State University

Donald J. Foss, *Senior Vice Chancellor for Academic Affairs*

Ph.D., University of Minnesota

John M. Rudley, *Vice Chancellor for Administration and Finance*

Ed. D., Tennessee State University

Grover S. Campbell, *Vice Chancellor for Governmental Relations*

M.B.A., University of Texas at Austin

Dona G. Hamilton, *Vice Chancellor for Legal Affairs and General Counsel*

J.D., University of Texas at Austin

Donald L. Birx, *Vice Chancellor for Research*

Ph.D., University of Dayton

Elwyn C. Lee, *Vice Chancellor for Student Affairs*

J.D., Yale University

Michael D. Rierson, *Vice Chancellor for University Advancement*

M.A., University of North Carolina at Chapel Hill

University of Houston System Presidents

Jay Gogue, *Chancellor of the University of Houston System and*

President of the University of Houston

Ph.D., Michigan State University

William A. Staples, *President, University of Houston–Clear Lake*

Ph.D., University of Houston

Max Castillo, *President, University of Houston–Downtown*

Ed.D., University of Houston

Tim Hudson, *President, University of Houston–Victoria*

Ph.D., Clark University

University of Houston Administration

Jay Gogue, *President*

Ph.D., Michigan State University

Donald J. Foss, *Senior Vice President for Academic Affairs and Provost*

Ph.D., University of Minnesota

John M. Rudley, *Vice President for Administration and Finance*

Ed. D., Tennessee State University

Grover S. Campbell, *Vice President for Governmental Relations*

M.B.A., University of Texas at Austin

Dona G. Hamilton, *Vice President for Legal Affairs and General Counsel*

J.D., University of Texas at Austin

Donald L. Birx, *Vice President for Research*

Ph.D., University of Dayton

Elwyn C. Lee, *Vice President for Student Affairs*

J.D., Yale University

Michael D. Rierison, *Vice President for University Advancement*

M.A., University of North Carolina at Chapel Hill

Dave Maggard, *Director of Athletics*

B.A., University of California at Berkeley

James Anderson, *Executive Associate to the President for Community Relations*

Ph.D., Ohio State University

Elaine M. Charlson, *Executive Associate Vice President for Academic and Faculty Affairs*

Ph.D., University of Missouri-Columbia

Marco J. Mariotto, *Dean of Graduate and Professional Studies*

Ph.D., University of Illinois at Urbana-Champaign

Joseph Mashburn, *Dean, Gerald D. Hines College of Architecture*

M. Arch., Texas A&M University

Arthur Warga, *Dean, C. T. Bauer College of Business Administration*

Ph.D., University of Michigan

Robert K. Wimpelberg, *Dean, College of Education*

Ph.D., University of Chicago

Raymond W. Flumerfelt, *Dean, Cullen College of Engineering*

Ph.D., Northwestern University

Ted L. Estess, *Dean, The Honors College*

Ph.D., Syracuse University

John Bowen, *Dean, Conrad N. Hilton College of Hotel and Restaurant Management*

Ph.D., Texas A&M University

John Antel, *Dean, College of Liberal Arts and Social Sciences*
Ph.D., University of California at Los Angeles

Raymond L. Nimmer, *Interim Dean, Law Center*
J.D., Valparaiso University

John Bear, *Dean, College of Natural Sciences and Mathematics*
Ph.D., Texas Tech University

Earl L. Smith, III, *Dean, College of Optometry*
Ph.D., O.D., University of Houston

Sunny E. Ohia, *Dean, College of Pharmacy*
Ph.D., University of Glasgow

William E. Fitzgibbon, III, *Dean, College of Technology*
Ph.D., Vanderbilt University

Ira Colby, *Dean, Graduate College of Social Work*
D.S.W., University of Pennsylvania

Dana C. Rooks, *Dean of Libraries*
M.A., University of Oklahoma, M.S. Louisiana State University

Edward Hugetz, *Associate Vice President for Planning and Outreach*
M.H., State University of New York at Buffalo

Jim McShan, *Associate Vice President for Finance*
B.B.A., Southwest Texas State University, Certified Public Accountant

Dennis Fouty, *Associate Vice President for Information Technology and Chief Information Officer*
Ph.D., Ohio University

David Bell, *Assistant Vice President for Academic and Faculty Affairs*
Ed.D., Stanford University

Jane Olinger, *Assistant Vice President for Faculty Affairs*
J.D., The University of Mississippi School of Law

Agnes DeFranco, *Assistant Vice President for Undergraduate Studies*
Ph.D., University of Houston

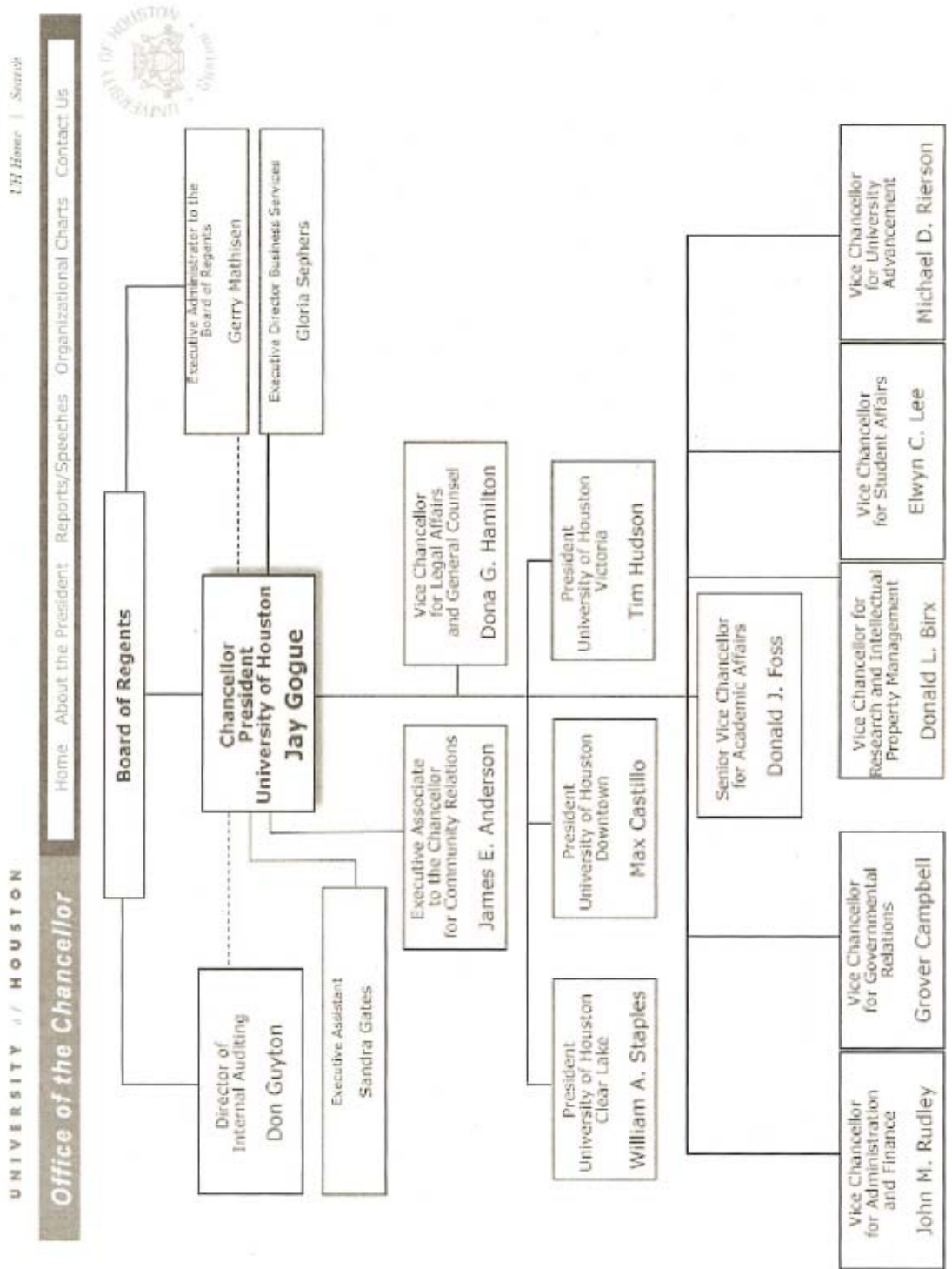
Teri Elkins Longacre, *Ombudsperson*
Ph.D., University of Houston

Joan Sigler, *Executive Director for Human Resources*
B.S., University of Maryland

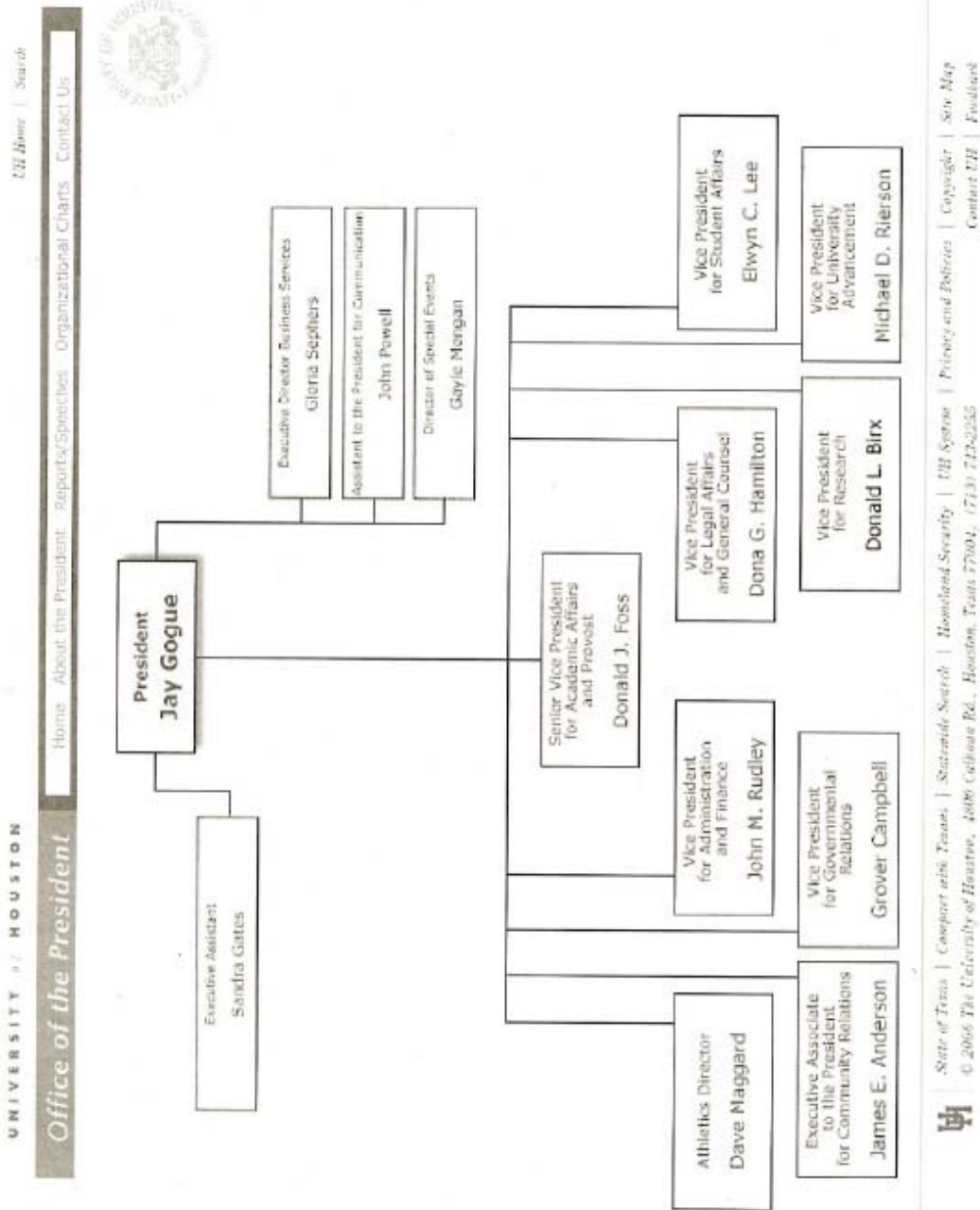
Malcolm C. Davis, *Executive Director for Public Safety/Chief of Police*
M.S., University of Houston

E. Craig Ness, *Executive Director of Academic Budgets and Administration*
M.B.A., University of Houston

University of Houston System Organization Chart (scanned; link is at <http://uh.edu/admin/president/gogue/pages/sysorgChart.htm>)



University of Houston Organization Chart (scanned; link is at <http://uh.edu/admin/president/gogue/pages/uhorgChart.htm>)



The University of Houston: An Introduction

The University was founded in 1927 by the Houston Independent School District Board of Education with its approval to utilize facilities within the district. The new junior college opened with 250 students and 8 faculty members offering classes at San Jacinto High School.

By 1934, there was increasing pressure within the City of Houston to have its own four year university. This was launched, in 1934, with an enrollment of almost 1,000 students as an independent, self-supporting institution. By 1939, thanks to two large philanthropic gifts and a federal grant from the Public Works Administration, classes were moved to the new campus. Enrollment exceeded 2,110 students. This same year, the first graduate courses were offered.

By 1956, the university had its own formal Board of Governors. The university formally became a State university in 1963. Today, the University of Houston is the research component of the UH System and the only campus authorized to award the doctoral degree and the advanced professional degrees in law, optometry, pharmacy, and social work. It is the home of the M.D. Anderson Library, the research library which serves all components of the UH System.

A few institutional characteristics worth noting as of September 1, 2006, include:

- **Faculty:** There are 2,990 faculty members, of which 899 are ranked. The ethnic breakdown is African American, 3.7%; Asian, 11.9 %; Hispanic, 6.5 %; International, 5.6 %; Native American 0.2%, and White, 72.1 %. The gender breakdown is male, 74 %, and female, 26 %.
- **Students:** The fall 2005 enrollment was 34,582. Of these, 26,300 (76.1 %) were classified as undergraduates, 7,073 (20.5%) as graduate/professional students, and 1,209 (3.4 %) as post baccalaureate. The ethnic breakdown was African American, 13.0 %; Asian, 19.0 %; Hispanic, 18.9 %; International, 7.8 %; Native American 0.4%, White, 38.9 %, and Unknown 2.0 %. The gender breakdown was male, 47.6 %, and female, 52.4 %. Most students came from Harris County (61.6 %) and from Texas (89.4 %). About 2,182 students (6.3 %) were in residence.
- **Staff:** There are 3,332 full-time staff members. The ethnic breakdown is African American, 25.06%; Asian, 11.61%; Hispanic, 20.86%; Native American, 0.33%; and White, 42.14%. The gender breakdown is male, 40.37% and female, 59.63%.
- **Academic Programs:** There are 13 colleges, all degree awarding except the Honors College. There are 294 degree programs. Four (Law, Optometry, Pharmacy, and Social Work) offer only graduate/professional degrees.
- **Degrees Awarded:** In 2004-2005, a total of 6,833 degrees were awarded as:

Baccalaureate	4,562	Special Professional (Law/Optometry)	585
Masters	1,466	Doctorate	220

The University of Houston, with strong national and international foci, continues to serve students from Houston and the State of Texas. As the largest public university in Southeast Texas and the only urban, research university in the state, the university seeks to fulfill the universal goals of higher education while maintaining a focus on its specific city and state.

The University of Houston is accredited by the Commission on Colleges, Southern Association of Colleges and Schools, as a Level VI General postsecondary institution. For information on the accreditation status of the university, contact:

Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, Georgia 30033-4097
(404) 679-4500

or visit their website at <http://www.sacscoc.org>.

For more detailed information, visit the website of the UH Office of Institutional Research at <http://www.uh.edu/ir/> or the UH Division of Finance's website on Statutorily Required Reports at http://www.uh.edu/finance/StateReport/state_report1.html

Affirmative Action/Equal Educational and Employment Opportunity

Equal Opportunity Policy

The University of Houston is committed to providing equality of treatment and opportunity in an environment that appreciates and respects the diversity of the community it serves. University policy prohibits discrimination in employment and educational services based on race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such a distinction is required by law, and promotes the full realization of equal opportunity through an affirmative action program. Discrimination against any individual in any of these protected classifications with regard to recruitment, appointment, benefits, training, promotion, retention, discipline, termination or any other aspect of the terms, conditions and/or privileges of employment is prohibited. Any prohibited discriminatory act with respect to the terms, conditions and/or privileges of employment on the basis of, or arising out of pregnancy is strictly prohibited.

Inquiries and/or complaints regarding the university's affirmative action/equal opportunity policies may be directed to the Executive Director of Affirmative Action/EEO, who is the designated Title IX Coordinator, ADA Coordinator, Section 504 Coordinator, Title VI Coordinator, Texas Educational Opportunity Plan Coordinator, and the Equal Employment and Education Opportunity Compliance Officer.

The following is the official University of Houston *Equal Educational and Employment Opportunity Nondiscrimination* statement and should be used in all university publications:

Statement of Nondiscrimination

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law.

For the policy on Title IX and Other Discrimination Complaints, visit the website at http://www.uh.edu/ogc/oa/Title_IX.pdf. Or visit the website of the Office of Affirmative Action/EEO at <http://www.uh.edu/aaeeo/>.

Sexual Harassment

The University of Houston is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. At a university, sexual harassment also constitutes unprofessional conduct which compromises the university's commitment to the integrity of the learning process.

The University of Houston will not tolerate any form of sexual harassment. The University is prepared to take preventive and corrective action in cases of sexual harassment; individuals who engage in such misconduct and/or retaliation are subject to appropriate disciplinary action, up to and including termination of employment, the removal of tenure and/or expulsion from the University. Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the university's sexual

harassment policy and may also violate federal and state laws. Furthermore, this institution is committed to providing the training necessary to educate the staff, faculty, and students to understand and respect these policies and procedures.

Harassment on the basis of sex may be discrimination in violation of Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000e, and Title IX of the Educational Amendments of 1972, 20 U.S.C. Sec. 1681. In addition, sexual harassment by a public servant may be a criminal offense under Texas Penal Code Sec. 39.02, and sexual harassment by any individual may constitute assault, sexual assault, public lewdness, or indecent exposure under Chapters 21 and 22 of the Texas Penal Code or sexual assault under the University of Houston's Sexual Assault Policy.

Additional avenues for filing a complaint at any time before, during, or after use of invoking the University Sexual Harassment Procedures, but within time limits required by law, include but are not limited to, the Equal Employment Opportunity Commission and the Texas Workforce Commission - Civil Rights Division and, for students, the Office for Civil Rights, U. S. Department of Education.

For more information or the complete detailed Sexual Harassment Policy, contact the Office of Affirmative Action/EEO, 713-743-8835 or visit its website at <http://www.uh.edu/aeeo/>.

Sexual Assault

Sexual assault is non-consensual sexual acts involving force, manipulation or coercion; it is an act of aggression, violence and power. The perpetrator can be a stranger, relative, acquaintance or date. The University of Houston is committed to providing a working and learning environment free from sexual assault. A sexual assault is an illegal criminal act, which can devastate victims physically, violate their sense of safety and trust, and interfere with personal and educational goals; as such, it can damage the educational atmosphere for the entire University community. Sexual assault is a serious and flagrant violation of the University rules of conduct for faculty, staff and students, and will not be tolerated. The University will vigorously investigate all allegations of sexual assault; it will treat victims with respect, make their legal rights and options clear, and fully cooperate with them in their exercising those rights. The University will continue to sponsor programs to educate faculty, staff and students about sexual assault, myths, prevention, treatment services, legal remedies, date rape and other forms of sexual misconduct. Procedures protecting the rights of sexual assault victims and those accused of sexual assault have been established, are readily available, and will be enforced rigorously.

For more information or the complete detailed Sexual Assault Policy, contact the Office of Affirmative Action/EEO, 713-743-8835 or visit its website at <http://www.uh.edu/aeeo/>.

Reporting/Investigating Fraudulent Acts

(System Administrative Memorandum 01.C.04)

When suspected fraudulent activities are observed by any University employee (faculty, staff, or student employee), the employee must immediately make a report to his/her department chair, center director, or dean, as appropriate. If the employee is a senior administrator, the Internal Auditor should be notified. A supervisor who is notified of suspected fraudulent activities must immediately notify his/her supervisor, the General Counsel or the Internal Auditor. The reporting faculty, staff or student should refrain from further examination of the incident, confrontation of the alleged violator, or further discussion of the incident with anyone other than his/her supervisor, the General Counsel or the Internal Auditor.

Faculty and staff may report allegations anonymously via the MySafe Campus program. Employees may submit reports by visiting <http://www.MySafeCampus.com/> or by calling the toll-free number 1-800-716-9007, 24 hours a day, seven days a week. Although the website refers to many categories of incidents, the campus issues faculty and staff may report via MySafeCampus are compliance/regulation violations and fraud.

Guidelines for investigation are provided in SAM 01.C.04, visit the website at <http://www.uhsa.uh.edu/sam/AM/01C04.htm>, and from the Association of Certified Fraud Examiners (website: <http://www.cfenet.com/home.asp>), Report to the Nation on Occupational Fraud and Abuse, 1999 (website: <http://www.cfenet.com/resources/rtn.asp>).

Protection for Whistleblowers

The law known as the “Whistleblower Act” prohibits retaliation against public employees who report official wrongdoing. The act states that “a state or local governmental entity may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.” (Tex. Gov’t Code Ann. §554.002(a) (Vernon 1995).

In the event that a faculty member believes they are being retaliated against for reporting, in good faith, the unlawful acts and/or practices by a state employee, s/he should report such acts to the appropriate administrative superior.

For more information, contact the Office of Affirmative Action/EEO 713-743-8835, or visit the website at <http://www.uh.edu/ogc/aaa/>

Responsibility for enforcing the policies and procedures in this *Faculty Handbook*, unless otherwise stated, belongs to the President of the University.

Ombudsperson

The Ombudsperson is a neutral and impartial University of Houston employee whose major responsibility is to act as a procedural advisor for University faculty and staff members who claim to be aggrieved or who are concerned about issues related to their employment with the University.

As a neutral and impartial University employee, the Ombudsperson is not an advocate for any individual or the University, but rather, is an informational source for faculty and staff members. The Ombudsperson will assist faculty and staff members in accessing and interpreting University

policies and procedures, including those of specific colleges and departments. The Ombudsperson will aid in answering faculty and staff members' questions and concerns, and outline available options for the resolution of their concerns or complaints (grievances) that are available to them.

When appropriate, and upon request by the aggrieved faculty or staff member, the Ombudsperson may assist as a neutral third party in the resolution of faculty or staff concerns or complaints. When agreed upon by both parties involved in a dispute, the Ombudsperson will organize and facilitate a meeting and discussion between both parties and act as a neutral person to assist the parties in coming to a resolution of the issue without the need to proceed with the informal or formal grievance processes. The Ombudsperson will not impose his or her own judgment of the issues for that of the parties and will keep all matters confidential to the extent allowed by law.

The Ombudsperson will not participate in the formal grievance process, engage in administrative decisions, provide legal advice, or determine the merits of a faculty or staff member's grievance.

The Ombudsperson will periodically review the patterns of grievances, and may provide appropriate suggestions and recommendations to the President and Provost with regard to University policies and procedures that could reduce or eliminate recurring grievances, or enhance the efficiency of the grievance process.

The Ombudsperson may be contacted by calling 713-743-2417 or e-mail at ombudsperson@uh.edu. Visit the website at <http://www.uh.edu/ombuds/>.

Shared Governance

The faculty governance structure provides the framework for an active partnership between faculty and administration in formulating recommendations and policies affecting the academic community. It is composed of the Faculty Senate, councils, and standing committees. The governance structure establishes forums for internal discussion, proposes policies touching on faculty concerns, gathers and disseminates information of interest to the faculty, and provides a faculty voice to the external community. Staff support is provided by the administration to the Faculty Senate and the councils by the Provost, and to the standing committees by the senior administrator to whom they report.

Faculty Senate

The members of the Faculty Senate are elected by the faculty members of their respective colleges according to their bylaws. The Faculty Senate operates under its own constitution. The Faculty Senate considers and makes recommendations to the President of the University of Houston and other senior administrators on matters of interest to the entire faculty. The Provost, as the University's chief academic officer, or his/her designees attends regular meetings of the Senate.

For the Constitution and bylaws of the Faculty Senate see Appendix A, pages 209-217 or visit its website at <http://www.uh.edu/fs/>.

University Councils and Standing Committees

Definition

Each university council or standing committee has a specific charge; meets on a regular, ongoing basis over a period of more than one year; and has as its appointing officer an administrator at the level of Vice President or higher. Councils and Standing Committees are advisory to their appointing officer. Each council operates under its own bylaws.

Procedure

- A. Each council or committee shall elect its chair annually (from its membership), and that individual shall be a student, staff, faculty member or librarian below the rank of dean. Each committee and council shall elect its chair for the coming year at the last meeting of the current academic year.
- B. No council or committee member shall have a designate serving in his/her place unless approved by the committee and also by the appropriate nominating body.
- C. Council and committee chairs shall make every effort to schedule committee meetings at times when all members can attend. Written notices of scheduled meetings shall be circulated to all committee members, the Faculty Senate, the Staff Council, the Student Government Association, and the appropriate university offices as far in advance of the meeting as possible.
- D. At the first meeting of the year, each council or committee shall be given a statement of its duties, responsibilities, and issues for consideration.
- E. Each councils and committees shall submit in writing formal actions such as policy recommendations and decisions. They shall be distributed to the deans, the President of the Faculty Senate, the President of the Staff Council, the President of the Student Government Association, and the appropriate administrative offices.

- F.** Each council or standing committee is required to prepare an annual written report at the end of each academic year. This report shall be sent by the committee chair to the Faculty Senate, the Staff Council, the Student Government Association, the Office of the President, the Office of the Provost and other relevant university administrators. This report shall include the following: major activities and recommendations of the committee during the year, an indication of how much faculty input was involved for each, and the outcome.
- G.** There should be regular contact between the council or committee chairs and their related university offices in order to communicate recommendations and specific actions under consideration.
- H.** Councils or standing committees shall meet at least twice a semester.
- I.** Extended or regular absences of a council or committee member shall be communicated by the chair to the appropriate nominating body. The latter and/or the chair will ask such members to resign and communicate that request to appropriate campus offices. Replacement members shall be nominated and appointed in accordance with the usual procedures.
- J.** The authority to alter the composition or charge of a council or committee rests with the appointing officer of the university. Any such changes must be preceded by consultation among the members of the committee involved, the appointing official, and the Committee on Committees of the Faculty Senate.
- K.** To create a standing committee, a recommendation is brought to the Committee on Committees of the Faculty Senate that includes: the proposed name of the committee and the administrator/s to be involved; the proposed composition of the body; a solid indication of scope – e.g., both a general statement and some examples; and a recommended charge, including the main point/s or purpose of the committee. The Committee on Committees will consult with the appointing officer to discuss the recommendations and formalize the details.

Councils

Councils at the University of Houston have representation from both the academic and administrative communities. The councils are generally responsible for developing specific policies relevant to the area of their concern.

Graduate and Professional Studies Council

The Graduate and Professional Studies Council advises the Dean of Graduate and Professional Studies, the Provost and President on all matters pertaining to graduate students and graduate programs. In particular, the Council examines proposals submitted by colleges and other academic units and recommends action to the Dean of Graduate and Professional Studies concerning the admission and selection of graduate and professional students, including international graduate students; the development and assessment of graduate and professional programs together with criteria for admission, standards of instruction, and standards for graduation aimed at excellence; the review and advice on programs and courses in graduate and professional curricula; and other matters identified by the Provost or of interest to the administration, the faculty, and graduate and professional students.

See Appendix B, pages 218-221, for the bylaws of the Graduate and Professional Studies Council or visit its website at <http://www.uh.edu/gsc/council/>.

Undergraduate Council

The Undergraduate Council is the academic governance committee charged with the responsibility of advising and making recommendations to the Office of the Provost about the qualitative development of programs and activities that have an impact on undergraduate education at the University of Houston.

Specifically, the Undergraduate Council works with the Executive Associate Vice President for Academic and Faculty Affairs who is primarily responsible for undergraduate studies in advising the Provost on matters pertaining to the:

- A.** Assessment and strengthening of undergraduate academic programs and curriculum offerings;
- B.** Setting of standards and priorities leading to academic excellence;
- C.** Monitoring of college and departmental requirements for baccalaureate degrees;
- D.** Stimulation and assessment of excellence in teaching;
- E.** Development and implementation of strategies for the recruitment and retention of undergraduate students;
- F.** Implementation of crucial recommendations from any university-level study and its impact on the undergraduate student;
- G.** Refinement and monitoring of the admissions criteria and process, particularly for target populations; and
- H.** Any other matters pertaining to or having an impact on undergraduate education.

Faculty members are elected to the Undergraduate Council by their respective college according to existing bylaws for a three-year term. The number of representatives from any one college is based on the SCH (semester credit hour) enrollment of undergraduate students. The student body shall be represented by three undergraduate students appointed by the appropriate college committee on an annual rotating basis according to the following system of apportionment: 1 from Liberal Arts & Social Sciences; 1 from Business or Natural Sciences and Mathematics; and 1 from Architecture, Engineering, Education, Hotel and Restaurant Management, Pharmacy, or Technology. Administrative representatives and a representative of the Faculty Senate serve ex officio.

The Undergraduate Council is governed by a set of procedural bylaws. They are available in *Appendix C on pages 222-227* or visit the website at <http://www.uh.edu/undergraduatecouncil/>.

Research Council

The Research Council is responsible for advising and making recommendations to the Vice President for Research on the matters pertaining to research development and related research activities at the university.

The Research Council's specific responsibilities include:

The Internal Grants Program: Structure the program each year in light of available resources, prepare and issue the call for proposals, coordinate review of proposals, and make recommendations on the allocation of the funds to the Vice President for Research.

The Research Excellence Award: Establish guidelines, issue request for nominations, and oversee the activity of the selection committee and make recommendations of awards to the Vice President for Research.

Provide recommendations to the Vice President for Research that affect research development and the policies relating to the conduct of research at the university.

Representation on Research Council: The Research Council shall consist of a fixed distribution of members representing tenure-line faculty from degree-granting units, research faculty, Centers and Institutes, students, and research administrators on campus. The by-laws will be reviewed at least every five years for changes in the College representation specified in the Council's bylaws which are available in *Appendix D on pages 228-231* or visit its website at http://www.research.uh.edu/Research_Council.

Standing Committees

Committees are charged with specific tasks by the senior administrator to whom they report. With the exception of the Grievance Committee, which is elected by the faculty through university-wide balloting, all faculty members are nominated by the Faculty Senate Committee on Committees and appointed by the President or the Vice President in whose area the committee falls.

For charges to standing committees, please consult the offices to which they report.

Office of the President

Athletics Advisory Committee
Sexual Harassment/Sexual Assault Board
Title IX Grievance Committee
University of Houston Art Acquisition Committee

Office of the Senior Vice President for Academic Affairs and Provost

Grievance Committee
Health Professions Advisory Committee
Information Technology and Computing Committee
Library Committee
Promotion and Tenure Committee
Teaching Excellence Award Selection Committee
Undergraduate Admissions Review Committee

Office of the Vice President for Administration and Finance

Bookstore Advisory Committee
Faculty/Staff Traffic Court
Food Services Advisory Committee
Fringe Benefits Committee (UH System)
Human Resources Committee
Purchasing and Plant Operations Committee
Safety and Security Advisory Committee
Transportation and Parking Advisory Board

Office of the Vice President for Research

UH System Intellectual Property Committee (UH System)

http://www.research.uh.edu/Departments/Intellectual_Property_Management/Departments/Intellectual_Property_Management/Intellectual_Property_Committee

Office of the Vice President for Student Affairs

A. D. Bruce Religion Center Policy Board
Campus Recreation Advisory Committee
Center for Students with DisABILITIES Advisory Board
Child Care Center Advisory Board
Health Center Policy Board
International Students Advisory Board
Student Fees Advisory Committee
Student Publications Committee
Student Traffic Court
University Center Policy Board
University Hearing Board

Other Governance Bodies

Board of Regents

The Board of Regents is the governing body of the University of Houston System (University of Houston, University of Houston-Clear Lake, University of Houston-Downtown, University of Houston-Victoria, UH System at Cinco Ranch, UH System at Sugar Land, KUHT Television, and KUHF Radio). Appointed by the Governor of Texas, the ten members (chair, vice chair, secretary, and six members) serve for six years. The student regent serves on the board for a one-year term but does not have voting authority.

Board responsibilities include: preserving institutional independence and defending each UH System component university's right to manage its own affairs through its chosen administrators and employees; enhancing each university's public image; interpreting the community to each of the universities and the universities to the community; nurturing each university so that each may achieve its full potential within its role and mission; and providing policy direction, insisting on clarity of focus and mission, to each of the universities.

Additional responsibilities of the Board of Regents are listed in its bylaws available at <http://www.uhsa.uh.edu/regents/>

Houston Alumni Organization

The Houston Alumni Organization (HAO) is a self-supporting organization dedicated to connecting alumni, faculty, staff, students, and the University of Houston to each other. HAO is administratively independent from the University, owned by its 17,000 members and governed by an 18-member board of directors.

One of HAO's constituent groups is the Student Alumni Connection, which connects 2,000 current students with faculty and alumni, helping them to navigate through the university system and helping them network for the future. HAO fulfills its mission of serving and supporting the University and its alumni in a variety of meaningful ways, including legislative and community

advocacy, academic and athletic support, scholarships, faculty awards, and alumni events and communications.

Faculty members are invited to get involved and meet their department's alumni and future alumni! *For more information please visit <http://www.myCougarConnection.com/> for more details.*

Staff Council

Staff Council, the elected shared governance body for University of Houston staff, works hard to represent and promote the interests of staff, to improve the campus community, and make staff contributions to the campus community more visible. Among its many accomplishments, Staff Council organizes the annual Cougar First Impressions, a two-day event to welcome students to the campus each fall; a Sock and Blanket Drive to benefit local charities; and the Spring Egg Hunt to entertain the children of UH faculty and staff.

For more information please visit the Staff Council website at <http://www.uh.edu/sc> or the Staff Handbook at <http://www.uh.edu/admin/hr/YOURRESOURCES/handbook/main.htm>

Student Government Association

The Student Government Association (SGA) is the student organization elected by the students to represent the University of Houston student body. As such, SGA is committed to understanding the needs of students and to ensuring their future at the University of Houston is bright.

Through continuous interaction among students, faculty, and administration, the University of Houston Student Government Association helps to ensure that a positive university experience is maintained for all parties concerned. In addition, SGA influences the university's decision-making process by serving as a liaison between the students and governing bodies such as the UH administration, UH system regents, and the Texas State Legislature.

For more information please visit the Student Government Association's website at <http://www.uh.edu/sga/> or the Student Handbook at <http://www.uh.edu/dos/pdf/new/1004%20DOS%20student%20hdbk.pdf>

University Commission on Women

The University Commission on Women combined two older bodies, the long-standing Committee on the Status of Women, and the Presidential Commission on Women created in 2000 to examine the campus climate towards women. Officially created on May 13, 2003, the current University Commission on Women reports to the president of the University of Houston and is charged with the responsibility of informing and advising the president and the senior administrative leadership as well as the general university community on issues and concerns that have an impact on women at the University of Houston. The commission works in consultation with the senior administration, deans, academic department chairs, and administrative department and program managers as well as the Staff Council, Student Government Association, and Faculty Senate.

For more information, please visit the University Commission on Women's website at <http://www.uh.edu/wrc/commission.html> or the Women's Resource Center website at <http://www.uh.edu/wrc/>.

University Coordinating Commission

The University Coordinating Commission (UCC) has been created to coordinate and expedite communications amongst faculty, staff, students, and the University's administration in regard to the processes involved with policy and procedures development at the University of Houston.

The UCC will not create policy, but rather will serve to facilitate discussion amongst existing policy-forming groups. The UCC will seek to foster stronger connections between all governance groups; facilitate needed input into the development of policies and procedures; and help to broaden campus governance, making it a more transparent process to all potentially-affected parties.

For more information on the University Coordinating Commission's website at <http://www.uh.edu/ucc/>

University Policies and Procedures

Definition

A policy is a statement of principles and values that guide institutional activities. Effective policies are flexible, coordinated, comprehensive, ethical, and clear. A procedure is a defined course of established methods used to achieve an objective. To achieve their goals, units within the university establish policies and procedures, many of which affect faculty.

This section clarifies the types of policies governing faculty roles at the University of Houston. It also describes procedures for amending the policies should they not meet the characteristics of effective policies described elsewhere in this handbook.

Administrative Policies

Administrative policies may be proposed by any individual or unit on campus and are approved by the Vice President for Administration and Finance, who is responsible for seeking the President's approval. Frequently, Administrative Policies are developed in response to a State of Texas law or legal opinion. Administrative Policies are published in the University of Houston Manual of Administrative Policies and Procedures (MAPP) available on-line at <http://www.uh.edu/mapp/>. Procedures for amending the MAPP are described in MAPP Procedure 01.01.01. Faculty travel, payment of human subjects, and consulting are examples of Administrative Policies that relate to faculty roles and are summarized in the *Faculty Handbook*.

Academic Policies

Because of their academic role, policies related to faculty roles such as hiring, workload, evaluation, and promotion, are considered Academic Policies at the University of Houston. Such policies are frequently reviewed by faculty governance bodies and the Provost's Office to assure due process and academic excellence. The Provost is responsible for all academic policies on campus and, therefore, makes the final decision on all university-wide academic policies before seeking the President's approval.

Amending Policies Regarding Faculty Roles

Any member of the University of Houston community may suggest a change in Academic Policies on Faculty Roles. Because of its leadership position, the Faculty Senate frequently recommends policy changes to the Provost. The Grievance and Promotion and Tenure Committees also recommend changes when the lack of policies or their unintended consequences impinge on faculty rights or due process. At times the Provost may establish a Task Force or assign a staff member to study an issue and make policy recommendations.

To be included in the *Faculty Handbook*, the Provost will review proposed policies or amendments, revise the recommendations, if necessary, and forward them to the Handbook Committee. The policies should be reviewed by the faculty governance bodies represented by the Handbook Committee members. (Please see section Guidelines for Revision of the *Faculty Handbook*, page 208). Should the faculty committees suggest substantive changes, the Provost will review those recommendations before submitting the final policy to the President for approval. After consultation with the appropriate faculty governance bodies, the Provost may also establish policies to meet a specific need. The Provost will distribute new and amended policies to the faculty through the deans. The policy will appear in the Handbook as approved by the President.

Academic Personnel Policies and Procedures

Academic Freedom

(UHS Board of Regents policy 21.03)

To establish and clarify the rights and responsibilities of the faculty pursuant to academic freedom, the University of Houston System Board of Regents adopts the following policy:

- A. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of the faculty member's other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the component university.
- B. The faculty member is entitled to freedom in the classroom in discussing the subject matter, but the faculty member should be careful not to introduce into the teaching controversial matter which has no close relation to the subject.
- C. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, the faculty member shall be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge the profession and the institution by the faculty member's utterances. Hence, the faculty member should at all times strive for accuracy, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that the faculty member is not speaking for the institution.

Expectations of Faculty with Teaching Responsibilities

Faculty should be prompt in meeting their classes as scheduled, be available at designated times for appointments with students and keep such appointments, be well prepared for classes and other meetings, and perform grading duties fairly and promptly. Final examinations will only be given during finals week or as otherwise scheduled by the Registrar.

The general content of a course or academic program should be described with reasonable accuracy in catalogs and other written documents available to students. The content, objectives, and standards for evaluation (including the importance assigned to various factors considered in the academic evaluation) in a course should be stated in writing and given to the students at the first or second class meeting. All academic evaluations should be based on professional judgment, consistent with relevant standards of the profession, with achievement being compared with goals, objectives, and other factors as may have been previously communicated in writing by the faculty member.

The limits of assistance permitted between and among students in a course assignment or academic evaluation should be stated in writing by the faculty member with reasonable clarity and specificity at the first or second class meeting or in advance of an assignment or academic evaluation.

Factors such as race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, political affiliation, and activities or personal relationships otherwise unrelated to the

class or course structure may not be considered in matters of academic evaluation, academic assignments, or classroom procedures.

Sexual harassment of students is prohibited. For more information see Sexual Harassment, pages 30-31.

Faculty Appointments

Definitions

As mandated by Board policy 21.06, the University of Houston has established the following definitions and conditions:

- A. Appointment** is defined as the employment of an individual in a given capacity for a specified time period at a stated salary. Faculty appointments are made following procedures that have been developed at the university and approved by the Chancellor. All faculty appointments are subject to the final approval of the Chancellor and the Board of Regents upon the recommendation of the President. Prior approval of the Chancellor is required before any faculty appointment with tenure can be made. In addition, no person shall be appointed to the position of Dean or its equivalent or Vice President or its equivalent without prior consultation with the Chancellor.
- B. Term:** Appointments begin on or about one week prior to the beginning of the fall semester and end within one week of spring commencement.
- C. Designations of Faculty Positions/Titles:**
 - 1. Tenure Track Positions:** For all universities in the University of Houston System, the following ranks are considered part of the tenure track: instructor (except as noted below), assistant professor, associate professor, and professor.
 - a. Instructor** is normally a tenure track position; in special circumstances the President may waive the inclusion of an instructor in tenure track status, by written mutual consent.
 - b. Assistant professor** is normally a probationary rank although in special cases, the President may request that tenure be awarded to an assistant professor.
 - c. Associate professors** may be appointed with tenure or, alternatively, may be required to serve a probationary period not to exceed four years before tenure is awarded.
 - d. Professors** are usually appointed with tenure, but may be required to serve a probationary period not to exceed four years, which shall be stated in the appointment letter.
 - 2. Non-tenure Track Positions:** The University of Houston may choose to utilize other faculty titles to convey certain meanings specific to the university. All such titles must be filed with the Office of the Provost.

The several designations used at the University of Houston are listed and defined below:

- a. **Lecturer:** The term "lecturer" designates persons assigned to teach one or more specific courses. Appointment is for a semester or an academic year, although a shorter appointment is possible under unusual circumstances.
- b. **Instructor:** Normally, a full-time position.
- c. **Adjunct Faculty:** The adjunct faculty will consist of members with the following titles: adjunct assistant professor, adjunct associate professor, and adjunct professor. The term "adjunct" is used for persons who have a primary employment responsibility outside the university or in a different department in the university, and who bring some specific professional expertise to the academic program.
- d. **Visiting Faculty:** The visiting faculty will consist of members with the following titles: visiting assistant professor, visiting associate professor, and visiting professor. The term "visiting" is used for persons who assume a teaching responsibility at the University of Houston for a specified period. Visiting faculty are usually appointed for either a semester or an academic year. This designation, on an exceptional basis, may be used for persons who do not yet hold the terminal degree and who may be assigned to a tenure track position upon receipt of the terminal degree.
- e. **Research Faculty:** The research faculty will consist of members with the following titles: research assistant professor, research associate professor, research professor, research scientist, and senior research scientist. Individuals at the research assistant, associate, and professor levels will have research experience and prestige comparable to that of tenure track faculty members at the equivalent level. Research scientists should have similar qualifications with the exception that their experience and responsibilities may have been focused on the use of advanced instrumentation or technology. Research faculty are typically externally funded and will not be paid from the state budget.
- f. **Clinical Faculty:** Clinical faculty appointments are non-tenure track appointments which may be assigned the ranks clinical instructor, clinical assistant professor, clinical associate professor, and clinical professor. Such appointments are outside the University of Houston tenure system and are governed by policies of the respective colleges which must be approved by the Senior Vice President.
- g. **Instructional Faculty:** Instructional faculty appointments are non-tenure track appointments which may be assigned the ranks instructional assistant professor, instructional associate professor, and instructional professor. Such appointments are outside the University of Houston tenure system and are governed by policies of the respective colleges which must be approved by the Senior Vice President. Instructional faculty may be expected to teach distance education courses either face-to-face or at off-campus sites, using instructional technology or instructional TV.
- h. **Part-time Faculty:** A part-time faculty member is one who is employed less than full-time and who does not hold a tenured or tenure track appointment. The possibility of reappointment is contingent upon the required approvals, the availability of funding, satisfactory annual review by the department or college, and a continued need for the position within the department or college.

Credentials of those given adjunct and visiting appointments must conform to those criteria applied to regular faculty appointments. Instructional time served as a lecturer or

as adjunct, clinical, research or visiting faculty does not count toward tenure. Such appointments are subject to annual review, and determination of whether continuation is recommended.

The faculty status of persons who are not holders of standard faculty titles listed above, either tenured or tenure track, shall be determined in accordance with college by-laws. Such by-laws must conform to University of Houston policy, must be approved by the Senior Vice President and must be filed in the Office of the Provost.

3. **Joint Appointments:** When a faculty member holds a joint appointment in two or more academic units, it must be clearly indicated at the time of the appointment in which academic unit the faculty member holds tenure or is on the tenure track and which, therefore, shall bear the primary responsibility for evaluation and recommendation. In such cases the appointment letter must also stipulate the division of responsibility and the weight assigned to such responsibilities in the review for tenure, promotion, and merit salary increases.

D. Separation is defined as the process by which an individual's employment with the university is terminated. Three distinct modes of separation other than retirement are recognized:

1. **Resignation** is voluntary termination of employment by an employee. Presidents may accept resignations and shall so inform the Chancellor who shall inform the Board of Regents.
2. **Non-reappointment** refers to a situation in which a non-tenured faculty member is not offered the next successive appointment at the end of a stated employment period.

For more information, see Nonrenewal of Appointment of a Tenure Track Faculty Member, page 64.

3. **Dismissal** is severance from employment due to either adequate cause, financial exigency, medical reasons, or the discontinuance of academic programs. Dismissal shall not be used to restrain faculty members in their exercise of academic freedom. When dismissal involves a tenured faculty member, consultation with the Chancellor and University Legal Counsel shall be made prior to any official action. Subject to final approval by the Board of Regents, the Chancellor has the authority to dismiss faculty upon the recommendation of the President after full and appropriate university due process. Such action is subject to final acceptance by the Board of Regents

For reasons for dismissal, see pages 74-75.

E. Tenure is defined as the right to continuous employment. It is awarded by the Chancellor based upon the authority delegated by the Board of Regents and upon the recommendation of the President of the university after the appropriate review processes have been followed. Tenure is awarded on the basis of teaching, research, and service excellence to date, consistent with the mission of the university, and a high degree of confidence in the continuation and enhancement of this performance for the benefit of the university. Recommendations for tenure shall be made once each year to be effective at the beginning of the succeeding academic year. Tenure can only be revoked due to dismissal for cause, financial exigency, the elimination of programs, medical reasons, retirement or resignation. Tenured faculty members shall be afforded every opportunity to be placed in other related faculty assignments when the existence of a financial exigency or the elimination of a program may necessitate the reduction

of tenured faculty members. Tenure shall be specific to the University of Houston System component recommending tenure and never applies to administrative appointments.

F. Promotion is defined as advancement to a higher rank based on evidence of excellence in the performance of job responsibilities. Promotions are subject to the approval of the Chancellor and the Board of Regents after appropriate review processes. Recommendations for promotion shall be made no more than once each year, to be effective at the beginning of the succeeding academic year.

Distinguished and Named Professors

The University of Houston has a large and growing number of distinguished and named professorships. These professorships serve both to recognize outstanding members of the faculty and to assist the university in creating and sustaining nationally and internationally recognized programs. Each distinguished or named professorship carries with it academic honor and recognition and conveys an important representation of the university itself. The university ensures that each individual holding one of these distinguished and named chairs is an exemplary member of his or her discipline.

The type of distinguished or named professorship and the source of endowment support affect the procedure by which a distinguished/named professorship is awarded. All appointments are subject to the approval of the Dean and the Provost. A faculty member may hold only one endowed or named professorship or chair at any one time.

Positions supported with college foundation funds (*not endowed*)

Recommendations for appointments to professorships that are within a specific college and are not supported by endowment funds are made according to college guidelines and approved by the Dean and the Provost.

Positions within a specific college (*referred to as professors, chairs, or scholars, according to the language of the endowment agreement or university naming conventions*)

Recommendations for appointments to endowed professorships within a particular college are made by a committee of endowed professors/chairs/scholars and/or senior faculty, according to college guidelines.

Positions at the university level

A committee comprised of five members appointed by the provost, with at least one member from a department or college in which the candidate will be active, will review the credentials of the candidate and report its recommendation to the provost. The dean of the college in which the candidate will be employed or the dean's designee will present the candidate's credentials to the committee and respond to questions.

In the case of a candidate who is being hired from outside the university and who holds an endowed professorship at a peer institution, the dean may request that the provost waive the committee review and grant approval following a review of the candidate's record and qualifications.

Nomination procedures for Moores Professors will be announced each fall semester. The Moores Selection Committee will be appointed by the provost.

Standards for Distinguished and Named Professors

Normally nominees for distinguished and named professorships are expected to show evidence of the following academic qualifications:

- The nominee has a reputation that is national and international in scope, with research or creative activity that has been original, seminal, and influential.
- The nominee has materially affected undergraduate and/or graduate education.
- The nominee is a strong citizen of the discipline and of the university.

Exceptions to these requirements may occur to meet specifications of endowment agreements.

Nomination files must include the following:

- Letter of nomination providing justification for the appointment, including concordance with the conditions of the endowment documents.
- Letter of transmittal from the department chair, explaining the value of the appointment to the department and providing an independent evaluation of the nominee.
- Letter of transmittal from the dean, explaining the value of the appointment to the college and addressing the standards listed above, particularly the influence and value of the nominee's work and its place in the discipline.
- The candidate's current curriculum vitae and supporting materials.
- Three to five external arm's length letters of recommendation. Because external reference letters are part of the documentation required for employment, separate letters for the distinguished professorship are not required. (A summary of the credentials of each referee must be provided.)

Terms and Reviews of Distinguished and Named Professors

Distinguished and named professors at the University of Houston shall normally have a term of five years subject to revocation for cause. Those who indicate that they wish to continue shall be reviewed during the fifth year. Reviews will normally be non-competitive, and renewal will be based on continuing research or creative activity, teaching excellence, and service to the discipline, the department, the college, and the university.

Emeritus Status

The following establishes general University of Houston System guidelines for the development of individual university policies and procedures for determining emeritus eligibility, privileges, and responsibilities.

- A.** The titles "emeritus" and "emerita" will be conferred only upon those retired tenured faculty, including those on Voluntary Modification of Employment (VMOE), who have made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.
- B.** In addition to the title Professor Emeritus, the university will recognize the titles Chancellor Emeritus, President Emeritus, and Senior Vice President Emeritus, as recommended by the Board of Regents.
- C.** While each university will formulate its own nomination procedures, all nominations should originate at the departmental or division level and should be based upon the recommendation of colleagues in the department, division, college, or administrative office.
- D.** All emeritus appointments are subject to approval by the Board of Regents upon recommendation by the Chancellor. Approval by the Regents will normally occur in the spring of each year.
- E.** In addition to library, e-mail account, and parking privileges, emeritus faculty should receive invitations to and announcements of appropriate university and System functions and should be listed in appropriate catalogs and directories. Each university will determine any additional courtesies or privileges to be accorded emeritus faculty.

Emeritus faculty are expected to remain willing to assist and advise the System or University as requested, particularly in their areas of competence.

Eligibility for Employment

Nepotism Policy

(UHS Board of Regents policy 59.07)

Relatives of members of the Board or the Chancellor shall not be employed by the System unless the employment took place at least one year prior to the appointment of the Board member or the Chancellor. Relatives of other System employees shall not be employed by the System in positions where the employee has the official authority to hire or recommend or approve the hiring, salary, or promotions of the relative. Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed. The provisions of this policy apply to all System programs regardless of funding source.

For the purposes of this policy, the term, "relative," is defined as anyone related to the employee within the second degree of affinity or the third degree of consanguinity and includes the employee's spouse and the employee's or the spouse's parents, grandparents, great grandparents, brothers, sisters, half brothers and sisters, children, grandchildren, great grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins, and persons married to them.

Employment of Noncitizens

Federal laws prohibit the employment of any non-U.S. citizen who is not authorized to work in the United States by the U.S. Citizenship and Immigration Services of the U.S. Department of Homeland Security. All employment offers are contingent upon the applicant's ability to demonstrate identity and proof of eligibility to work in the U.S. Current faculty whose employment authorizations have an expiration date must present documents to re-verify employment authorization on or before the expiration date. The Human Resources Department is the official signatory authority for all employment-related petitions submitted to the U.S. Citizenship and Immigration Services, as well as labor certification applications submitted to the Department of Labor.

For additional information: Human Resources Department, 713-743-5770 or visit the website at <http://www.uh.edu/admin/hr/>.

Primary Spoken Language of Teaching Personnel

In accordance with the Texas Education Code, section 51.917, the University of Houston affirms that all courses offered for credit (with the exception of foreign languages and bilingual education) will be taught by faculty/teaching personnel who are proficient in the spoken English language. To ensure full compliance with this policy, the University of Houston requires that all persons who are employed as faculty/teaching personnel, self-declare that English is or is not their primary language prior to the beginning of their instructional assignments. Faculty members whose primary language is not English shall be screened for English language competence.

This proficiency requirement may be satisfied by one of the following criteria:

1. Completion of baccalaureate degree requirements at a regionally accredited U.S. institution or an institution in Australia, Canada, New Zealand, South Africa, or the United Kingdom at which English is the medium of instruction.
2. A minimum score of 50 on the Test of Spoken English (TSE), 50 on the Spoken Proficiency English Assessment Kit (SPEAK) Test, or 17 (out of 25) on the Foreign

Service Institute (FSI) Oral Interview. The TSE is administered at TOEFL (Test of English as a Foreign Language) test centers on TOEFL test dates. The FSI Oral Interview and the SPEAK Test administration may be arranged with the Office of Counseling and Testing.

The assessment process is currently under review. *For more information: Graduate and Professional Studies Office, 713-743-9088, or visit the website at <http://www.uh.edu/gs/>.*

Faculty Position Approval and Search Procedures

The establishment of faculty and librarian lines is the responsibility of the Provost. Responsibility for appointments to the faculty rests primarily with the department and the college, with the concurrence of the Provost. Appointments to non-tenure track positions follow regular departmental, college, and campus procedures. Appointments of tenure track faculty are made according to written procedures approved by the Provost.

Subject to approval by the Dean and Provost and within departmental budgeting constraints, the departmental search committee will initiate open searches, will review all applications, and will recommend a candidate subject to departmental procedures. The department chair shall forward the recommendation to the dean of the college. Upon approval of the dean, a request to make an employment offer will be forwarded to the Provost for approval. This request will include appropriate documentation as specified by the Provost. If the search process is postponed, the college shall immediately notify the Provost. No position is official until approved by the Provost.

In those instances where the appointee is to fill a distinguished or named chair, or is to serve as department chair or head, there will be prior consultation with the Provost as to the conditions and nature of the search.

In all appointments to the faculty, there must be assurance of compliance with the affirmative action and equal employment policies and procedures of the university.

Affirmative Action Procedures on Search Committees

The Office of Affirmative Action is charged with monitoring the search process for all tenured/tenure-track faculty, librarian, and higher administrative positions. The Office of the Provost, in conjunction with the Office of Affirmative Action/EEO, developed procedures to assist all search committees in maintaining compliance with the University's Affirmative Action Program.

The Office of Affirmative Action/EEO will work with the search committee to develop appropriate screening procedures, write and place advertisements, monitor the applicant pool at different stages of the search process, suggest interviewing techniques, and process the faculty folder at the conclusion of the search.

Membership of the search committees should reflect diversity in gender, race, and ethnicity. At its first meeting a representative of the Office of Affirmative Action/EEO will review and clarify the appropriate procedures with the committee, assuring that the search meets the needs of the University as well as those of the department or unit.

For further information call the Affirmative Action Office/EEO, 713-743-8835, or visit the website of the Office of Affirmative Action/EEO at <http://www.uh.edu/aeeo/>.

Personnel Records

The official personnel file of each faculty member of the University of Houston is generally an open record and is located in the Human Resources Department. Requests for hard copies of one's own file shall be made in writing to the Assistant Vice President for Human Resources.

For more information call Human Resources at 713-743-5770 or visit the website at <http://www.uh.edu/admin/hr/>.

Policies and Procedures Governing Specific Faculty Groups

Administrators with Faculty Rank

Definition

Executive Management employees include persons serving in the following positions: Chancellor/President, Vice Chancellor/Vice President, General Counsel, President, Vice President, Dean (Academic), Director of Internal Auditing, and their equivalents (e.g., an administrative head of a recognized department reporting directly to the Chancellor/President).

Appointment Procedure

When the principal candidate is chosen and is made an offer, the chair of the Search Committee forwards the candidate's vita and letters of recommendation to the department to which the faculty member will be assigned. The department will conduct a review of the candidate utilizing the same procedures applicable to faculty candidates for determining appointment, rank, and tenure status.

The department chair forwards the results of the departmental review and vote to the dean, who follows normal college procedures for faculty appointment. The dean sends the college recommendation with the supporting materials to the Provost.

The Provost conducts an independent review, with the advice of the University Promotion and Tenure Advisory Committee, if so desired. The Provost then makes a final recommendation and provides a justification to the President. The Chancellor reviews those recommendations and makes the tenure decision and recommends a faculty rank to the Board of Regents.

If the administrator under review is replacing an administrator in the approval process, the current administrator shall recuse him/herself from the review. A representative, who is a member of or familiar with that unit, will conduct the review for that level.

Research Faculty

A. Definition

The research faculty will consist of members with the following titles: research assistant professor, research associate professor, research professor; research scientist, and senior research scientist. Individuals at each level will have research experience and prestige comparable to that of a regular faculty member at the equivalent level. Research faculty are typically externally funded and will not be paid from the state teaching budget. This designation, on an exceptional basis, may be used for persons who do not yet hold the terminal degree.

B. Qualifications for Appointment

The Ph.D. degree or equivalent is required for all individuals appointed as research faculty.

C. Appointment Procedure

Appointment of research faculty will be the responsibility of the dean of the college, with approval of the Provost, based upon the recommendation of the individual department. The recommending dean will indicate the space, staff support, and equipment needs of the individual to be appointed and how these needs are to be accommodated within the context of existing or projected resources. The specific offer, and all related conditions, shall be the responsibility of the college, department, and faculty sponsor. These conditions may vary significantly depending on the funding source which supports the research faculty member.

D. Duration and Nature of Appointment

Appointments normally will be yearly, but shorter appointments are possible. All appointments of research faculty are non-tenure track appointments, and service in this rank shall not be counted towards tenure at the University of Houston.

E. Research Privileges and Responsibilities

Research faculty members will conduct research under the same policies followed by regular faculty members. Research faculty may submit proposals as principal investigators. This will require approval by the usual university authorities.

F. Teaching and Related Obligations

Research faculty will not have specific teaching or related obligations as a condition of their appointment; however, they may teach not more than one course a year. Research faculty who are assigned to teach must be certified as proficient in the spoken English language prior to the beginning of their instructional assignment. They may advise the university community as requested and may from time to time give lectures in their area of specialization. The research professor may serve as a co-advisor with a regular tenured faculty member to graduate students working toward an advanced degree. Research faculty may serve on (but not chair) thesis and dissertation committees at the option of individual colleges, but they may not constitute the majority of the committee. Such activities will be considered incidental, and in addition to the research faculty's normal scope of employment.

G. General Privileges

Research faculty will have the same general privileges as regular faculty and will receive a faculty identification card. These privileges include library, computer, athletic, and parking privileges.

H. Academic Privileges

If specified in the by-laws of individual academic units, research faculty may participate in departmental, college, or university affairs. However, research faculty may not constitute a voting majority on any department or college committee or in any department. Participation will be regulated by guidelines established by individual colleges and departments and approved by the Provost. These guidelines apply to all individuals with research faculty appointments in the relevant academic unit. Research faculty are not eligible to apply as principal investigators for the various internal grant programs. Research faculty are allowed

to submit as co-investigators for the Grants to Enhance and Advance Research (GEAR) Program. To the extent that research faculty have academic privileges, they shall be governed by the same regulations as regular faculty members as outlined in the *Faculty Handbook*.

I. Promotion

Research faculty members are eligible for promotion within their research ranks as a result of a formal review procedure. This procedure must be stipulated by each college and must include review at the department and college level with approval of the Provost. Specific criteria for appointment at each rank must be developed in the college policy.

J. Compensation

Salaries for research professors will be set by the same procedures used during the annual budget cycle for regular faculty depending on the availability of funding.

Research faculty will be considered for salary increases in accordance with the university's guidelines for persons classified as faculty.

K. Exceptions

Any exception to the policy requires the approval of the Provost.

Clinical Faculty

A. Definition

Clinical faculty appointments are non-tenure track appointments that may be assigned the ranks clinical assistant professor, clinical associate professor, and clinical professor. Such appointments are outside the University of Houston tenure system.

B. Qualifications for Appointment

Individuals at each academic rank will have experience and qualifications comparable to that of regular faculty members at the equivalent level. Clinical faculty must be primarily engaged in client or field-based educational programs. Each college that has clinical faculty will in its policy statement, specify the appropriate degree required for appointment as clinical faculty and any additional licensing or accreditation requirements that are necessary.

C. Appointment Procedure

Appointment of clinical faculty, including the specific offer and all related conditions, will be the responsibility of the dean of the college with approval of the Provost, based upon the recommendation of the individual department which will house the clinical faculty member. The recommending dean will indicate the space, staff support, and equipment needs of the individual to be appointed and how these needs are to be accommodated within the context of existing or projected resources. Each college that chooses to use clinical faculty must develop a policy document that contains a justification for the use of clinical faculty and specifies policy governing clinical faculty appointments in the college. Each college policy must also specify the duties and responsibilities of clinical faculty in the college. This policy must be approved by the Provost.

D. Duration and Nature of Appointment

All appointments of clinical faculty are non-tenure track and may not be converted into tenure track positions. Clinical faculty will not be considered for tenure; and instructional time served in any clinical faculty position shall not be counted toward tenure. Appointments are typically for one academic year, although a shorter appointment is possible, and appointments will be evaluated annually. Clinical faculty should not expect continued employment beyond the period specified in the appointment letter. Duties and responsibilities of clinical faculty will be in accordance with the college's Clinical Faculty Policy. Exceptions to this provision must be approved in advance by the dean and Provost.

E. General Privileges

Clinical faculty will have the same general privileges as regular faculty except as noted in this document and college documents and will receive faculty identification cards. These privileges include library, computer, athletic, and parking privileges.

F. Academic Privileges

If individual academic units approve, clinical faculty may participate in departmental and college affairs. Clinical faculty may serve on (but not chair) thesis and dissertation committees at the option of the individual college, but they may not constitute the majority of the committee.

Participation in departmental and college affairs will be regulated by guidelines established by the individual college and approved by the Provost. To the extent that clinical faculty have academic privileges, they shall be governed by the same regulations as regular faculty members as outlined in the *Faculty Handbook*.

G. Promotion

Clinical faculty members are eligible for promotion within the clinical rank as a result of a formal review procedure. This procedure must be stipulated by each college and must include review at the department and college level with the approval of the Provost. Specific criteria for appointment at each rank must be described in the college policy.

H. Compensation

Clinical faculty who will be reappointed for the next academic year will be considered for salary increases in accordance with the university's guidelines for persons classified as faculty.

I. Restrictions

College policies must specify limitations on the number of clinical faculty in the college. Each college/school may have no fewer than 75 percent of its full-time equivalent faculty in tenured/tenure-track positions, unless a proposal for modification is approved by a majority of the full-time, tenured/tenure-track faculty. No college/school may hire clinical faculty until a college policy on clinical faculty has been developed and approved by the Provost.

J. Exceptions

Any exception to this policy requires the approval of the Provost.

Librarians

Librarians who have faculty status have the same rights and protections, and are subject to the same responsibilities as other faculty, as delineated in this Handbook. For specific policies governing librarians, see the *Governance of Librarians in the University of Houston Libraries*.

Part-Time Faculty

The University of Houston System recognizes that the community of Houston has a number of outstanding professionals representing a number of disciplines. It recognizes also that the appointment of such persons on a selective basis as part-time faculty members can serve to enrich academic programs throughout the institution. This policy, therefore, is designed to support such selective appointments, to ensure that quality standards are maintained, and to ensure that such part-time faculty members are provided adequate orientation, supervision and assessment of performance.

Instructional Faculty

A. Definition

Instructional faculty appointments are non-tenure track appointments which may be assigned the ranks instructional assistant professor, instructional associate professor, and instructional professor. Such appointments are outside the University of Houston tenure system. Instructional faculty may be expected to teach distance education courses either face-to-face at off-campus sites, using instructional technology or instructional TV.

B. Qualifications for Appointment

Individuals at each academic rank will have experience and qualifications comparable to that of regular faculty members at the equivalent level. Instructional faculty must be primarily engaged in classroom instruction or similar activities. Each college that has instructional faculty will, in its policy statement, specify the appropriate degree required for appointing such faculty and any additional licensing or accreditation requirements that are necessary.

C. Appointment Procedure

Appointment of instructional faculty, including the specific offer and all related conditions, will be the responsibility of the dean of the college, with approval of the Provost, based upon the recommendation of the individual department that will support that person. Each college that chooses to use instructional faculty must develop a policy document that contains a justification for the use of instructional faculty and specifies policy governing instructional faculty appointments in the college. Each college policy must also specify the duties and responsibilities of such faculty in the college. This policy must be approved by the Provost.

D. Duration and Nature of Appointment

All appointments of instructional faculty are non-tenure track and may not be converted into tenure track positions. Time served in any instructional faculty position shall not be counted toward tenure. Appointments are typically for one academic year, although either a shorter appointment or a twelve month appointment is possible, depending on the needs of the program and the availability of funding. Appointments will be evaluated annually. Instructional faculty should not expect continued employment beyond the period specified in

the appointment letter. Exceptions to this provision must be approved in advance by the dean and Provost.

E. General Privileges

Instructional faculty will have the privileges described in college guidelines. These privileges include access to the library, computing, athletic facilities, identification cards, and parking.

F. Academic Privileges

If individual academic units approve by so indicating in their policies for instructional faculty, instructional faculty may participate in departmental and college affairs.

Participation in departmental and college affairs will be regulated by guidelines established by the individual college and approved by the Provost. Instructional faculty are not eligible for some university-wide internal grant programs.

G. Promotion

Instructional faculty members may be eligible for promotion within the instructional track as a result of a formal review procedure. Any such procedure must be stipulated by each college and must include review at the department and college level with the approval of the Provost. Specific criteria for appointment at each rank must be described in the college policy.

H. Compensation

Instructional faculty who will be reappointed for the next academic year may be considered for salary increases in accordance with the university's guidelines for persons classified as faculty.

I. Restrictions

No college may hire instructional faculty until a college policy on instructional faculty has been developed and approved by the Provost. College policies must specify limitations on the number of instructional faculty in the college. Each college may have no fewer than 75 percent of its full-time equivalent faculty in tenured/tenure-track positions, unless a proposal for modification is approved by a majority of the full-time, tenured/tenure-track faculty.

J. Exceptions

Any exception to this policy requires the written approval of the Provost.

Graduate Student Assistantships

A. Definitions

1. *Graduate student assistants* are graduate students enrolled full-time who hold an appointment requiring the performance of such duties as classroom instruction, academic advising, reading papers and examinations, supervision, research, or other administrative responsibilities. There are five graduate student appointment categories. Graduate assistant encompasses the positions of teaching fellow, teaching assistant, instructional assistant, research assistant and graduate assistant.
 - a. *Teaching fellows* (TF) have direct student contact in a formal instructional setting and are charged with the primary responsibility for teaching a course for credit under the direct supervision of a faculty member experienced in the teaching discipline, with

regular in-service training and planned and periodic evaluations. Teaching fellows are listed as the instructor of record. Appointments at this level normally imply advanced academic status and substantial prior college or university experience. For SACS compliance, TFs should possess at least a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline. Graduate students employed as TFs are not allowed to be instructors of record for courses that carry graduate credit. Examples of duties may include, but are not limited to: classroom/laboratory teaching; recitations, lectures, developing syllabi and lesson plans; holding office hours; consulting on group projects, counseling students; tutoring; and leading student tours and field trips.

- b. *Teaching assistants*** (TA) are graduate students who have student contact in a formal instructional setting but who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process. Teaching assistants may not be listed as instructor of record though they may lecture. Examples of duties may include, but are not limited to: lecturing; assisting with practica; conducting demonstrations; consulting in a classroom setting; holding review sessions; proctoring exams; consulting on group projects; tutoring; helping students build study skills; advising; acting as liaison between students and instructor of record; and grading exams.
- c. *Instructional assistants*** (IA) are graduate students who may or may not have direct student contact in an instructional setting and may assist faculty, lecturers, or teaching fellows with academic courses, programs, projects, or other activities in direct support of the instructional process. They are under the instructor's direct supervision. Instructional assistants may not be listed as instructor of record and will not lecture. Examples of duties may include, but are not limited to: proctors, practicum and laboratory assistants, discussion leaders, grading papers and tests, creative writing assignments, providing computer printouts; calculating final grades; assisting faculty with instructional technology; creating slides and other visual aids; evaluating and selecting texts; and compiling statistical data.

(The support of teaching represented by Teaching Fellows, Teaching Assistants, and Instructional Assistants is intended to assist faculty instruction. The primary teaching responsibility of the university is vested in the faculty. Students are not allowed to enroll in courses for which they are assigned assistantship responsibilities.)

- d. *Research assistants*** are graduate students who are engaged in research activities under the direction and supervision of a principal investigator and do not have student contact in an instructional setting. Examples of duties may include: assist in the completion of contracted research and creative activities; preparation of required reports or proposals; and supervision and training of other research personnel. Please note that students employed in this category are considered staff employees under the university personnel system and are thus not eligible for the same benefits as students employed in the TA, TF, and IA categories.
- e. *Graduate Assistants*** (GA) are graduate students whose primary responsibilities do not directly support instructional or research activities. Examples of duties may include: assisting in clinics; setting up and maintaining computer systems; set-up, models, and general administrative assistance. Please note that students employed in this category

are considered staff employees under the university personnel system and are thus not eligible for the same benefits as students employed in the TA, TF, and IA categories. A graduate or professional student employed in a position with student contact is required to meet the university requirements for English language proficiency.

- 2. Definition of Student Contact.** An individual who teaches a course for academic credit is engaged in student contact. In addition, any individual who carries out the following within a formal instructional setting – talks extensively with students about class, course, or lab materials, helps explain course material, leads discussion sections, or holds office hours as part of his/her assigned job duties – is engaged in student contact.

NOTE: The Academic Support Assistant (ASA) title is only to be used for undergraduate students. ASA are employed by academic support programs (whether in an academic or administrative unit) whose primary duties involve either training or tutoring UH students enrolled in academic degree programs or research activities under the direction of a faculty member in areas related to the student assistant's degree program. Graduate students may not be hired as Academic Support Assistants.

The following policies applying to all graduate student assistantships are inclusive, but not exhaustive. Departments and colleges may develop additional policies and procedures.

- B. Appointment Procedures:** The appointment of graduate assistants is the responsibility of the deans of the colleges and is based upon the recommendations of the departments. The specific offer and all related conditions are the responsibility of the department.

The University of Houston has a standard form that must be used in the appointment of graduate assistants. Any conditions of appointment beyond those stipulated in the agreement will be specified by the appropriate departmental officer and noted on the Graduate Student Assistantship Employment Agreement form.

- C. Stipends:** The stipend offered must meet minimum criteria for the student's level as set by the Office of Graduate and Professional Studies.

- D. Qualifications for Appointment:** To be eligible for a graduate assistantship, students must have an undergraduate degree or its equivalent, be admitted to a graduate program, and be prepared to devote full-time efforts toward the degree. In order to serve as classroom instructors or in other roles that require communicating (both comprehending and being comprehensible) with students in spoken English, graduate assistants must demonstrate proficiency in spoken English. This proficiency requirement may be satisfied by one of the following criteria:

1. Completion of baccalaureate degree requirements at a regionally accredited U. S. institution or an institution in Australia, Canada, New Zealand, South Africa, or the United Kingdom at which English is the medium of instruction.
2. A minimum score of 50 on the Test Spoken English (TSE), or a score of 50 on the Spoken Proficiency English Assessment kit (SPEAK) Test. The TSE is administered at TOEFL test centers on TOEFL test dates. The SPEAK Test administration may be arranged with the Testing Center.

Students scoring below the required minimum should enroll in LCC 6034, English for International Teaching Assistants and Faculty. This semester-long, noncredit course,

offered through the Language and Culture Center, focuses on English pronunciation, including sounds, stress, intonation, fluency, and overall comprehensibility; orientation to U.S. academic culture; and teaching skills, including non-verbal communication, explaining, presenting, fielding questions, and leading a discussion. Students will sit for the SPEAK examination at the conclusion of the course and the same minimum score as above (50) will be required to meet the English language proficiency requirement at that time.

As it is not always possible for an applicant to demonstrate proficiency in English prior to arriving on campus, conditional appointment as a graduate assistant may be extended to allow demonstration of proficiency upon arrival. Such authorization requires the written consent and support of the student's academic adviser and approval by the dean of the college of the student's major as well as the Dean of Graduate and Professional Studies. Until proof of proficiency is presented, the student may not be assigned to an instructional role.

E. Duration of Appointment: Although a one-semester appointment is possible, the appointment of a graduate assistant is normally for the full academic year (fall and spring semesters). Summer employment is not guaranteed and will be based on departmental needs.

A graduate student may be employed in a graduate student assistantship position for no more than six long semesters (3 years) while classified as a master's student.

A graduate student may be employed in a graduate assistantship position for no more than 10 long semesters (5 years) while classified as a doctoral student. Graduate students who pursue both master and doctoral studies at the University of Houston may be employed in a graduate assistantship no more than twelve semesters (6 years).

F. Conditions of Service: The following policies are applicable to all graduate assistants; departments and colleges may prescribe additional conditions of employment.

1. Satisfactory progress, as defined by the college or department, must be made toward the degree.
2. The full-time course load per semester is nine semester hours for master's students and nine semester hours for doctoral students.
3. Graduate assistants must maintain a cumulative grade point average of 3.00 (A=4.00).
4. Graduate assistants are not allowed to teach courses that carry graduate credit or to enroll in courses for which they are assigned assistantship responsibilities.
5. International graduate assistants must successfully complete a speaking test of English before assuming actual teaching duties. The graduate assistant must achieve a satisfactory score on such a test before assignment of teaching duties. (See section on "Qualifications for Appointment.")
6. The normal appointment for a graduate assistant is a full-time Equivalency (FTE) work load of 50 %. This entails a work load that may not, on the average, exceed 20 hours per week, including time spent in preparation, in the classroom or laboratory, in reading papers and examinations, or in any combination of these or other assigned activities.
7. In rare instances, assistants may receive up to 75 percent appointments with the stipend increased proportionately and the required course load decreased proportionately. This will be acceptable if justified on an individual basis, if understood to involve an exceptional set of circumstances, and with the approval of the college dean and the Dean

of Graduate and Professional Studies. [Note: An overload appointment (> .50 FTE) may jeopardize the Graduate Assistant Tuition Fellowship (GATF).]

8. Graduate assistants will not be assigned as instructors of record (i.e., having full responsibility for a course) until they have earned a master's degree or its equivalent or have completed 18 graduate semester credit hours in their teaching field.
9. While graduate assistants need to have access to space and facilities to carry out their assignments effectively, it must be recognized that from department to department, there will be constraints that limit these privileges. The following privileges, however, can be listed:
 - a. In addition to the services and facilities available to them as students, graduate assistants will be issued specific documentation or a faculty/staff identification card entitling them to appropriate parking, library and computer privileges, and bookstore discounts, and access to any other privileges that might accrue in the future.
 - b. Graduate assistants will have access to a desk and chair, file space, mailbox, and appropriate supplies for the duties assigned. Department conditions allowing, they should have access to a typewriter, computer equipment, duplicating equipment, and a telephone.
10. For each type of graduate assistant (items A. 1. a – e) student employment may be revoked for cause.

G. Insurance Coverage for Graduate Student Assistants: State legislation allows the University of Houston to extend to qualified graduate student assistants the option to enroll in the university's group medical insurance programs. All coverage plans are identical to the plans offered to regular benefits-eligible faculty and staff of the University. Graduate student assistants are not eligible to participate in state retirement programs and other benefits extended to regular benefits-eligible employees.

H. Reappointment of Graduate Assistants: Priority for reappointment is to be given to those graduate assistants making satisfactory progress toward completion of an advanced degree and is based on the quality of performance of assigned duties. The criteria to be used in making reappointments are to include, but not be limited to:

1. A 3.00 minimum cumulative grade point average and grade point average for the current academic year.
2. The report of the graduate advisor or coordinator.
3. A formal evaluation by the faculty mentor supervising the graduate assistant's work.
4. The length of time in an assistantship position.
5. The length of time in degree program. Reappointments are not automatic for assistants; final decisions will be based on departmental needs and availability.

Promotion and Tenure

These policies relate to the renewal or nonrenewal of appointments of all tenure track faculty and to promotion actions for all tenure track and tenured faculty members.

Definitions

Tenure

Tenure at the University of Houston is awarded by the Chancellor of the University of Houston System, upon the recommendation of the President, under the authority delegated by the Board of Regents and upon the basis of recommendations initiated by departments and reviewed carefully by the colleges, the University Promotion and Tenure Committee, and the Provost. These recommendations result from an assessment of the individual's academic achievement and an estimate of future achievement. Tenure awarded at the University of Houston does not entail tenure at any other university of the University of Houston System. It is awarded on the basis of teaching, research, and service excellence to date, consistent with the mission of the university, and implies a high degree of confidence in the continuation and enhancement of this performance for the benefit of the university. An affirmative decision represents a positive judgment that the individual has contributed and will contribute to the development of excellence in the academic programs at the University of Houston, particularly within the context of the individual's college. Recommendations for promotion and tenure shall be transmitted annually from the Provost to the President, with all supporting documentation filed by May 1 of each year and shall be effective at the beginning of the succeeding academic year.

Tenure may be granted to faculty members upon the successful completion of a probationary period at the specific university of the University of Houston System. The service of tenured faculty shall be terminated only for adequate cause, except in cases of financial, discontinuance of programs, medical reasons, resignation, or retirement.

General Policies

The primary responsibility for faculty review lies within the candidate's department and college. It is, therefore, critical that the departments and colleges set their own criteria and quality standards. The promotion and tenure policies are designed to assure that high standards are maintained and that due process is followed. Due process consists of two elements. First, faculty have the right to know what is expected of them to be promoted and/or tenured. Second, candidates for promotion have the right to be heard, to clarify vagueness, and/or correct factual errors before any recommendation is forwarded to the next level of review. It should be noted that a faculty request for an extension of the probationary period should not reflect negatively on that individual's review for tenure.

The University of Houston policies are guided by principles delineated by the American Association of University Professors. To assure an equitable review, the following policies must be followed at each level and incorporated into departmental and college policies:

- A. Promotion and/or tenure review is a peer review process. For that reason, only tenured faculty should vote on tenure decisions; only full professors should review and vote on applications for promotion to professor. Exceptions must be stated in the appropriate policies that apply at the departmental or college levels.

- B. Committee recommendations must be based on written tenure and promotion criteria and standards that have been previously approved by the Provost.
- C. Committee recommendations must include the name, rank, and title of each member of the review committee. Faculty who vote on a candidate's file at one level may not vote on that candidate a second time at a higher level.
- D. Committee deliberations shall be conducted in confidence and the committee's findings shared in writing with the applicant or the appropriate administrator.
- E. Department chairs and deans conduct independent reviews and make written recommendations based on an examination of all portfolio materials, including external letters of review and committee findings.
- F. Each subsequent review body is responsible for considering any procedural problems it identifies in the prior review and for making every effort to correct any errors caused by those problems.
- G. Applicants are entitled to a reconsideration of the Chair's, Dean's, and Provost's decisions. Reconsiderations are limited to errors of fact and procedure. Other avenues of appeal may be available pursuant to department and/or college bylaws.
- H. Candidates may update their portfolios before the materials are sent to the next level.
- I. After the Provost's final decision, applicants may initiate a grievance within 30 calendar days of receipt of the Provost's letter.

Probationary Period

The *probationary period* is defined as the time a faculty member spends under annual appointment in a tenure track position prior to being awarded tenure. Tenure track faculty will be notified annually of decisions regarding continuing appointment. The probationary period for tenure shall not exceed seven academic years. The number of years and the terms of the probationary period shall be specified in the appointment letter. If a faculty member begins employment after the beginning of an academic year but prior to the end of the spring semester of that academic year, either the probationary period for that faculty member shall be less than seven years, or the faculty member shall serve in a non-tenure track position for the remainder of that academic year and shall then have a probationary period of seven years. Up to three years of prior full-time collegiate-level teaching at the rank of assistant professor or above may be credited to the probationary period. Credit towards the probationary period of an assistant professor is discouraged since this significantly shortens the length of time the faculty member has to achieve the teaching, research, and service accomplishments necessary to achieve tenure. For probationary appointments the final and mandatory review for tenure shall take place in the year prior to the final probationary year--e.g., year six of a seven-year probationary period. Requests may be made for early consideration of promotion and tenure.

During the probationary period, decisions to renew or terminate appointments or to deny tenure shall be made in accordance with the principles and procedures set forth in this Handbook.

A leave of absence shall not be considered as part of the probationary period for tenure unless a written agreement to the contrary is made between the faculty member and the dean of the college prior to the leave period.

Reviews during Probationary Period

Every tenure-track faculty will be reviewed annually by the department chair or appropriate administrator according to departmental procedures. Additionally, faculty whose appointment letters state that they have at least a four-year probationary period must undergo a thorough pre-tenure review. This review normally is conducted at the beginning of January of the faculty member's third year at the University of Houston. The faculty member must submit a portfolio in accordance with departmental/college policies and criteria for review by the departmental review committee. The committee informs the department chair, who conducts an independent review then writes a letter to the candidate detailing the strengths and weaknesses of the pre-tenure review portfolio. The chair sends a copy of the letter to the dean, who files the letter in the faculty member's personnel file. The letter then becomes part of the mandatory tenure review. Summaries of annual reports should be available to internal reviewers in promotion and tenure cases.

Nonrenewal of Appointment of a Tenure Track Faculty Member

The decision not to renew the appointment of a non-tenured tenure track faculty member is not a form of dismissal for cause. Nonreappointment of a tenure track faculty member without tenure does not require justification of professional inadequacy and is therefore not grievable.

The decision to deny tenure shall be made no later than twelve months prior to the expiration of the probationary period, except as provided below. Written notice to the tenure track faculty that a probationary appointment is not to be renewed shall be given to the faculty member by the dean in advance of the expiration of the appointment, according to the following schedule of dates.

- A. For tenure track faculty in the first academic year of the probationary period, notice must be given not later than March 1 that their appointments will end at the conclusion of the current academic year; or, if a one-year appointment expires during an academic year, at least three months in advance of its expiration.
- B. For tenure track faculty in the second academic year of the probationary period, notice must be given not later than December 15 of the second academic year of service that their appointments will end at the conclusion of the current academic year; or, if an initial two-year appointment expires during an academic year, at least six months in advance of its expiration.
- C. For tenure track faculty in the third or later year of the probationary period, notice must be given not later than May 31 of the academic year preceding the academic year in which the appointment is to expire (e.g., non-reappointment at the end of third-year review) that their appointments will end at the conclusion of the terminal appointment.

When a *bona fide* financial exigency or the elimination of a program necessitates the reduction of the number of tenured faculty members, efforts shall be made to place the faculty members in other related faculty assignments.

For University of Houston financial exigency policy, see pages 77-79.

Time in Rank

(For a basic definition of these ranks, see page 43.)

- A. Instructors** may be appointed to the tenure track. *(See page 43.)* Time spent as an instructor on the tenure track at a specific university in the University of Houston System shall be counted as part of the probationary period. Faculty members may not be awarded tenure at the rank of instructor.
- B. Assistant professors** shall serve a probationary period not to exceed seven years. Promotion and tenure must be awarded concurrently. If promotion is not granted, the candidate may not be tenured.
- C. Associate professors** may be appointed with tenure, or alternately shall serve a probationary period not to exceed four years before tenure is awarded. In cases of exceptional merit, the probationary period specified in the appointment letter may be shortened by the Provost at the request of the dean or appropriate division head.
- D.** Promotion from associate to **professor** requires strong evidence of teaching, scholarship, and service as appropriate to the mission of the university. No specified time in rank is required for promotion from associate to full professor.
- E. Professors** are usually appointed with tenure but may be required to serve a probationary period not to exceed four years, which shall be stated in the appointment letter.

Extension of Probationary Period for Childbirth or Adoption

An untenured tenure-track faculty member who becomes a parent due to the birth or adoption of a child and who is responsible for the primary care of that child will be given a one year extension of the probationary period, with or without a leave of absence. The faculty member is responsible for notifying his/her Department Chair in writing within six months of the birth or adoption of the child. The Department Chair will acknowledge the extension of the probationary period and will inform the faculty member of the revised year of tenure review, with a copy to the Dean who will then notify the Provost's office.

Unless the faculty member expressly declines the extension in writing at the time the notice is given, the probationary period will be extended by one year. The extension of the probationary period may occur at most twice (for a total of two years extension), with each extension occasioned by the birth or adoption of a child, and by timely notice as defined above. Requests for extensions of the probationary period normally will not be considered after March 1 of the academic year prior to the tenure review period.

For purposes of this policy, a child is newborn or, in the case of adoption, under the age of six. Also, a tenure-track faculty member who is responsible for the primary care of the child is one who is responsible for significant and continuous care of his or her newborn or adopted child. If both parents are tenure-track faculty members, only one may qualify as the primary caregiver.

If a faculty member takes a leave of absence, this policy shall be applied in conjunction with relevant leave statues and policies.

Policy on Extension of the Probationary Period for Emergencies

An untenured tenure-track faculty member has the right to request an extension of the probationary period because of serious illness, family emergencies or other serious personal circumstances.

Circumstances that may justify an extension include, but are not limited to, serious illness and injury, or other serious disruptions or unexpected reasons beyond the faculty member's control.

Requests must be made in writing and submitted within six months after the emergency circumstances or personal circumstances occur. The request must be forwarded through the Department Chair and Dean to the Provost. The Provost will inform the dean of his or her decision and the year of tenure review.

Requests for extensions of the probationary period normally will not be considered after March 1 of the academic year prior to the tenure review period.

This policy does not address faculty leave, nor does it affect any existing policy or policies relating to faculty leave.

Criteria and Standards for Promotion and Tenure

University Criteria

The basic criteria and standards of the University of Houston reflect a commitment to academic excellence. It is the expectation that faculty members shall meet the highest standards of their disciplines within the domains of teaching, scholarship, and service. Specifically, candidates for promotion are to demonstrate their effectiveness as teachers and that they have advanced knowledge or creativity in their respective disciplines or made significant creative contributions in their academic areas. This should be substantiated by appropriate publications, reviewed presentations or other appropriate publicly available communications. Service may involve contributions to departmental efforts, to campus-wide activities or to external professional organizations.

Criteria by Rank

Promotion to associate professor with tenure requires that faculty members have made high quality contributions to knowledge as a result of their scholarly and/or creative achievements, that they are effective teachers, and they have demonstrated an appropriate level of service. The evaluations of the candidates' portfolios are conducted by peers in the department and/or college with input from external reviewers who have not previously collaborated with the candidates. The evaluation must find that the candidate has demonstrated a commitment to academic excellence and that there is reasonable expectation that the candidate will meet the standard for promotion to professor in due course.

Promotion to the rank of professor requires significant contributions to the candidate's field that have had a scholarly or creative impact beyond the university. The application portfolio will document a record of accomplishments in scholarship/creativity, teaching, and service responsibilities that are distinguished by quality and significance over time.

Local Criteria

Departments and/or colleges are responsible for the application of the criteria and standards for promotion and tenure, consistent with prevailing standards of excellence in their own disciplines. Deans must review and approve written departmental criteria. The criteria and standards must be reviewed and approved by the Office of the Provost and distributed by the college and/or department to its faculty.

University Procedures for Tenure Reviews

Each spring, department chairs and deans review faculty appointment letters and inform all faculty with upcoming tenure reviews that their applications will be considered during the next promotion and tenure cycle. The Provost's Office will issue annual procedures by May 1 to all deans, directors, and department chairs. Before the end of the spring semester, these administrators will provide the web addresses of the department, college, and university procedures to all non-tenured, tenure track faculty.

Current procedures for departmental, college, and university reviews and for the applicant's portfolio are listed on the Provost's Office website at http://www.uh.edu/provost/fac/Prom_ten.html.

Candidates may withdraw their applications for promotion/tenure without penalty at any time during the review process in the College. However, when the reviews are mandatory, the withdrawal must be accompanied by a resignation letter and a signed Separation Form.

Candidates must be advised of a decision not to award tenure at least 12 months prior to the expiration of the probationary period. After the Provost's final decision, should the candidate believe that there were serious procedural violations that subsequent reviews failed to correct, the candidate may file a grievance (see Grievance Procedures in Promotion and Tenure Matters, directly below).

Grievance in Promotion and Tenure Matters

Beyond the rehearing option noted in the Promotion and Tenure Procedures (*Appendix E on page 232*), the faculty member has access to college-level and university-level grievance procedures. The University of Houston Grievance Committee exists as the final faculty body to which appeal may be made regarding a decision for nonrenewal of contract of a non-tenured faculty member. Notice of a grievance must be made by the faculty member within 30 calendar days after s/he has received official notice that the Provost has recommended nonrenewal of appointment to the President.

Decisions by faculty bodies and administrators responsible for recommendations not to confer tenure, not to promote, or not to reappoint must meet the following tests:

- A. They must not violate the faculty member's academic freedom or punish him/her for exercising his/her academic freedom, either in the performance of his/her duties or outside the institution.
- B. They must not violate the faculty member's constitutional and legal rights or punish him/her for exercising them, and must be in compliance with mandated equal opportunity policies.
- C. They must not be arbitrary or capricious.
- D. They must represent the exercise of professional judgment.

Faculty members who wish to invoke a grievance procedure against a negative promotion or tenure recommendation may do so at the college and/or university level. For details on the general grievance process, refer to the "University of Houston Promotion and Tenure Grievance Procedures," in *Appendix E, page 232*. Also, refer to UH General Grievance Procedures in *Appendix F, pages 233-234*.

Grievances

Procedures

A multilevel procedure for redress of grievance is available to any faculty member. This procedure also applies to all university-level grievances (including termination) of librarians of the University of Houston Libraries. (*For grievance procedures involving promotion and tenure, see directly above or Appendix E, page 232*) Grievances of any kind not covered by specific grievance policies, including but not limited to, matters of salary, hours and conditions of employment, promotions, assignment of teaching duties, and allotment of resources and facilities, should normally be settled informally in discussion between the aggrieved faculty member and the department chair or the dean. It is expected that the majority of grievances will be resolved at this level. If this informal discussion does not alleviate the grievance, then the faculty member may petition the dean for redress of the grievance by filing a formal written grievance. In the presentation of his/her formal grievance the aggrieved may discuss the grievance personally, have a representative act in his/her behalf, or have a representative accompany him/her. The reply to the grievance shall be in writing and signed by the dean.

If the grievance is against the chair, it is handled by the college grievance committee, if the grievance is against the dean, it goes directly to the University of Houston Grievance Committee.

College or School Appeal Level

If the aggrieved person is not satisfied with the disposition of his/her grievance by the dean and wishes to appeal it, s/he must submit the grievance in writing to his/her college grievance committee within ten working days of notification of the dean's decision. If no decision has been rendered within fifteen working days after the grievance is presented formally to the dean, the aggrieved person must submit the grievance in writing to his/her college grievance committee within five additional working days (a total of 20 working days from the date the complaint was presented formally to the dean). If s/he fails to appeal within the time limits set out above, s/he waives the right to further consideration of that grievance.

Each college grievance committee shall consist of at least three tenured faculty members, and shall in any case have a majority of tenured faculty members, who shall be elected by the full-time faculty of the college according to its own published procedures. No member of the administration including deans, assistant or associate deans, and department chairs shall be eligible for membership on the committee. The committee shall establish its own procedures within the limitations established by its college constitution and bylaws. Committee members will be recused from hearing any grievances in which they were involved at a previous level of review or in which they have a personal involvement.

Recommendations rendered by the college grievance committee shall be in writing, setting forth the recommendations and the committee's reasons, and shall be transmitted promptly to the principal parties in the dispute.

If the dean finds the college grievance committee's recommendation unacceptable or impossible to implement, s/he must state this in writing and transmit the statement to the aggrieved person and to the college grievance committee within ten working days of that committee's decision.

University Appeal Level

If the aggrieved person is not satisfied with the disposition of his/her grievance by the college grievance committee (or the dean's statement of unacceptability or impossibility) and wishes to appeal it, s/he must submit the grievance within ten working days of receiving written notification of that college grievance committee's decision (or correspondingly within ten working days of the dean's statement) to the University of Houston Grievance Committee. If no decision has been rendered by the college grievance committee within six weeks after the grievance is submitted to the college committee, the aggrieved faculty member must submit the grievance to the University Grievance Committee within five additional days. When the college is not the appropriate level for redress, a faculty member may submit a written grievance directly to the University of Houston Grievance Committee. In all cases the University of Houston Grievance Committee shall determine whether it is the appropriate level for redress of the grievance. Committee members will be recused from hearing any grievances in which they were involved at a previous level of review or in which they have a personal involvement.

The procedures governing the review, investigations, and hearings of grievances at the University of Houston may be found in Appendix F, pages 233-234.

Grievance Policy and Procedures for Graduate, Professional, and Post-baccalaureate Students

For Grievance Policy and Procedures for Graduate, Professional, and Post-baccalaureate Students, *see Appendix G, pages 235-236.*

For more information call the Office of the Dean of Graduate and Professional Studies at 713-743-9088, or visit the website at <http://www.uh.edu/gs/>.

Post-tenure Performance Review

(Board of Regents Policy 21.11)

Preamble

The Board of Regents of the University of Houston System affirms the principle that the quality of its universities is inextricably tied to the quality of its faculty, and that the ability of a university to serve its public is dependent upon the creation of an environment that nurtures the development of its faculty so as to increase the likelihood of success in the pursuit of teaching, research and service. Furthermore, the Board reaffirms its commitment to the institution of tenure, recognizing that the public interest is best served in a climate in which faculty members are free to pursue the creation and dissemination of knowledge.

At the same time, the Board recognizes the need to create an environment of accountability and public trust in both the institution as a whole and in individual faculty members.

The policies promulgated below are intended to ensure that a tenured faculty member consistently performs at an acceptable professional level, to provide for a plan of faculty development where necessary, and finally, in the instance of failure to correct deficiencies, to provide for the revocation of tenure or other appropriate disciplinary action.

Delegation of Authority

Each university within the University of Houston System shall adopt policies and procedures providing for a periodic performance evaluation process for all tenured faculty members. Such institutional policies and procedures, and any subsequent amendments thereto, must be approved by the Chancellor and the UH System Board of Regents. Institutional policies and procedures may be designed to fit the particular mission, traditions, and circumstances of the individual universities and must in all cases adhere to the following set of principles and procedures.

Fundamental Principles

- A.** Institutional post-tenure performance review policies must conform to any and all relevant state statutes, including procedures for alternative dispute resolution (Chapter 154, Civil Practice and Remedies Code) and to other applicable policies of the Board (Board of Regents Policy 21:07 -- Faculty Dismissal).
- B.** Post-tenure performance review policies and procedures at both the system and university levels and any subsequent amendments thereto (hereinafter referred to as "post-tenure performance review policies") are grounded in three principal academic values: peer review, academic freedom, and due process.

1. Peer Review

The formulation of post-tenure performance review policies shall include substantive and meaningful consultation with appropriate faculty bodies.

The review of individual faculty members shall include provisions for involvement by appropriate faculty colleagues in order to ensure that peer review is an essential component of the post-tenure performance review process.

2. Academic Freedom

Post-tenure performance review policies shall reflect the system's long-standing and sustained commitment to the traditional value of academic freedom. It is the intent of the Board that the implementation of post-tenure performance review policies would not result in compromising this value in any way.

3. Due Process

Post-tenure performance review policies shall incorporate academic due process rights, including notice of the manner and scope of the evaluation, the opportunity to provide documentation, notice of specific charges, and an opportunity for hearing on those charges before disciplinary action is instituted on the basis of such an evaluation.

Evaluations shall be based on the professional responsibilities of the faculty member in the areas of teaching, research, and service. The evaluation process shall be directed toward the professional development of the faculty member. Toward that end, the institution, through its appropriate academic officers and in concert with the affected faculty member, shall devise an individual plan of professional development for faculty members for whom a determination of unsatisfactory performance is made. Such a professional development plan shall be specific with regard to expectations, actions, timeline, resources, and the consequences of non-correction of the identified deficiencies. In the event that implementation of the professional development plan does not result in substantial

improvement of performance, the faculty member may be subject to disciplinary action, including possibly the revocation of tenure and dismissal. A tenured faculty member subject to the revocation of tenure and dismissal on the basis of an unsatisfactory performance evaluation must be given the opportunity for referral of the matter to a non-binding alternative dispute resolution process.

D. Procedures

1. A comprehensive performance evaluation process, which must include peer review, shall be conducted for each tenured faculty member no more often than once a year, nor less often than once every six years after attaining tenure.
2. Administrators who also hold a tenured faculty position shall be subject to the established review procedures for administrators as codified in Board by-laws, Board policies, System administrative memoranda, and component university policies on this subject.
3. The records of actions taken to comply with these policies shall reside in the Office of the Provost of each university. Deans must provide an annual written report to the Provost with regard to the status of faculty members for whom a professional development plan has been established.

University of Houston Post-Tenure Review Policy

(Approved by the UHS Board of Regents on April 16, 1998)

I. Preface

The University recognizes that the quality of the institution is directly dependent upon the quality of its faculty. The University is therefore committed to providing resources and policies which support the faculty's own efforts to enhance quality. These commitments are bonds uniting the University and its faculty in a common objective, the continued pursuit of academic excellence. University and faculty efforts to promote academic excellence confirm that we remain accountable and worthy recipients of the public's trust. Several current policies promote these objectives: (1) departments and colleges undertake highly selective, national searches and only outstanding candidates are offered tenure track employment; (2) newly appointed faculty members undergo a comprehensive third year review; (3) candidates for tenure undergo a rigorous screening process in their sixth year of employment; and (4) departments and colleges also conduct reviews of faculty members for merit raises. We also note that at any time an evaluation results in a finding of incompetence, neglect of duty or other good cause, the University may initiate action for dismissal and revocation of tenure.

Tenure serves as the protection for the several facets of academic freedom: of inquiry, of teaching and of the expression of opinion.

The post-tenure review is a performance evaluation process for all tenured faculty members. The evaluation is based on a peer review process to confirm that faculty members are meeting the expectations of their professional or scientific discipline.

II. UH Performance Evaluation of Tenured Faculty

- A. A comprehensive peer review of all full-time faculty is conducted annually at UH.

** This annual merit review is intended to function as the post-tenure review mandated by statute and Board policy. That is, it shall be a comprehensive performance evaluation, shall be based on the professional responsibilities of the faculty member in teaching, research, service, patient care, and administration, shall include peer review, and shall be directed towards the professional development of the faculty member, as required by section 51.942 of the Education Code. **

** The annual review is designed to reduce committee work. For the vast majority of faculty the result of the relative ratings of the annual merit review will itself constitute the satisfactory evaluation required for post-tenure review. Only when there is an apparent performance problem from the annual merit review will the committee have to proceed to a further evaluation to assess the performance on the basis of the absolute performance standards established by the unit's tenured faculty. Even then, at least the primary evaluative period will start with the materials already assembled and reviewed for the annual merit review. **

B. The evaluation is a "rolling" 36 month one, with a judgment made on the overall preceding 36 months.

** The overall judgment of performance based on 36 months protects the faculty member who, for personal or other reasons, may have a period (say a year) of less productive performance. **

C. The evaluation is based on the professional responsibilities of the faculty member, in teaching, research, service, patient care, and administration. The tenured faculty of each unit will establish the performance standard pending approval of the Chair, Dean, and Provost.

** The tenured faculty members of an academic discipline represent, by the very nature of their specialized knowledge and skills, the best group to develop standards by which to judge their colleagues. **

- A faculty member's administrative responsibilities shall be subject to the established annual review procedures for administrators as codified in Board of Regents Bylaws, System Administrative Memoranda, and University policies.

D. The review process shall be directed towards the professional development of the faculty member.

III. Outcomes of Annual Performance Review

A. Satisfactory performance

A faculty member meets or exceeds the unit level performance standard and remains in the regular review process with possibility of merit pay raises.

B. Unsatisfactory

A faculty member's overall performance or his/her teaching performance falls below the unit standards. This establishes teaching as the dominant criterion in the evaluation.

C. Consequences

An unsatisfactory rating provides mandatory entrance into a Faculty Development Plan (FDP).

- D. A rating of unsatisfactory does not establish a presumption that the faculty member has given "cause" for dismissal.

IV. The Post-Tenure Review Process

- A. The tenured faculty members of a department, or in units without departments, shall elect a committee of tenured faculty members for the purpose of conducting the post-tenure review.
 - ** This is an essential peer review step, providing protection against arbitrary and capricious administrative actions. **
- B. If a faculty member receives a rating of unsatisfactory, the tenured departmental faculty will meet and judge the case unless that faculty member chooses to omit this step. If the faculty deems the individual's performance unsatisfactory, the faculty member must receive in writing a statement of the performance deficiencies which resulted in the rating of unsatisfactory.
- C. The unit administrator (Chair or Dean) will work with the faculty member to develop and monitor the FDP. Such a plan must be approved by the Dean and Provost.
- D. The FDP has a maximum duration of two years. The faculty member will receive post-tenure evaluations as normal during the FDP to provide feedback. The committee's post-tenure review evaluation determines the outcome of the FDP on the basis of performance at the end of the process.
- E. The conclusion of the initial FDP will result in one of three actions:
 - 1. Performance has improved sufficiently to be considered satisfactory.
 - 2. Performance has improved sufficiently to provide cause for extension of the FDP for an additional period up to one year.
 - 3. Performance remains unsatisfactory. This will lead to disciplinary action which may include, at the initiation of University administration, dismissal for cause under Board of Regents Policy 21.07.
 - ** The process described above, we believe, provides sufficient time for performance changes and makes it clear that there will be a conclusion to that process.**

V. Reporting Mechanisms

Deans must report annually to the Provost the names of the faculty members who are working on FDP's, the nature of the deficiencies, and the outcomes of those plans.

VI. Due Process and Grievance Procedures

- A. Faculty members have full access to the University grievance process with respect to their performance evaluations.
- B. A rating of unsatisfactory may be appealed to the Dean and the Provost, with the latter's decision being final.
- C. In accord with state law, a faculty member subject to revocation of tenure and dismissal on the basis of performance evaluations has the opportunity for referral of the matter to a nonbinding alternative dispute resolution process.

Faculty Dismissal

(UHS Board of Regents policy 21.07)

Dismissal is the termination of employment of a tenured faculty member in the University of Houston System, or of a probationary or non-tenured faculty member before the annual term of appointment has expired.

Each component university through its faculty governance processes shall develop policies and procedures pertaining to dismissal of faculty members. Such policies must be consistent with those specified herein and must be approved by the Chancellor.

Dismissal of a faculty member requires Board action.

Assurances

University policies and procedures for faculty dismissals must ensure that:

- A. The rights of the individual to due process are protected;
- B. Dismissal shall not violate the constitutionally protected rights of an individual and shall not be used to restrain faculty members in their exercise of academic freedom;
- C. Dismissal procedures provide for timely written notice of impending dismissal, that specifies the grounds on which dismissal is sought;
- D. A faculty member notified of impending dismissal has the option of a hearing before an impartial faculty tribunal designated by the established procedures of the particular component university; and
- E. The burden of proof in dismissal proceedings rests with the university.

Justifications

Dismissal may be justified by one or more of the following:

- A. **Adequate Cause.** Termination for adequate cause may include:
 - 1. grounds related to dishonesty, or to demonstrated professional incompetence in teaching or research;
 - 2. grounds related to substantial and manifest neglect of professional or academic responsibilities; or
 - 3. grounds related to actions that would result in a general condemnation of the faculty member by the U.S. academic community.
- B. **Financial Exigency.** Termination of employment may be justified by a demonstrated and *bona fide* imminent financial crisis that threatens the continuation of the academic programs in their present form, and that cannot be alleviated by other means. The university will develop criteria and procedures to determine whether a state of financial exigency exists. Standards so developed will include provisions for faculty involvement in the determination and for a minimum twelve-month notice of termination of appointment to tenured faculty. Untenured faculty will be given notice consistent with the university's non-reappointment guidelines.

(See pages 77-79 for the University's Financial Exigency Procedure.)

C. Health Related Reasons. Termination of employment may be justified by clear and convincing medical evidence that the faculty member cannot fulfill professional and academic obligations, or the terms and conditions of appointment, with reasonable accommodation.

D. Discontinuance of Academic Programs. Termination of employment may be based on the discontinuance of an academic program reflecting long-range judgments concerning the educational mission of the university. Tenured faculty will be given notice eighteen months prior to termination of employment due to discontinuance of academic programs. (*See pages 80-82.*) Untenured faculty will be given notice consistent with university non-reappointment guidelines. (*See page 64.*)

In the event of dismissal of faculty by reason of financial exigency or discontinuation of academic programs, the university's administration will make every reasonable effort to place affected faculty in other positions. A faculty member with tenure will not be dismissed in favor of retaining a faculty member without tenure except in extraordinary circumstances where a distortion of the academic program would otherwise result.

Dismissal of Faculty Members with Tenure and Special or Probationary Appointments before the End of the Specified Term of Appointment

In conformance with UHS Board of Regents Policy 21.07, the termination or dismissal of a faculty member with tenure, or the dismissal of a non-tenured faculty member with a special or probationary appointment before the end of the specified term of appointment, may be effected only for adequate cause or for medical reasons. Tenured or non-tenured faculty may be dismissed in the case of circumstances due to *bona fide* financial exigency or to discontinuance of a program or academic department. (*See page 43* for the definition of *term of appointment.*) In all cases, the faculty member shall be informed in writing by the President or his/her designée of the basis for the termination or dismissal.

Dismissal for Cause

Adequate cause may include those grounds indicated above, *page 74*. Dismissal shall not be used to restrain faculty members in their exercise of academic freedom or other rights as United States citizens.

When the decision for termination is based upon adequate cause, dismissal of the faculty member shall be preceded by a written statement of charges, framed with reasonable particularity, from the President or his/her designee, and by the filing of the charges with the Grievance Committee and the notification in writing of the faculty member against whom the charges have been filed. A copy of such written charges shall be filed with the dean of the college or school of the faculty member. The remainder of the dismissal proceedings shall be preceded by discussions between the faculty member and appropriate college dean and department chair looking toward a mutual settlement, and an informal inquiry by the Grievance Committee, which may, failing to effect a resolution, advise the President whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding.

If the President or his/her designée determines to undertake dismissal proceedings, the proceedings shall be governed by the provisions for Dismissal Hearing Procedures which may be found in *Appendix H, pages 237-238*.

Disposition of Recommendations of Dismissal Hearing Committee

On completion of the hearing committee's work:

- A. The President, the Provost, and the faculty member shall be notified in writing of the decision of the ad hoc hearing committee and shall be given a copy of the record of the hearing.
- B. After studying the report, the President shall submit his/her recommendation to the Chancellor for his/her approval and submission to the Board of Regents. If the recommendation differs from that of the committee, the President shall state his/her reasons for disagreement in writing to the hearing committee and to the faculty member, and shall provide an opportunity for response before transmitting the case to the Chancellor.
- C. If dismissal or other severe sanction is recommended, the President shall, on request of the faculty member, transmit to the Chancellor the record of the case, for submission to the Board of Regents. The review shall be based on the record of the committee hearing, and the Board shall provide opportunity for a statement, oral or written or both, by the faculty member and that person initiating the dismissal proceedings or by their representative.
- D. Either the decision of the hearing committee shall be sustained by the Board, or the proceeding shall be returned to the President by the Chancellor, with specific objections, for reconsideration by the committee. The committee shall reconsider, taking into account the stated objections and receiving new evidence if necessary. The President shall then forward the results of the reconsideration, along with his/her own recommendation, to the Chancellor for his/her approval and submission to the Board of Regents, who, after study of the reconsideration, shall make the final decision.

Termination Proceedings

If the appointment is terminated for any of the reasons (*see Justifications, pages 74-75*) defined above, the faculty member shall receive salary until the effective date of termination, except in the case where salary has been discontinued during suspension. On the recommendation of the faculty hearing committee, the President or the Chancellor, in determining the date of termination, may take into account the length and quality of service of the faculty member. Notice of the date of termination shall normally be given in accordance with the following schedule: at least three months, if the final decision is reached by March 1 (or three months prior to the expiration) of the first year of probationary service; at least six months, if the decision is reached after six months of probationary service, or if the faculty member has tenure. This provision for terminal notice of salary need not apply in the event there has been a finding that the conduct which justified dismissal involved dishonesty in teaching or research, neglect of duty, or unfitness of the faculty member in his/her professional capacity as a teacher or researcher, in which case termination may be immediate and requires no prior notice.

Dismissal for Health-related Reasons

Termination of a tenured appointment or of a non-tenured or special appointment before the end of the period of appointment for health-related reasons shall be based upon clear and convincing evidence. The decision to terminate shall be reached only after there has been appropriate consultation and the faculty member or his/her representative has been informed of the basis of the proposed action, and has been afforded an opportunity to present his/her position and to respond to the evidence. If the faculty member so requests, the evidence shall be reviewed by the Grievance Committee before a final decision is made by the Board of Regents on the recommendation of the President through the Office of the Chancellor.

Dismissal for Reasons of Financial Exigency or Discontinuance of a Program

When the decision for termination is based upon *bona fide* financial exigency or discontinuance of a program or academic department, faculty members shall be able to have the issues reviewed by the Grievance Committee, with ultimate review of all controverted issues by the President. In every case of financial exigency or discontinuance of a program or academic department, the faculty member concerned shall be given notice as prescribed in paragraph H (*page 78*) or paragraph G (*page 81*). Before terminating an appointment because of the discontinuance of a program or academic department, the University of Houston shall make every effort to place affected faculty members in other suitable positions.

If the faculty member's appointment is terminated before the end of the period of appointment either because of financial exigency or because of the discontinuance of an academic department, the released faculty member's place shall not be filled by a replacement for at least three years, unless the faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

Financial Exigency Policy

This policy applies only to tenured and tenure track faculty.

- A. Definition of Financial Exigency.** For the purposes of this policy, a financial exigency is an actual or impending financial crisis that threatens the survival of the university in its current structure and which cannot be alleviated by less drastic measures than terminating tenured and tenure track faculty. Words like "crisis" and "survival" are used to make it clear that an exigency must involve extremely serious financial problems, and not merely minor or temporary budget difficulties. Further, the financial problems must threaten the existence of the entire university, and not just a part thereof. The definition of financial exigency also embodies its primary consequence, the authority to dismiss tenured and tenure track faculty. This is a drastic step that should be taken only after all reasonable alternatives have been exhausted. The declaration of an exigency requires that the dismissal of tenured and tenure track faculty is likely, even if such dismissals are not imminent.
- B. Consultation Prior to Declaration of Exigency.** When the President of the university believes a *bona fide* financial exigency exists, s/he shall promptly inform and seek the advice of the Council of Deans and the Faculty Senate. The request for advice shall be accompanied by written supporting documentation, including detailed financial data. The Faculty Senate shall promptly inform and seek the advice of the appropriate groups including the Undergraduate Council, the Graduate and Professional Studies Council, the Research Council, and the Student Government Association. Each group will be invited to present its reactions to the Faculty Senate. The Faculty Senate, in accordance with its bylaws, will in turn, provide advice and consultation to the President about the declaration of an exigency. Disagreements should be noted by the Faculty Senate, and groups that disagree with the positions taken by the Faculty Senate can present their views directly to the President. The President will provide advice and consultation to the University of Houston System Chancellor and to the Board of Regents.
- C. Declaration of Financial Exigency.** The decision to declare a financial Exigency may be made only by the Board of Regents. Before declaring a financial exigency, the Board must meet in open session to consider the positions of the University of Houston President and the

Faculty Senate. The declaration of an exigency requires the affirmative vote of the Board according to procedures established in its bylaws.

- D. Consultation During Exigency.** After the declaration of an exigency, major steps for dealing with the financial crisis will be reviewed jointly by the President and the Faculty Senate. Proposals to terminate or significantly alter academic programs shall be submitted for consideration to the existing academic review committees by the President.
- E. Plan for Retrenchment.** A retrenchment plan must be approved by the Board of Regents before actions are taken pursuant to a declaration of financial exigency. Prior to the approval of a plan, or the amendment of an existing plan, the Board must meet in open session to consider the positions of the University of Houston President and the Faculty Senate. Termination of faculty appointments or major changes in academic programs must conform with the principles established in the plan, as well as the provisions of this document. The plan may provide for the termination of tenured faculty in one program while untenured faculty are retained in another program. Academic considerations will be primary in making program and personnel decisions.
- F. Consideration of Less Drastic Alternatives Prior to Termination of Faculty.** Prior to issuing notices of dismissal to tenured and tenure track faculty or canceling academic programs, the President shall give careful consideration to all reasonable alternatives including but not limited to the following:
1. An early retirement program.
 2. Voluntary leaves of absence or part-time employment.
 3. Transfer of faculty to other positions with the University of Houston for which they are qualified.
 4. Reduction or postponement of nonacademic expenses.
 5. Sale of assets and other means to increase revenue.
- G. Order of Termination.** Except in extraordinary circumstances where a serious distortion of an academic program would otherwise result, non-tenure track faculty within a program shall be terminated before any tenure track faculty are terminated, and any untenured faculty within a program shall be terminated before any tenured faculty are terminated. Where consistent with the academic needs of the university, preference shall be given to tenured faculty of higher rank, and to more senior faculty within the same rank.
- H. Termination Notice and Procedure.** Termination of tenured faculty and tenure track faculty with at least eighteen months probationary service requires notice of at least twelve months. Tenure track faculty in the first year of probationary service will be given notice of termination at least three months before the end of the academic year. Tenure track faculty in the second year of probationary service must be given notice of termination at least six months before the end of the academic year. Recommendations for the dismissal of tenured and tenure track faculty are initiated by the President. The final decision is made by the Chancellor of the University of Houston System, with the concurrence of the Board of Regents. In all cases the administration shall exercise due diligence to ensure that actions taken to give notice of termination conform to all applicable state and federal laws.

I. Procedures for Review of Personnel Actions Based on Financial Exigency. Any faculty member who is given notice of termination or is subject to a personnel action that would be prohibited in the absence of an exigency is entitled to a hearing before the designated faculty body specified in the University of Houston *Faculty Handbook*. Among the issues to be considered by the review panels are:

1. Disagreements concerning the existence and extent of a *bona fide* exigency.
2. Adherence to the plan for retrenchment.
3. Compliance with procedural requirements.
4. Improper motives related to academic freedom, race, national origin, religion, age, handicap, veteran's status, gender, or sexual orientation in the dismissal of a faculty member.

The burden of proof in dismissal proceedings rests with the university. The findings of the Faculty Senate regarding the existence of a financial exigency may be introduced in review proceedings.

J. Policies Related to Financial Exigency. The following policies will be followed with regard to tenured and tenure track faculty dismissed due to financial exigency.

1. Job placement services will be provided.
2. Eligibility to participate in state premium sharing and group insurance programs sponsored by the university will continue at least until the end of the notice period. Eligibility for 18 months of additional coverage is available through Consolidated Omnibus Budget Reconciliation Act (COBRA) without premium sharing. The individual will pay the full cost.
3. From the time notice is given until the termination of assigned duties, terminated faculty members are entitled to enroll in courses for credit without payment of tuition or fees, provided that the faculty can (a) meet fundamental job obligations and (b) meet the requirements for admission to the course or program. The provision in the *Faculty Handbook* regarding "Graduate Work by Faculty" shall not apply.
4. If faculty positions terminated in a *bona fide* financial exigency become available within three years of such termination, the university shall offer those positions to qualified faculty members terminated under the financial exigency. If that faculty member is rehired to his/her position, s/he will assume the same seniority, including tenure and rank, as was previously held.

New academic and administrative appointments will not be made while a financial exigency is in effect, unless a serious disruption in the academic program would otherwise result.

K. Termination of Exigency. The declaration of a financial exigency by the Board of Regents shall be for a specified period of time not to exceed two years, unless extended after compliance with the same procedures as required for the initial declaration of exigency. The Board of Regents may, by majority vote, terminate a financial exigency at any time. However, nothing in this section shall imply that notice of dismissal issued to any individual during a period of declared exigency is automatically withdrawn or otherwise invalid.

Policy for the Termination of Faculty Due to the Discontinuance of a Program, Department, or College for Reasons Other Than Financial Exigency

This policy covers only those situations which involve the termination of tenured and tenure track faculty because of discontinuance of a program, department, or college (whose creation or initiation would require approval by the Board of Regents).

- A. Process for Discontinuance.** The recommendation to discontinue a program, department, or college shall be made by the President on the basis of educational considerations and only after consultation and review as set forth herein.
- B. Consultation Prior to Discontinuance.** When the President believes that a discontinuance which may involve the termination of tenured or tenure track faculty is necessary, he or she shall inform and seek the advice of the Council of Deans and the Faculty Senate. The request for advice shall be accompanied by written supporting documentation. The Faculty Senate shall promptly inform and seek the advice of the appropriate groups including the Undergraduate Council, the Graduate and Professional Studies Council, the Research Council, the Staff Council, and the Student Government Association. Each group will be invited to present a response to the Faculty Senate. The Faculty Senate will, in turn, provide advice and consultation to the President. Disagreements should be noted by the Faculty Senate, and groups that disagree with the position taken by the Faculty Senate may present their views directly to the President.
- C. Declaration of Discontinuance.** The decision to discontinue a program, department, or college may be made only by the Board of Regents. A plan, approved through appropriate channels of consultation, will be presented by the President to the Board of Regents before action is taken pursuant to discontinuance. Prior to the approval of a plan or the amendment of an existing plan, the Board must meet in open session to consider the position(s) of the President and the Faculty Senate. Termination of faculty appointments or major changes in academic programs must conform with principles established in the plan, as well as the provisions of this document. The plan may provide for the termination of tenured faculty in one program while untenured faculty are retained in another program. Academic considerations will be primary in making program and personnel decisions. The discontinuance requires the affirmative vote of the Board according to procedures established in its bylaws.
- D. Consultation.** After the decision to discontinue, major steps for dealing with the affected parties will be reviewed jointly by the President and the Faculty Senate.
- E. Consideration of Less Drastic Alternatives Prior to Termination of Faculty.** Prior to issuing notices of dismissal to tenured and tenure track faculty or canceling academic programs, the President shall give careful consideration to all reasonable alternatives, including but not limited to the following:
 1. An early retirement program.
 2. Voluntary leaves of absence or part-time employment.
 3. Transfer of faculty to other positions within the University of Houston for which they are qualified.
 4. Retraining faculty for positions within the University of Houston.

F. Order of Termination. Except in circumstances where a serious distortion of an academic program would otherwise result, non-tenure track faculty within a program shall be terminated before any tenure track faculty are terminated, and untenured faculty within a program shall be terminated before any tenured faculty are terminated. Where consistent with the academic needs of the university, preference shall be given to tenured faculty of higher rank, and to more senior faculty within the same rank. Care must be taken to consider the employment of groups entitled to affirmative action.

G. Termination Notice and Procedure. Termination of tenured faculty and tenure track faculty with at least eighteen months probationary service requires notice of at least twelve months. Tenure track faculty in the first year of probationary service must be given notice of termination at least three months before the end of the academic year. Tenure track faculty in the second year of probationary service must be given notice of termination at least six months before the end of the academic year. Recommendations for the dismissal of tenured and tenure track faculty are initiated by the President and submitted to the Chancellor of the University of Houston System. The final decision is made by the Board of Regents. In all cases the President shall exercise due diligence to ensure that actions taken to give notice of termination conform to all applicable state and federal law.

H. Procedures for Review of Personnel Actions Based on Discontinuance. Any faculty member who is given notice of termination is entitled to a hearing before the designated faculty body, as specified in the University of Houston *Faculty Handbook*. Among the issues to be considered by review panels are:

1. Disagreements concerning the need to discontinue.
2. Adherence to the plan to discontinue.
3. Compliance with procedural requirements.
4. Improper motives related to academic freedom, race, national origin, religion, age, handicap, veteran's status, gender, or sexual orientation in the dismissal of a faculty member.

The burden of proof in dismissal proceedings rests with the university. The findings of the Faculty Senate regarding the discontinuance may be introduced in review proceedings.

I. Faculty Dismissal Policies Related to Discontinuance. The following policies will be followed with regard to tenured and tenure track faculty dismissed due to discontinuance:

1. Job placement services will be provided.
2. Eligibility to participate in state premium sharing and group insurance programs sponsored by the university will continue at least until the end of the notice period. Eligibility for eighteen months of additional coverage is available through the Consolidated Omnibus Budget Act (COBRA) without premium sharing. The individual will pay the full cost.
3. From the time notice is given until the termination of assigned duties, terminated faculty members are entitled to enroll in courses for credit without payment of tuition or fees, provided that the faculty can **(a)** meet fundamental job obligations and **(b)** meet the requirements for admission to the course or program. The provision in the *Faculty Handbook* regarding "Graduate Work by Faculty" shall not apply.
4. Any terminated faculty position advertised or filled within three years of the date of termination shall be offered first to the faculty member who previously held that position.

If that faculty member is rehired to his/her position, s/he will assume the same seniority, including tenure and rank, as was previously held.

Alterations in Conditions of Employment

Voluntary Modification of Employment (VMOE)

- A. Eligibility:** Full-time faculty who have reached age 55 and have been enrolled in the Texas Teacher Retirement System (TRS) or in an approved Optional Retirement Program (ORP) for at least ten years may be considered for participation.
- B. Qualifications:** The following qualifications of employment must apply for those faculty approved for participation in the program:
 - 1. Status as a full-time faculty member shall be relinquished, including tenure rights but not academic freedom.
 - 2. Teaching and other work assignments may be negotiated on an individual basis, but may not exceed 49 percent full-time employment (FTE) for the academic year. Such negotiated agreement must be in writing and signed by the faculty member and the Senior Vice President or designée.
 - 3. Compensation to the faculty member during the VMOE period shall be negotiated and reflect the percent of full-time equivalent status.
 - 4. The eligibility of a participant to receive retirement benefits shall be governed by state laws and regulations pertaining to such eligibility and, in the case of individuals enrolled in the Optional Retirement Program, the terms and conditions specified by contractual agreement of the individual with the particular provider.
- C. Benefits:** Depending upon space availability and current budgetary considerations at the time of VMOE approval, the participant may be entitled to amenities normally afforded full-time faculty to include, but not be limited to, office space, library and parking privileges, and clerical support, authority to be principal investigator on grants, to supervise graduate students and to serve on and chair thesis and dissertation committees. In addition, the individual shall have the option to participate in health and life insurance programs to the extent provided by the state or by the university for retirees. (Information concerning such insurance benefits is available from the university benefits office.) Participation in the Texas Teacher Retirement System, Optional Retirement Programs, or tax deferred annuities is not available to the faculty member.
- D. Duration:** A negotiated agreement for VMOE shall be for an initial period of time not to exceed five years and may be renewed annually thereafter by mutual agreement.

University of Houston Procedures

- A.** Applications and recommendations for VMOE should be forwarded from the department chair to the dean to the Provost no later than four months prior to the effective date that retirement is to take effect.
- B.** A faculty member who is accepted in this program will be notified by the dean of such participation within two months of his/her application. After agreement between the individual and the university with regard to the VMOE, the faculty member will relinquish his/her tenured status.

C. Following the VMOE agreement, the university will employ the faculty member at a semester workload less than half of the normal workload for full-time faculty. Such agreement initially shall be for a maximum of five years, renewable annually thereafter. At the beginning of each academic year the individual and department chair shall agree, in writing, to the activities and duties that will constitute the faculty member's workload for the VMOE agreement.

D. For such reduced workload, and during its continuance, the university will pay the participant a compensation to be determined as follows:

For faculty on VMOE during the first year of such reduced workload, the salary of the participant will be the percentage of the full-time salary for the academic year equal to the percentage of the contracted workload. At the option of the participant, such salary will be paid in either nine or twelve equal installments. In subsequent years, the salary will be incremented by an amount not less than that corresponding to any state-mandated pay increments for all employees. In addition faculty will be considered for merit increments according to college bylaws from any merit funds allocated by the state or the university.

E. Failure of the participant to perform duties under the VMOE agreement may be considered a breach of the agreement. At the end of such academic year, the obligation of the university under this policy shall be terminated.

If a dispute arises regarding the ability of the faculty member to continue in his/her capacity under the terms of the agreement, the faculty member agrees (as part of the VMOE agreement) that the university shall have the right to have the faculty member examined by an appropriate licensed health care provider of the university's choosing to determine capability. The physician's findings shall be obtained as a signed written statement, a copy of which is to be provided to the faculty member and his/her legal counsel if such has been retained. The statement shall include a determination as to the fitness of the participant to continue to perform the conditions of the contract and shall be binding on both parties. A period of six months must elapse before the faculty member can again be examined medically in this regard should s/he be found able to continue by the examiner.

F. Should state or federal law change or be interpreted to prohibit the purpose of any provision of this agreement, the participant shall, if s/he chooses, be reinstated by the university to the rank and salary held at the date of his/her election to participate in the VMOE program. In the event of such reinstatement, however, the participant who had opted for retirement and collected retirement benefits may not be a member of the Teacher Retirement System of Texas or of the Optional Retirement Program, except as provided by law. A TRS or ORP participant who is reinstated will be subject to all laws and rules governing employment after retirement, including those providing for forfeiture of benefits received for the period during which s/he had returned to full-time status. Group insurance benefits under the Employment Retirement System of Texas will remain at the retiree level should the participant be reinstated to his/her former rank.

G. A participant shall be entitled to all the benefits and amenities as allowed by state law and for which s/he qualifies including participation in retiree medical group and limited life insurance plans, but excluding participation in TRS, ORP, other tax-deferred annuities offered at the university, and cafeteria plans offered under Section 125 of the Internal Revenue Code.

H. A participant's eligibility to draw retirement benefits from TRS or an ORP contract and his/her eligibility for membership in TRS or ORP will be governed by the laws and rules governing such eligibility.

Leaves without Pay

Extended leaves of absence without pay may be granted to full-time employees based upon individual consideration. Normally the purpose of such leaves is to develop or enhance the individual's total effectiveness to the benefit of the university. Leaves without pay will be granted for a maximum of 12 months. However, the President may grant a request for an extension to allow a faculty member to work for another governmental entity under an interagency agreement or for educational purposes. (Extension of the leave without pay beyond 12 months may not include eligibility for extension of benefits; eligibility is subject to verification by the Benefits section of Human Resources Department.)

Other circumstances, such as extended illness or personal reasons, may also justify the granting of extended leave. Leave without pay is not an inherent right but is the prerogative of the university. The Provost must approve leaves without pay for faculty.

During a period of leave without pay, seniority is not considered to be interrupted, but benefits associated with pay status are affected. All group insurance programs except long-term disability and short-term disability may be continued in force for 12 months (or 24 months if the leave is for educational purposes) by advance payments of full premiums. Long-term disability and short-term disability automatically terminate at the beginning of the leave of absence without pay. They may be reinstated upon return to an active status without providing evidence of insurability. Continuation of other group insurance programs beyond 12 (24) months is available under COBRA provisions only in the event of termination of employment. If the leave without pay extends beyond 12 months (24 for educational purposes), the employee may apply to convert medical, dental, and life programs to individual policies. No premium-sharing contributions are provided during a leave without pay. Contributions to flexible-spending dependent care accounts are suspended during a leave without pay. Contributions to flexible-spending health care accounts are suspended during a leave without pay if the participant has not made a contribution to the account for the current year. If at least one contribution has been made to a health care account during the current year, the participant must make the full annual contribution, either from the last payroll check or through payment by personal check. Tax-deferred annuities are suspended unless provided by another eligible employer. Social Security coverage ceases unless the individual is employed by another covered employer. Leave-with-pay benefits do not accrue during a period of leave without pay.

Membership in the Teacher Retirement System or the Optional Retirement Program is suspended, and contributions may not be withdrawn without the action being considered as a resignation. Under certain circumstances, retirement credit with the Teacher Retirement System of Texas can be purchased by the employee upon return from leave; these circumstances should be investigated by the faculty member before entering upon leave-without-pay status as prior approval is required by the Teacher Retirement System of Texas.

Other Temporary Leaves

All absences of members of the faculty shall be reported to the appropriate department chair, dean, or director, and on Time and Effort Reports. Absences extending over more than three consecutive weeks must be reported to the Provost.

Emergency Leave

The university provides emergency leave with pay in the event of a death within the immediate family. Immediate family or spouse's immediate family is defined as spouse, children, parents, brothers, sisters, grandparents, or grandchildren, including in-laws. Emergency leave cannot be accumulated. Length of emergency leave shall be determined at the discretion of the President or his/her designee. Other reasons besides death of a family member may also be available, at the discretion of the President, according to state law.

Jury and Witness Service

No employee shall sustain a loss of regular compensation when called upon for jury duty or to testify at the order of a court or other agency of government or upon the request of the university. Specific regulations about the compensation for such service and for out of town travel expenses may be obtained from the Human Resources Department.

Military Duty

University employees are granted leaves for military duty of three types: National Guard Duty—leave granted with pay if called by the Governor because of an emergency; United States Armed Forces—leave granted without benefits except state service credit when reserves are called to active duty; Military Reserve Training—leave granted with pay up to 15 days per calendar year.

Volunteer Fireman Training

Paid leave to attend training schools provided by state agencies, up to five days per calendar year.

Note: Employees cannot charge leave to sick or vacation leave.

Seeing-Eye Dog Training

Faculty may be granted paid leave of up to ten days per calendar year to attend a training program to acquaint a blind employee with the seeing-eye dog to be used by the employee.

For additional information: Human Resources Department, 713-743-5770, or visit the website at <http://www.uh.edu/admin/hr/>.

Benefits

Compensation

Direct Payroll Deposit

(UHS Administrative Memorandum 03.D.07)

Salary payments will be made through direct deposit to the faculty member's bank account.

A faculty member is entitled to be paid by check if s/he cannot establish a qualifying account for electronic funds transfer, or certifies that payment by direct deposit is impractical and/or more costly than payment by check.

Exemptions must be requested and approved annually. Before the beginning of each fiscal year, the System payroll department will generate a list of persons with approved exemptions from the University of Houston and forward the list to the Human Resources office, which is responsible for obtaining approved exemptions and forwarding them to the university payroll office.

Salary Increments for Faculty

Faculty may receive salary increments on an annual basis, subject to the availability of funds appropriated by the Texas Legislature unless otherwise mandated by the State or Board of Regents. Increments shall be awarded on the basis of merit as determined in the annual performance evaluation of each faculty member. Faculty are evaluated in all three of the principal areas of faculty activity: teaching, scholarship and creative activity, and university and community service. The criteria applied in the evaluation process will vary from college to college according to their different missions.

Faculty Administrators

University of Houston System Guidelines on Academic Administrative Salaries

All members of the faculty who serve on twelve-month administrative appointments in positions at or above the level of dean or its equivalent for a period of at least one year shall return at the conclusion of the administrative assignment to their respective faculty ranks on a nine-month academic appointment with the salary base as determined by existing contract or current Board of Regents policy. This does not include persons serving in acting positions.

Each college determines its own compensation policy for administrators below the level of dean subject to the approval of the Provost. The university policy stipulates the conditions under which such administrators return to the faculty. The university compensation policy is subject to the approval of the Chancellor.

Administrative Stipends Attached to Specific Offices

In recognition of additional responsibilities and the more comprehensive time commitment required for some administrative offices, an administrative stipend may be provided where appropriate. This stipend is assigned to the office; it is not a part of the base salary of the person holding the office, and it will be relinquished when the individual leaves the office. For persons appointed from the outside, the initial negotiation should include all aspects of compensation.

Additional Compensation Policy for Faculty

It is the policy of the University of Houston not to provide additional compensation over and above 100% FTE to faculty except in unusual circumstances. This policy is based upon a statement from the American Council on Education which reads in part, "...universities should avoid extra compensation for work on special projects during the academic year. The base university salary should include compensation for all university duties (teaching, administration, intra-university consulting)."

However, there are sometimes special and extenuating circumstances outside normal duties for which additional compensation may be justified. Additional compensation may be granted only with advance approval by the Dean and the Provost. All such payments must be made through the university's payroll system and are subject to withholding and other payroll deductions.

Additional Compensation

Faculty who work on special projects outside their normal duties may receive additional compensation as follows:

- A.** Teaching regularly scheduled academic classes, including off-campus and instructional television, as an overload assignment during the academic year or during the summer.
- B.** Teaching and/or coordinating contract or continuing education (non-credit) courses (including short courses, seminars, workshops, and conferences) scheduled at departmental, college or university level.

Additional compensation includes compensation from any university account. Research grants funded by external agencies are thus included in the term additional compensation. Additional compensation to be paid from contract or grant accounts must have prior approval from the sponsoring agency before institutional approval can be given.

Amount of Additional Compensation

With prior approval of the appropriate Dean and the Provost, faculty on nine month contracts may receive additional compensation beyond their contract level. An equivalent of three months for those on nine month contracts (one month for those on eleven months) may be received in additional compensation if properly approved prior to the activity or activities. Please note that this amount will be reduced by any teaching or regular summer assignment pay. Regular summer assignments do not require approval.

With prior approval of the appropriate Dean and the Provost, faculty who have received the equivalent of their twelve month salary in total university compensation, and faculty on twelve month contracts, may receive extra additional compensation beyond the level specified in the paragraph above. Extra compensation so received in both instances cannot exceed \$15,000 or 20% of the twelve month salary, whichever is greater, in a fiscal year.

For those service and research awards and chair stipends approved and on file in the Provost's office, no additional compensation forms are necessary. Further, a form is not required for participation as a human subject in an approved protocol.

Faculty who are on less than a twelve month contract may do research and be paid from research funds during the time not covered by that faculty member's contract. Compensation shall

be at the faculty member's contract rate. An additional compensation form is not necessary in this instance.

The requesting department is responsible for initiating the Request for Additional Compensation form. The faculty member is responsible for verifying that the form is completed (with required signatures) prior to beginning the activity for which additional compensation will be received. Both the faculty member and the college/division administrator are responsible for monitoring the total amount of additional compensation received during the fiscal year and for ensuring that it does not exceed the maximum limit as set forth in the second paragraph under Amount of Additional Compensation.

Exceptions to this policy may only be made for very compelling reasons and in unusual cases.

For more information or approval forms, call the unit administrator.

Graduate Work by Faculty

The University of Houston encourages the professional development of its faculty. There are, however, institutional, professional, and academic concerns involved when faculty members teach other faculty members on campus. These concerns include competition, conflict of interest, and restriction on freedom of academic and administrative decisions. In view of these possible concerns, the following policies have been developed:

- A.** A faculty member wishing to take an individual course when such a course is not part of his/her specific degree program should secure the prior permission of the instructor.
- B.** Full-time faculty and members of the professional staff may pursue course work toward the attainment of a graduate degree at the University of Houston only with the recommendation of the deans involved and the approval of the chief academic officer.
- C.** As a general rule, full-time faculty members at the rank of assistant professor or higher will not be admitted to any doctoral program in this institution.
- D.** Individuals seeking exception to these policies shall secure supervisory concurrence through channels normally used for the approval of personnel recommendations. All requests for exceptions to this policy must be referred finally to the Office of the Provost.
- E.** Interpretations of this policy shall be made by the Office of the Provost at the request of the faculty member's dean.

Insurance

Group Insurance Plans–Texas Employees Uniform Group Insurance Program

(Administered by the Employees Retirement System of Texas)

The following insurance programs are available to faculty (who have appointments of one-half time or more for a period of 4.5 months or more) at the university.

Overview of Group Benefit Options

The ERS benefits program includes a basic level of benefits for each eligible employee. This includes employee medical coverage and term life and accidental death and dismemberment insurance.

See Human Resources for coverage options, contact Benefits at 713-743-5764 or visit the website at <http://www.uh.edu/admin/hr/>.

Eligibility

Employees are eligible to participate in the ERS group benefits program and TexFlex if:

- A. They are higher education employees who are eligible to participate in the Teacher Retirement System or the Optional Retirement Program, or
- B. They are ineligible to participate in the Teacher Retirement System but are graduate students at an institution of higher education, and are employed at the institution of higher education at least 20 hours per week or one-half the standard faculty workload, and the employment is intended to be for more than 4.5 months or a full semester of more than four months, or
- C. They are retired and eligible to receive retirement benefits under either the Teacher Retirement System or the Optional Retirement Program, or
- D. They are members of an institution of higher education's Board of Regents who have been appointed subject to Senate confirmation.

Family members eligible for optional dependent coverage include the employee's spouse and unmarried children up to age 25 who live with the employee or for whom the employee provides necessary care and support. The employee cannot have double coverage through the state system. For example, he or she cannot be covered as both an employee and a dependent or as an employee and a retiree.

State Contributions

The state contributes group insurance credits toward the payment of medical insurance premiums for each approved state medical plan. Information on the amount of state credit per plan may be obtained from the Benefits section of the Human Resources Department.

Faculty on a term basis of nine months or a spring semester appointment of 4.5 months continue coverage through the summer months by paying summer premiums in April and May, with no premium payments during the months of June, July, and August. Faculty on a term basis of twelve months continue coverage through the summer months by paying premiums in June, July, and August.

For additional information: Employee Benefits, Human Resources Department, 713-743-5764 or visit the website at <http://www.uh.edu/admin/hr/>.

Travel Insurance

Travel Life Insurance is provided without charge to faculty and staff traveling on official and authorized university business more than 100 miles outside the Houston area. Coverage is five times the traveler's annual salary up to a maximum of \$250,000. Documentation, such as a Travel Request, must be provided that the employee's trip was approved by his/her supervisor. (For the University of Houston Travel Policy see *page 180*.)

**For additional information call the unit administrator or Environmental Health and Risk Management, 713-743-5865 or visit the website at <http://www.uh.edu/plantops/ehrm/>.*

Liability

Texas Tort Claims Act and Texas Practices and Remedies Code (Chapter 101 and Chapter 104), provide to state employees certain protection from personal liability for their negligent acts or omissions when acting in the course and scope of their employment with the university. Chapter 101 pertains primarily to incidents arising from the operation of motor vehicles and with conditions or use of tangible personal or real property; Chapter 104 provides indemnification for state employees for acts and omissions in the course and scope of employment of up to \$100,000 per person and \$300,000 per occurrence of personal injury, death, or deprivation of a right, privilege, or immunity; and up to \$10,000 per occurrence of property damage. Under chapter 101, the state may be subject to liability for the negligence of an employee to a limit of \$250,000 per person and \$500,000 for a single occurrence for personal injury or death and \$100,000 for each occurrence of property damage. The Office of the Attorney General of Texas provides the legal defense in such cases, and should an incident occur where litigation is threatened or commenced against an employee of the university, such employee should immediately consult the University of Houston System counsel.

Leaves of Absence

(For more information, see UHS Board of Regents policy 59.06)

The Board delegates to the Chancellor or his/her designee the authority to grant extended leaves of absence to employees of the System. Leaves may be granted for such purposes as research and writing, education, other personal development, or extended illness, according to System guidelines. Leaves are awards for specific periods up to twelve months. Consideration may be given for renewal.

Leaves of absence for personal reasons may result in an extension of the probationary period. See *pages 65-66* for the policies on Extension of Probationary Period.

Faculty Development Leave

As a research university, the University of Houston depends upon the knowledge and skill of its faculty. To enhance these skills, each college has provisions for faculty development leaves. Such leaves should be arranged in accordance with college leave policies and the Board of Regents policy 59.06, Leaves of Absence.

Faculty development leaves, granted for either one academic year at one-half salary or for one long semester at regular salary, provide an opportunity for full-time faculty to improve their professional effectiveness through research, writing, study, field observation, or other suitable professional activities.

Leaves of absence with pay are awarded by the faculty member's college according to policies approved by the Provost. Leaves with pay are designed for tenured faculty who have held full-time, tenure track positions at the University of Houston for at least seven years. Candidates must present justification for the time needed to conduct research or carry out professional development for an extended period, and agree to return to the University of Houston upon completion of their leave. Professional development leaves are designed to enhance the senior faculty member's total effectiveness and are awarded for a maximum of 12 months. One extension, up to 12 months, may be awarded under some circumstances.

To apply for a leave with pay, candidates submit their requests to the deans of their colleges, following college policies. The dean then forwards the request to the Provost for approval.

Frequently faculty find external funding for their educational leaves. In this case they should request a Leave without Pay. These leaves are normally for one semester or one year. Should faculty members require more time, they may request an extension for up to a total of two years. Leaves and extensions must follow college procedures and then be approved by the Provost. Employment benefits are affected by leaves without pay; please refer to *page 84* in the Handbook for a description of the leave's impact on benefits.

Sick Leave Policy

(System Administrative Memorandum 02.D.01)

Full-time faculty of the University of Houston System shall, without deduction in salary, be entitled to sick leave subject to the following conditions:

- A.** A faculty member will begin earning entitlement for paid sick leave on the first day of employment, and credit for one month's accrual will be given and posted for each month or each fraction of a month to that faculty member's leave record on the first day of employment and the first day of each succeeding month of employment thereafter.
- B.** The faculty member will accrue sick leave at the rate of eight hours per month of full-time employment. Faculty who are employed at least 50% FTE but less than 100% FTE shall accrue sick leave at a percentage equal to their percentage time employed. Sick leave shall accumulate with the unused amount of such leave carried forward each month. Sick leave accrual shall terminate on the last day of duty.
- C.** Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevents the faculty member's performance of duty, or when the faculty member is needed to care for and assist a member of his/her immediate family who is ill. *Immediate family* is defined as those individuals related by kinship, adoption, or marriage or foster children who are certified by the Department of Protective and Regulatory Services and who are living in the same household as the faculty member. If the family member does not reside in the faculty member's household, use of sick leave is limited to the time necessary to provide care and assistance to a spouse, a child or parent of the faculty member who needs such care as a direct result of a documented medical condition. For the purpose of this policy, parent does not cover parents-in-law of the employee.
- D.** An employee who must be absent from duty because of illness shall notify the appropriate supervisor or cause the supervisor to be notified of that fact at the earliest practical time.
- E.** An employee who uses sick leave is required to document his/her absence from work in accordance with procedures established for such documentation by each component.

- F. To be eligible for accumulated sick leave with pay during a continuous period of more than three working days, a faculty member absent due to illness shall send to the administrative head of the responsible unit a health professional's certificate showing the cause or nature of the illness, or some other written statement of facts concerning the illness that is acceptable to the administrative head. It is within the discretion of the administrative head to require documentation concerning illnesses resulting in absences of three working days or less. Each component head may delegate this authority to the employee's supervisor.
- G. Upon return to duty after sick leave, the faculty member concerned shall, without delay, complete the prescribed application for sick leave and submit it through proper channels to the appropriate approving authority for consideration. Faculty members must submit prescribed leave forms for all sick leave if the absence occurred during the normal workday for regular employees, even if no classes were missed.
- H. The beneficiary or estate of a deceased faculty member is entitled to payment of one half of the unused sick leave or 336 hours, whichever is less, provided that the faculty member had continuous state employment for at least six months at the time of death.
- I. Exceptions to the amount of sick leave a faculty member may take may be authorized by the President on an individual basis after a review of the merits of a particular case. A statement of any such authorized exceptions and the reasons for them shall be attached to the university's timesheet for the payroll period affected by such authorized exceptions. See section below on Extended Illnesses for details.
- J. Faculty members on twelve month appointments shall be covered by the annual leave policies found in the *Staff Handbook*.

Faculty accumulate eight hours of sick leave per month of teaching. When faculty members or members of their immediate family become ill, faculty must notify the department chair or college associate dean immediately to make plans to provide substitute instructors or activities for all missed classes. When faculty sign their time sheets at the end of the month, they are required to note the hours spent away from campus because of personal or family illness. During the academic session, the days spent away from campus accumulate at eight hours per day, whether a class was held or not.

Interagency Transfer of Sick Leave

A person employed by the university who previously has been employed by another agency of the State of Texas, whose employment with the state is uninterrupted, and who is eligible for sick leave with the University of Houston may transfer to the university accumulated sick leave credits. Employees separated from employment with the State under a formal reduction in force policy shall have their sick leave balance restored if reemployed by the State within twelve months of their termination. In addition, employees who are separated for other reasons may also apply to have their sick leave balance restored if they are reemployed by the State within twelve months of their termination, provided that these employees have had a break in service of at least one month since their date of termination.

Any person transferring sick leave credits to the university from another state agency under the terms of these provisions may use these credits at any time after employment subject to the usual supervisory notification and requirements for use of sick leave.

It is the responsibility of the new faculty member to secure documentary proof of transfer credits from former employers. Such documentary proof shall be presented to the Human Resources Department within six months of employment.

Sick Leave Pool

The Board of Regents delegates to the Chancellor the authority and responsibility to adopt and implement a program within the System to allow employees voluntarily to transfer sick leave time earned by the employee to a sick leave pool, administered by the Chancellor or his/her designee, for the benefit of eligible employees suffering from catastrophic illnesses or injuries.

(Board of Regents policy 59.09)

The sick leave pool allows salary continuation to an employee who has exhausted all paid leave time because the employee or a member of the employee's immediate family experienced a catastrophic illness or injury.

Employees may donate any number of sick leave hours from their personal accumulation to the sick leave pool each fiscal year.

For additional information: Employee Benefits, Human Resources Department, 713-743-5764 or visit the website at <http://www.uh.edu/admin/hr/>.

Extended Illnesses

When faculty members' or their immediate family members' illnesses require extended time away from campus, faculty members should make long term arrangements for their students. Students must be notified beforehand, whenever possible, to make other arrangements for their appointments, classes, and research. Department chairs or the associate deans will facilitate these arrangements in addition to informing the faculty member of the pertinent rules regarding extended illnesses.

Most of the regulations concerning extended illness are set by state law and must be observed without deviation. For example, during the academic session, the days spent away from campus (eight hours per day, whether a class was held or not) must then be noted on the time sheet at the end of the month.

In cases of extended illness, faculty members use their paid sick leaves at a rate of eight hours per working day, whether they have classes or not. At the end of the sick leave, faculty may be eligible for additional days from the campus sick leave pool and should petition the Benefits Office. Pool availability will determine acceptance or denial of the petition.

When all paid leave is exhausted, ill or disabled faculty may request a Leave without Pay for an additional 12 months, the maximum allowed by the State of Texas. At any time during these leaves, faculty who regain their health will have the option to return to their teaching and research duties.

At the end of the 12-month Leave without Pay, faculty members must either return to their prior positions and fulfill all professorial duties or resign, according to State law. In the event that they are no longer able to assume their prior full-time roles, faculty members need to discuss their future plans with the Benefits Office and department chairs or associate deans.

Several options are open to faculty members whose disability extends beyond the time of their sick leave and Leave without Pay. The choice depends on the nature of the disability, the length of service, insurance benefits, and other individual differences. For example, should the disability

allow, faculty members may work part-time as needed by the department or college. In this case they only will be eligible for those benefits given to any part-time faculty member. Faculty with at least 10 years of service to the University of Houston may take a Disability Retirement. This allows them to receive paid retirement benefits (health and life insurance but no Long Term Disability or retirement deductions). Faculty on Disability Retirement are eligible for all other retirement benefits, including consideration for Emeritus status. These faculty members should speak with their chairs or associate deans, as the Disability Retirement is similar to any voluntary modification of employment, which is described below.

Faculty members with Long Term Disability (LTD) Insurance may receive compensation under the conditions of their insurance contract. These payments terminate at age 65. Faculty may still be responsible for payment of all or part of their health and life insurance premiums.

Please see the University of Houston System Sick Leave Policy on pages 91-92.

Family and Medical Leave

Under the Family and Medical Leave Act of 1993 qualified employees are entitled to take up to twelve weeks of Family and Medical leave per year for the birth or adoption of a child, to care for a spouse or family member with a serious health condition, or when unable to work because of the employee's serious health condition. Family and Medical Leave runs concurrently with any paid sick leave. The university is required to maintain any preexisting health coverage during the leave period and must reinstate the employee to the same or an equivalent position when the leave period is over.

Parental Leave

Employees who are not qualified for Family and Medical Leave are entitled to take up to twelve weeks of Parental Leave per year for the birth of a natural child or the adoption or foster care placement of a child under three years of age. Parental Leave runs concurrently with any paid sick leave. The university is required to maintain any preexisting health coverage during the leave period and must reinstate the employee to the same or an equivalent position when the leave period is over.

For details on Family and Medical Leave or Parental Leave, see MAPPs 2.02.01 and 2.02.02 or contact Employee Benefits, Human Resources, 713-743-5764 or visit the website at <http://www.uh.edu/admin/hr/>.

Vacation Policies

Vacation Accruals for Faculty on Twelve-Month Appointments

Faculty members who accumulate vacation time as the result of appointments to an administrative post, whether full- or part-time, should utilize all vacation accumulations prior to returning to an appointment of less than twelve months or transferring to a new twelve-month appointment. It is the responsibility of the administrator to whom the faculty member reports to see that the accumulated vacation time is used prior to the time the faculty member leaves the twelve-month position.

Vacation time shall be taken in its normal form except where doing so would pose serious administrative problems for the department. Faculty members with twelve-month appointments will accrue vacation according to the schedule for staff and are subject to provisions applicable to staff for payment of vacation.

A faculty member who resigns, is dismissed, or is otherwise separated from the university shall be entitled to be paid for all vacation time duly accrued at the time of separation, provided he or she has had continuous employment with the State for at least six months.

Vacation Accruals for Faculty with Appointments Funded by Contracts and Grants

Faculty members who accumulate vacation time as the result of appointments to contracts and grants at 100 percent FTE for a period of one year or more should utilize all vacation accumulations prior to returning to full-time instructional duties. It is the responsibility of the administrative department head to which the faculty member reports to see that the accumulated vacation time is used prior to the time the faculty member leaves the contract or grant. Department heads are encouraged to monitor accrued time closely and to encourage that vacation time is taken in a timely fashion. A faculty member whose appointment to a contract or grant is shared with a teaching appointment, or whose appointment covers only the summer session, does not accrue vacation.

Vacation time requests should be granted except where this would pose serious problems for the department. At the option of the department head, after discussion with the affected faculty member, vacation accumulations may be reduced through the purchase of hours at the current salary rate. In no instance, however, may more than 80 hours of vacation accrual be purchased. If the contract or grant does not have sufficient funds to purchase such accrual, or if the agency's policies preclude such payments, it is the responsibility of the department head to provide budgeted funds sufficient to pay for the purchase of accrued vacation time at the time the appointment is terminated.

Retirement

Retirement is available to any faculty member at age 65 with a minimum of ten years of participation in one of the university's retirement programs. Early retirement with reduced benefits, which may include health, dental, and life insurance, is available at age 55 with a minimum of ten years participation in one of the university's retirement programs.

For additional information: Human Resources Department, 713-743-5770 or visit the website at <http://www.uh.edu/admin/hr/>.

University of Houston Retirement Plans

Two types of retirement plans are available to faculty of the University of Houston: the Teacher Retirement System (TRS) and the Optional Retirement Program (ORP). Participation in a retirement program is a mandatory condition of employment established by state regulations for all faculty appointed one-half time or more for one semester (4.5 months) or longer.

Each faculty member's contribution to TRS or ORP is a percentage of his/her gross salary. The contribution by the State of Texas is made at a rate determined by the legislature. The data on these contributions can be obtained from the University Benefits Office.

Detailed information regarding both plans is available in the Human Resources Department, 713-743-5770 or visit its website at <http://www.uh.edu/admin/hr/>.

Teacher Retirement System

TRS is a defined-benefits plan that provides retirement benefits based on length of service and salary level. It is tax-deferred (effective January 1, 1988), has a five-year vesting period (effective September 1, 1989), and offers both disability and death benefits. The program is administered by the Teacher Retirement System of Texas.

Optional Retirement Program

ORP is available only to faculty appointed on a full-time (100 percent FTE) basis for one semester (4.5 months) or longer, and to some professional staff, as specified by state law, who are also appointed on a full-time (100 percent FTE) basis. Retirement benefits are based on fund accumulation. Individual contributions are tax deferred, and state contributions are vested after one year and one day of participation in the plan. ORP does not include disability or death benefits. Approved plans are available from insurance or annuity companies and other providers qualified and admitted to do business in Texas and approved by the University of Houston. A list of approved providers and agents is available in the Employee Benefits Office (Human Resources Department).

Tax-Deferred Annuities and Tax-Deferred Compensation

Faculty of the University of Houston may voluntarily purchase tax-deferred annuities with a portion of their salary. A specified amount, not to exceed a liberal exclusion allowance, will be withheld from the faculty member's salary for retirement and is not taxed currently as income to the faculty member. These contributions are deposited with an approved company of the faculty member's selection.

In addition to the Tax-Deferred Annuity Program, faculty may enroll in the State of Texas Tax-Deferred Compensation Plan, which also enables them to defer tax on salary.

For details on plans and carriers, see Human Resources, 713-743-5770 or visit their website at <http://www.uh.edu/admin/hr/>.

Social Security

As an employer, the University of Houston complies with the relevant provisions of the Social Security Act. All faculty are required to participate in the Federal Social Security program as a condition of employment.

Professional Responsibilities

Academic Workload

University of Houston Policy, Rules and Regulations

In accordance with UHS Board of Regents; policy 21.05, the University of Houston has developed the following faculty academic workload rules and regulations.

The general workload responsibilities of a faculty member at a complex institution such as the University of Houston can neither be defined simply nor summarized easily. Faculty members have fundamental obligations above and beyond organized teaching and research. They perform their normal classroom duties and carry out a multitude of essential functions including, but not limited to, academic advising and counseling, the supervision of undergraduate and graduate students, direction of individual study, special projects, theses and dissertations, and curriculum development. In addition, they accept many institutional and public service obligations.

The variety of faculty responsibilities that must be undertaken for the university to function in an effective and efficient manner makes it impossible to equate faculty workload with the sum total of semester credit hours taught, or with any other single criterion. Indeed, it is inappropriate to adopt any measure of faculty workload that is fundamentally numerical in nature without consideration of qualitative issues. While recognizing these facts, however, the university must develop a minimum teaching load requirement and report its fulfillment to the state. This is necessary to comply with the Texas Education Code, to meet the expectations of the Legislature for direct instructional activities tied to compensation from the faculty salary appropriation line item, and to quantify for all university constituencies the basic commitment the faculty have to the students at the University of Houston.

These institutional rules and regulations distinguish between *minimum teaching load requirements* and *general workload* requirements. While the university requires that every faculty member fulfill a certain minimum teaching load and assume a comparably high level of general workload, it does not insist that each one have the same teaching load. The university administration will provide chairs of individual academic units the flexibility to achieve maximum effectiveness in teaching effort as related to student enrollment and to adjust each individual's instructional assignment within the regulations and standards stated below. Each department chair and college dean must certify that the duties of each faculty member actually constitute an appropriate workload responsibility in accordance with the following rules and regulations, which have been approved by the University of Houston Board of Regents.

The minimum faculty teaching load requirement described in this policy does not apply to graduate teaching assistants. The Provost, as the chief academic officer of the university, is responsible for assuring that all teaching assistants are carefully supervised.

General Workload Expectations

Given the quality and variety of work necessary to support this university's fundamental obligation to the discovery, transmission, and application of knowledge, there always will be a significant differential between a faculty member's minimal requirements and his/her total actual commitment of time and energy. General workload expectations vary greatly by academic department, discipline, and college. Therefore, specific common workload expectation criteria are not delineated for the university. The regulation of general workload requirements is the responsibility of the appropriate department chair and college dean. New faculty should be informed at the time of hire of the discipline specific general workload requirements associated with the department or college. An individual's fulfillment of these requirements should be used when evaluating merit, in promotion and tenure decisions, as well as in the post-tenure review process.

Faculty Workload Assignments and Professional Activities

Only participation in the specific professional activities listed below, which are defined in state regulations as "faculty salary elements of cost," qualifies a faculty member for compensation from the faculty salary appropriation line. In defining those general workload activities that can be supported from the faculty salary appropriation line, each college must adhere to the following categories:

- A.** Direct instructional activities, which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, and supervision of theses and dissertations.
- B.** Administrative assignments that directly support the institution's teaching function, e.g., department chairs, graduate directors, undergraduate directors, and coordinators of special programs or multi-section courses.
- C.** Basic and applied research, professional development and service activities that directly support the institution's teaching and research function. Professional development activities are those activities which enable faculty members to enhance their teaching and research knowledge and/or capabilities and thus improve significantly the university's capabilities.

Minimum Teaching Load Requirements

The University of Houston must comply with two different teaching load requirements. The first concerns an average of organized classes within the university. The second concerns an average of instructional hours per faculty member within a department.

Each department shall be required to produce eighteen teaching load equivalency hours per faculty FTE Minimum paid from the appropriation item "faculty salaries" during each academic year (fall and spring semesters). For example, a department with 12.3 state instructional FTE faculty must produce at least 221.4 equivalency hours ($12.3 * 18 = 221.4$) during the fall and spring semesters of each academic year from courses or appropriate activities by the individuals holding these appointments.

To comply with Texas Higher Education Coordinating Board policies, each year the university must account for a minimum of two organized courses per semester per faculty member averaged across the campus and averaged also across the fall/spring semesters. Each academic unit should reach that average internally. If the unit finds it necessary to go below that average,

permission must be given at the next higher administrative level. Each semester a report must be filed by each unit with the next higher administrative level.

Faculty paid, in full or in part, from a source of funds other than the faculty salary element of cost will have no minimum teaching load requirement associated with these appointments or portion of appointments. When more than one faculty member participates in the instruction of a single course section, the teaching hours are proportioned according to the effort expended per faculty member. Load adjustments are permitted for the teaching load equivalencies listed below, but such adjustments must have the appropriate approvals at the college and university levels when specified.

Teaching loads will, of course, fluctuate because of illness, sudden emergencies, and unforeseeable needs, which may force a faculty member to accept a higher load temporarily or to request a lighter load during a stated period. All temporary exceptions to the basic teaching load policy should be in writing and should carry the approval of the dean of the appropriate college. Chairs and deans are encouraged to ask outstanding faculty to offer courses central to the unit's teaching mission, if appropriate.

No two colleges at the University of Houston are identical in the mixture and nature of teaching responsibilities expected of individual faculty in order to meet student needs. Each dean should require direct instructional activities in excess of the university minimum teaching load whenever such duties are necessary to meet the college's obligations to students. Each college or disciplinary area must establish a minimum greater than the university minimum if required to meet the instructional obligations of the college to students and to operate effectively within the available level of faculty salary resources. No college may adopt a minimum teaching load requirement below the university's minimum stipulated in this policy. Colleges may, however, have additional stipulations so long as they do not conflict with the general policy. Workload policies for colleges that have included additional requirements must be available in the office of the dean of the college or in the Office of the Provost.

Teaching Load Equivalencies

Instruction of regularly scheduled organized undergraduate courses, except as specified in adjustments B and G below, shall provide teaching load hours at the rate of one hour per each contact hour of instruction per week per long semester. Teaching load equivalencies for other types of instruction and instructional administration are defined in the following adjustments.

- A.** One contact hour of organized graduate instruction is equivalent to one and one-half contact hours of organized undergraduate instruction.
- B.** Instruction of regularly scheduled laboratory courses, physical-activity courses, and studio art and studio music instruction shall provide teaching load units at the rate of two units of teaching load for each three contact hours of instruction per week per long semester.
- C.** Supervision of practice student teachers and clinical and intern supervision shall be credited such that 24 contact hours per week is equivalent to nine units of teaching load. This adjustment must be reported by the department, approved by the college dean, and reported to the administration on the [Additional Duties](#) form (below).
- D.** Supervision of student practicum courses and teaching credit for individual instruction courses shall be credited on the basis of one-third unit for each semester credit unit of individual doctoral instruction, one-fifth unit for each semester credit unit of individual master's

instruction, and one-tenth unit for each semester credit unit of individual undergraduate instruction.

- E. Supervision of graduate theses and dissertations provides teaching units and shall be credited on the basis of one-third of the dissertation research semester credit hours and one-sixth of the thesis research semester credit hours. Thesis and dissertation teaching hours may be divided among the dissertation supervisor and other committee members who contribute to the supervision of the dissertation.
- F. Supervision of tutorial sessions in the pharmaceutical sciences connected to organized classes but not reflected in specifically identified sections shall be credited such that 30 contact hours per semester are equal to three units of teaching load credit in addition to teaching load credit generated by the organized classes. This adjustment must be reported by the department, approved by the college dean, and reported to the administration on the [Additional Duties](#) form (below).
- G. Teaching credit for large and small organized classes will be awarded in the following fashion.

Class size	Inflator
59 or fewer	*1.0
60 - 69	1.1
70 - 79	1.2
80 - 89	1.3
90 - 99	1.4
100 - 124	1.5
125 - 149	1.6
150 - 174	1.7
175 - 199	1.8
200 - 249	1.9
250 - 299	2.0
300 - 349	2.1
350 - 399	2.2
400 - 449	2.3
450 - 499	2.4
500 - larger	2.5

When undergraduate classes have fewer than ten students and graduate classes have fewer than five students, credit for small classes will be deflated in the following fashion.

Small Class Deflator

Undergraduate	Class size	10	9	8	7	6	5
	Deflator	1.0	0.9	0.8	0.7	0.6	0.5
Graduate	Class size	5	4				
	Deflator	1.0	0.8				

When a department does not meet its instructional hour requirements under the provisions above, the following teaching load equivalencies for other professional activities allowable under state law may be used to comply.

- A. Equivalency credit may be granted for other professional assignments that the college documents as related directly to the teaching function. The sum of such equivalencies shall not exceed one one-thousandth (0.001) of the total semester credit hours generated by the college in the corresponding semester of the previous year. *Example: Assume that a college taught a total of 11,935 semester credit hours in the corresponding semester of the previous year. Using the factor of 0.001 the college would have a credit of 11.93 units that could be assigned to individuals for other activities which are related directly to the college's teaching responsibilities (such as major course revision). This equivalency will be calculated at the college level, and its distribution is the responsibility of the dean. This adjustment must be reported by the department, approved by the college dean, and reported to the administration on the [Additional Duties](#) form (below).*
- B. Coordination of several sections of a single course may provide teaching load credit up to a maximum of three units where one hour is awarded for each six sections so coordinated. This adjustment must be reported by the department, approved by the college dean, and reported to the administration on the [Additional Duties](#) form (below).
- C. When the budget allows, the department chair and the dean of the college may request that the provost approve, by individual faculty member, up to twelve work load units per faculty member per semester for basic and applied research or professional development activities which directly support the institution's teaching and research function. This adjustment must be reported by the department, approved by the college dean, and reported to the administration on the [Additional Duties](#) form (below).
- D. Departmental administrative assignments will receive equivalent teaching units per semester based on the size of the department:

< 15 FTE	9 units
12 - 24 FTE	12 units
25 - 39 FTE	15 units
40 FTE>	18 units

No more than six units may be awarded to any one faculty member during a semester. This adjustment must be reported by the department, approved by the college dean, and reported to the administration on the [Additional Duties](#) form (below).

- E. If a class is canceled due to low enrollments, substitute teaching loads should be assigned to the faculty member by the department chair. However, for extenuating circumstances, the department chair can petition the dean for a waiver of the forfeited teaching load for one semester. This adjustment must be reported by the department, approved by the college dean, and reported to the administration on the [Additional Duties](#) form (below).

Teaching Load Compliance

The chief academic officer shall designate the officer of the institution who will monitor faculty teaching load and submit the reports to the chief academic officer for approval and comment, as appropriate, prior to submitting the reports to the University of Houston Board of Regents

following the standard reporting format and deadlines as provided by the Texas Higher Education Coordinating Board in accordance with Section 51.402 of the Texas Education Code and any applicable riders in the current General Appropriations Act.

Every department's compliance with these minimum teaching load requirements shall be assessed each academic year. If a department is found to be out of compliance, the institution shall take appropriate steps to address the noncompliance and to prevent such noncompliance in the future.

University of Houston Faculty Academic Instructional Workload Additional Duties Form

**UNIVERSITY OF HOUSTON
FACULTY ACADEMIC INSTRUCTIONAL WORKLOAD
ADDITIONAL DUTIES FORM**

DATE: _____ DEPT/SCHOOL: _____
 SEMESTER: _____ CONTACT PERSON: _____
 COLLEGE: _____ PHONE: _____

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
INSTRUCTOR'S NAME (LAST, FIRST)	EMPLID:	RANK	SPECIAL ASSIGN. (A)	COORD. SEVERAL SECTIONS (B)	*RESEARCH/ PROF. DEVEL. (C)	DEPT. ADM. ASSIGN. (D)	WAIVER OF FORFEITED TEACH. LOAD (E)

* Requires prior approval by the Provost

Submitted by: _____ Approved by: _____
 Department Chair Dean

Professional Ethics

AAUP Ethics and Traditions of Academia*

Searching for and Teaching Truth is the common commitment of all in Academia.

Academic Freedom, meaning the right to pursue and teach truth as one's scholarship dictates, is required for the scholar to keep this pledge.

Wisdom and Knowledge have no private ownership in Academia; they must be disseminated to enlighten all.

Plagiarism, claiming credit for the contributions of others, is unprofessional.

Equality is a cardinal rule in Academia. In a properly functioning community of scholars, despite differences in tenure, assignment, and scholarly focus, no hierarchy exists.

Mutual Respect and Civility are cornerstones of professional ethics. To harass, denigrate, or discriminate against a colleague or student is unprofessional.

Shared Power is a carefully guarded tradition in the organization and operation of academic institutions. Power flows upward, rather than top-down as in a business or military organization.

Persuasion, rather than dictation, is the process of leadership--in both teaching and administration.

Verifiable Facts and Critical Reasoning shape group and individual actions. Dogma, bigotry, expediency, and political correctness have no standing as criteria in the search for truth, in teaching, or in academic administration.

Institutional Integrity is Protected. Professors fulfill their responsibilities in full measure, submerging personal ambitions when they conflict with orderly and proper institutional operations.

* Condensed and updated, by Lindley J. Stiles, from the American Association of University Professors, "Statement on Professional Ethics", published in ACADEME July-August, 1987.

Standards of Conduct

(Texas Government Code 572.051)

- A. No state officers or state employees should accept or solicit any gift, favor, or service that might reasonably tend to influence them in the discharge of their official duties or that they know or should know is being offered them with the intent to influence their official conduct.
- B. No state officers or state employees should accept employment or engage in any business or professional activity which they might reasonably expect would require or induce them to disclose confidential information acquired by reason of their official position.
- C. No state officers or state employees should accept other employment or compensation which could reasonably be expected to impair their independence of judgment in the performance of their official duties.
- D. No state officers or state employees should make personal investments which could reasonably be expected to create a substantial conflict between their private interest and the public interest.

- E.** No state officers or state employees should intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised their official powers or performed their official duties in favor of another.

Conflicts of Interest

(UHS Board of Regents policy 59.08)

Employees of the University of Houston System and its component institutions shall adhere to and be furnished a copy of the Statutory Standards of Conduct for State Employees, Section 572.051, Texas Government Code, and shall avoid conflicts of interest, which are in violation of the above, the Texas Education Code, or any other State or Federal law or regulation that controls such participation, generally described as the use of one's university employment or position to obtain unauthorized privileges, benefits, or things of value for oneself or others, including the following:

- A.** No employee shall solicit, accept, or agree to accept any privilege, benefit, or thing of value for the exercise of his/her discretion, influence, or powers as an employee except as is allowed by law.
- B.** No employee shall accept any privilege, benefit, or thing of value that might influence him/her in the discharge of his/her duties as an employee.
- C.** No employee shall use his/her position to secure special privileges or exemptions for himself/herself or others, except as is allowed by law.
- D.** No employee may be an officer, agent, employee, or members of, or own an interest in, a professional activity or organization that foreseeably might require or induce him/her to disclose confidential information acquired by reason of his/her System position.
- E.** No employee shall accept employment or engage in any businesses or professional activities which foreseeably might require or induce him/her to disclose confidential information acquired by reason of his/her university position.
- F.** No employee shall disclose confidential information gained by reason of his/her university position, nor shall s/he otherwise use such information for his/her personal gain or benefit.
- G.** No employee shall transact any business for the System with any entity of which s/he is an officer, agent, employee, or member, or in which s/he owns a significant interest.
- H.** No employee shall make personal investments in any enterprise that foreseeably might create a substantial conflict between his/her private interests and the System's interests.
- I.** No employee shall accept other employment that might impair his/her independence of judgment in the performance of his/her System duties.
- J.** No employee shall receive any compensation for his/her services from source other than the State of Texas except as is allowed by law.
- K.** No employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall solicit, accept, or agree to accept any benefit from a person or entity the employee knows or should know is or is likely to become financially interested in such transactions.

Other examples of conflicts of interest:

- A.** Personal remuneration from a private or governmental agency for work accomplished with University of Houston equipment, personnel, or facilities when a grant or contract for such work has not been awarded to the university.
- B.** Awarding contracts or subcontracts to a private organization in which the individual has a financial interest.

Failure of any employee to comply with the foregoing shall constitute grounds for discharge or other disciplinary action.

Ethical Conduct in Academic Research

I. Background/Introduction

The integrity of the research process is an essential aspect of a university's intellectual and social structure. Research is defined as all research, scholarly, and creative activity that supports the intellectual endeavors of the University. Although incidents of misconduct in research may be rare, those that do occur threaten the entire research enterprise. The integrity of the research process must depend largely upon self-regulation. Formalization of the rights and responsibilities underlying scientific method is imperative in the research process. The University is responsible both for promoting academic practices that prevent misconduct and also for developing policies and procedures for dealing with allegations or other evidence of fraud or serious misconduct. All members of the University community--students, staff, faculty and administrators--share responsibility for developing and maintaining standards to assure ethical conduct of research and detection of abuse of these standards. In dealing with this problem it is important to create an atmosphere that encourages openness and creativity. Good and innovative science cannot flourish in an atmosphere of oppressive regulation. Moreover, it is particularly important to distinguish misconduct in research and scholarship from the honest error and the ambiguities of interpretation that are inherent in the scientific process and are normally corrected by further research. The policies and procedures outlined below affirm the University-wide policy on research ethics adopted in 1986 and apply to faculty, staff and students. They are not intended to address all academic issues of an ethical nature. For example, discrimination and affirmative action are covered by other University policies.*

II. Ethical Conduct in Academic Research and Scholarship

The primary way to encourage appropriate conduct in research and scholarship at the University is for faculty to promote and maintain a climate consistent with high ethical standards. To reduce the likelihood of misconduct in research and scholarship, the faculty and administration should facilitate the following:

- A. Encouragement of Intellectual Honesty. Because of the importance of a climate of intellectual honesty in a university community, a commitment to the ethical responsibilities of academia by all of its practitioners is essential. We must emphasize the importance of such common practices as submission of work to peer review, avoidance of conflict of interest, scholarly exchange of ideas and data, and self-regulation. Mentor relationships between academic leaders and new practitioners serve to guarantee the transmission of ethical standards.
- B. Assurance that quality of research is emphasized.
- C. Acceptance of responsibility by research supervisor. University policies must define a locus of responsibility for the conduct of research and must ensure that the individual(s) charged with the supervision of researchers can realistically execute the responsibility. These supervisors of research should be experienced academicians who serve as mentors in transmitting the ethics and responsibilities underlying scientific and humanistic research. The larger the research forum, the more critical the role of the supervisor in promoting open communication and scholarly exchange of ideas, data, and results. It is also the responsibility of the supervisor to encourage publication of as much primary data as possible.

- D. Establishment of well-defined research procedures. Well-designed and strictly-adhered-to research methods are a deterrent to fraud. Bias in data analysis and interpretation will be avoided by following practices common to the disciplines.
- E. Appropriate assignment of credit and responsibility. Publications should recognize the contributions of others through adequate citation and/or acknowledgment. Publications should also name as authors only those who have had a genuine role in the research and who accept responsibility for the quality of the work being reported.

III. Definitions

- A. "Misconduct in research and scholarship" means any form of behavior which entails an act of deception whereby one's work or the work of others is misrepresented. Other terms, such as research fraud or scientific misconduct, are subsumed within the term as defined. Misconduct in research and scholarship is distinguished from honest error and from ambiguities of interpretation that are inherent in the scientific process. The principal element of misconduct in research and scholarship is the intent to deceive others or misrepresent one's work. Misconduct involves significant breaches of integrity which may take numerous forms such as, but not limited to, those outlined below:

Falsification: Ranging from fabrication of data to deceptive selective reporting of findings and omission of conflicting data, or willful suppression and/or distortion of data with the intent to falsify results. This also applies to falsification of credentials, publications claims, and letters of recommendation and collaboration.

Plagiarism: The misappropriation of the written work of another and its misrepresentation as one's own original work.

Improprieties of Authorship: Improper assignment of credit, such as excluding other authors; inclusion of individuals as authors who have not made a definite contribution to the work published; or submission of multi-authored publications without the knowledge of all authors.

Misappropriation of the Ideas of Others: The unauthorized use of privileged information (such as violation of confidentiality in peer review), however obtained.

Violation of Generally Accepted Research Practices: Deceptive practices in proposing, conducting, or reporting research. For NSF funded awards, this definition is expanded to include all activities funded by the NSF, not just research activities.

Inappropriate Behavior In Relation to Misconduct: Including unjust and malicious accusation(s) of misconduct; failure to report misconduct; withholding or destruction of information relevant to a claim of misconduct in research and scholarship; or retaliation against persons involved in the allegation or investigation of misconduct in research and scholarship who have not acted in bad faith.

Complainant: An individual who brings an allegation(s) of misconduct.

Respondent: An individual against whom an allegation(s) of misconduct is made.

Members of the University community: All faculty, staff, and students, both full and part time, who are affiliated with the University of Houston.

- B. "Inquiry" means information gathering and initial fact finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
- C. "Investigation" means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.

IV. Policy

- A. Misconduct in research and scholarship is inappropriate behavior by members of this University community. Allegations of misconduct in research and scholarship will be handled according to the policies and procedures included herein.
- B. Allegations of scientific misconduct against students engaged in research supported by funding from the University or other sources will be handled according to this policy. Students against whom such allegations are made shall be afforded the rights to student representation on the Inquiry and Investigation Committees consistent with the Academic Dishonesty Policy of the Student Handbook.
- C. The imperatives that guide this institutional review process for dealing with allegations of misconduct in research and scholarship are the following:
 - The process used will not damage science or scholarship.
 - The University will provide vigorous leadership in the pursuit and resolution of all charges.
 - The principles of due process will be observed and the University will treat all parties with justice and fairness and be sensitive to their reputations and vulnerabilities
 - The procedures will preserve the highest attainable degree of confidentiality compatible with an effective and efficient response.
 - The integrity of the process will be maintained by painstaking avoidance of real or apparent conflict of interest.
 - The procedure will be as expeditious as possible leading to the resolution of charges in a timely manner.
 - The University will document the pertinent facts and actions at each stage of the process.
 - The University will pursue allegations within the scope of this policy without regard to whether related civil or criminal proceedings have been initiated or are underway. The University, may, at its option, suspend inquiry/investigation temporarily but is not under obligation to do so, as the standards of the University may differ from those of the courts.
 - Even if the individual against whom the allegation is made (hereinafter referred to as the respondent) leaves or has left the University before the case is resolved, the University will pursue an allegation of misconduct to its conclusion.

V. Procedures

A. Introduction

The several stages of the review process are discussed in detail in the remainder of this document. However, the imperatives that guide this institutional review process for dealing with allegations of misconduct in research and scholarship are the following:

B. Initiation of an Allegation of Misconduct; Protection Against Retaliation

Initial allegations, in writing, may be reported to any faculty member or administrator. All such allegations must then be reported to the Senior Vice President for Academic Affairs or his/her designee. (The term "Senior Vice President for Academic Affairs" in the balance of this document shall mean "the Senior Vice President for Academic Affairs and Provost or his/her designee.") If the Senior Vice President for Academic Affairs has a possible conflict of interest, the allegations will be referred to the President of the University.

The Senior Vice President for Academic Affairs shall informally review any allegation of misconduct in research and scholarship and determine whether the allegation warrants initiation of the inquiry process according to the policies and procedures for misconduct in research and scholarship, or whether other policies and procedures, such as those relevant to employment grievances, should be invoked. The Senior Vice President for Academic Affairs will counsel the individual(s) bringing the allegation as to the policies and procedures to be used. If the reporting individual chooses not to make a formal allegation but the Senior Vice President for Academic Affairs believes that reasonable suspicion exists to warrant an inquiry, the inquiry process will be initiated. The Office of the Senior Vice President for Academic Affairs shall use its best efforts to protect the positions and reputations and to otherwise prevent retaliation against those who, in good faith, make allegations of misconduct under this policy.

The Senior Vice President for Academic Affairs or his designee shall, within 15 working days of receipt of an allegation, complete his initial review and decide whether to call for a Committee of Inquiry. Under extenuating circumstances, the Senior Vice President for Academic Affairs may extend this review time to 30 working days. The respondent shall be notified of this decision within five working days of the decision's being made.

C. Inquiry

1. Purpose

Whenever a warranted allegation or complaint involving the possibility of misconduct is made, the Senior Vice President for Academic Affairs will initiate an inquiry -- the second step of the review process. In the inquiry stage, factual information is gathered and expeditiously reviewed to determine if an investigation of the charge is warranted. An inquiry is designed to separate allegations deserving of further investigation from frivolous, unjustified, or clearly mistaken allegations.

2. Structure

- a. The Senior Vice President for Academic Affairs will, after a decision to proceed with an inquiry and after consultation with the chair of the University Research Council, appoint an Inquiry Committee of no less than three persons. At least two members will be tenured faculty at the rank of associate or full professor who are without conflict of interest, hold no appointment in the departments of either the complainant or the respondent, and have appropriate expertise for evaluating the information relative to the case. One member may not be associated with the University of Houston. Every effort will be made following initial administrative review of the allegation to appoint a Committee of Inquiry within 15 working days but the Committee must be appointed within 30 working days.

- b. At its first meeting, the Committee will elect a chairperson to handle procedural and administrative matters. All committee members are voting members.
- c. Records of the inquiry are confidential and are to be passed on to a Committee of Investigation if formal review is initiated. In any case, the records should be kept secure, and if no misconduct is found, records should be destroyed three years after completion of an inquiry. Making the records public without authorization is grounds for a charge of misconduct. At the option of the Committee, proceedings will be either tape-recorded or transcribed and will be made available to involved parties upon request.
- d. The inquiry phase will be completed within 60 calendar days of its initiation unless the Committee determines that circumstances clearly warrant a longer period. In such circumstances, the Committee will advise the Senior Vice President for Academic Affairs who will advise all relevant parties. The record of the inquiry will include documentation for exceeding the 60 day period.
- e. As the inquiry is informal and intended to be expeditious, principals are expected to speak for themselves. All individuals may be accompanied by a representative for advice and counsel.

3. Process

- a. The Senior Vice President for Academic Affairs is responsible for notifying all parties in writing of the allegations and of the procedures that will be used to examine the allegations. Further, they will be informed of the proposed membership of the Committee of Inquiry for the purpose of identifying in advance any real or potential conflict of interest.
- b. Where the complainant seeks anonymity, the Committee of Inquiry shall operate in such a way as to maintain that anonymity to the degree compatible with accomplishing the fact finding purpose of the inquiry. Such anonymity can not, however, be assured. Further, anonymity of the complainant is neither desirable nor appropriate where the testimony or witness of the complainant is important to the substantiation of the allegations.
- c. As the University is responsible for protecting the health and safety of research subjects, students and staff, as well as the protection of federal funds and insuring that the purposes of Federal financial assistance are carried out, interim administrative action prior to conclusion of the inquiry may, therefore, be indicated. Such action ranging from slight restrictions to complete suspension of the respondent and notification of external sponsors, if indicated, is initiated by the Senior Vice President for Academic Affairs.
- d. Information, expert opinions, records, and other pertinent data may be requested by the Committee. All involved individuals are obliged to cooperate with the Committee of Inquiry by supplying such requested documents and information.
- e. Access during the inquiry of copies of all documents reviewed by the Committee will be assured to all parties. All material will be considered confidential and shared only with those with a need to know. During the inquiry, the Senior Vice

President for Academic Affairs and the members of the Committee of Inquiry are responsible for the security of relevant documents. Copies of all documents and related communications are to be securely maintained in the Division of Research.

- f. All parties to the case, including the Committee of Inquiry itself, shall have the opportunity to present evidence and to call witnesses.
- g. If for any reason the inquiry is terminated prior to its completion, a written report describing the reasons will be submitted to the Senior Vice President for Academic Affairs. Under certain circumstances, as defined by applicable federal regulations (for example, 42 CFR, Part 50 Subpart A) the institution may be expected to notify the sponsoring agency or funding source. The Senior Vice President for Academic Affairs shall convey this report to the sponsor to the extent required by federal regulations or if otherwise appropriate.

4. Findings

- a. The completion of an inquiry is marked by a determination of whether or not an investigation is warranted. The Committee shall find no misconduct unless a majority of the members conclude, based on the preponderance of evidence for each allegation, that the allegation(s) have sufficient merit to call for an investigation. A written report shall be prepared by the Committee of Inquiry. The report will describe the evidence reviewed, summarize the interviews and specify the conclusions of the Committee. The written report will be submitted to the Senior Vice President for Academic Affairs who will be responsible for communication of the findings in writing to the respondent within ten working days. A copy of the Inquiry Report will be attached to that communication. The respondent shall be given the opportunity to comment in writing upon the findings and recommendations of the Committee. If the respondent chooses to comment, such comments shall be forwarded as soon as possible but must be forwarded within ten working days.
- b. If the outcome of the inquiry indicates a need for formal investigation, the Committee will communicate its findings to the Senior Vice President for Academic Affairs who then, after notification to the appropriate Dean(s) and legal counsel and ORI, will initiate the investigatory process. Under certain circumstances, as defined by federal regulations, the institution may be expected to notify the sponsoring agency or funding source at a point prior to the initiation of an investigation. Factors used in determining the timing of such notification include the following:
 - (1) There is an immediate health hazard involved;
 - (2) There is an immediate need to protect Federal funds or equipment;
 - (3) There is an immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any;
 - (4) It is probable that the alleged incident is going to be reported publicly;
 - (5) There is a reasonable indication of possible criminal violation.

- c. If an allegation is found to be unsupported but has been submitted in good faith, no further action, other than informing all involved parties, will be taken and efforts will be made to prevent retaliatory actions. The proceedings of an inquiry, including the identity of the complainant and the respondent, will be held in strict confidence to protect the parties involved. If confidentiality is breached, the University will take reasonable steps to minimize the damage to reputations that may result from inaccurate reports.
- d. If the Committee finds the allegations to be unjust and malicious, the Committee will report those findings to the Senior Vice President for Academic Affairs. At this time, the Senior Vice President for Academic Affairs may take such actions, or impose such sanctions, as are appropriate to the situation.

D. Investigation and Determination

1. Purpose

An investigation will be initiated when an inquiry issues a finding that investigation is warranted. The purpose of investigation is to explore further the allegations and determine whether misconduct in research and scholarship has been committed. The investigation will focus on accusations of misconduct as defined previously and examine the factual materials of each case. In the course of an investigation, additional information may emerge that justifies broadening the scope of the investigation beyond the initial allegations. The respondent will be informed in writing when significant new directions of investigation are undertaken.

2. Structure

- a. The Senior Vice President for Academic Affairs will, after a decision to proceed with a formal investigation, and after consultation with the chair of the University Research Council, appoint an investigating Committee of no less than three persons. At least two members will be senior faculty who are without conflict of interest, hold no appointment in the departments of either the complainant or the respondent, and have appropriate expertise for evaluating the information relevant to the case. At least one member shall not be associated with the University of Houston. No member of the Committee of Inquiry shall serve on the Investigating Committee. Every effort will be made following the receipt of the report of the Committee of Inquiry to appoint an Investigating Committee within 15 working days, but the Committee must be appointed within 30 working days.
- b. At its first meeting, the Committee will elect a chairperson to handle procedural and administrative matters. All committee members are voting members.
- c. Hearings are confidential and may be declared closed by request of any of the principals. Written notification of hearing dates and copies of all relevant documents will be provided by the Senior Vice President for Academic Affairs in advance of scheduled meetings. At the option of the Committee, proceedings will be either tape-recorded or transcribed and will be made available to involved parties upon request.
- d. Every effort should be made to complete the investigation and submit the final report within 120 days; however, it is acknowledged that some cases may render

this time period difficult to meet. In such cases, the Investigating Committee should compile a progress report, identify reasons for the delay and notify the Senior Vice President for Academic Affairs of the additional time necessary for the investigation. In accordance with certain federal regulations (CFR Title 42, Chapter I, Part 50), if the final report is delayed beyond 120 days the Senior Vice President for Academic Affairs will submit a written request for an extension, along with an explanation for the delay, including a copy of the progress report to the Office of Research Integrity.

- e. Both the principals and the Investigating Committee may discuss the issues personally, have a representative act in his/her behalf or have a representative accompany him/her.

3. Process

- a. The Senior Vice President for Academic Affairs is responsible for notifying all parties in writing of the allegations and of the procedures that will be used to examine the allegations. Further, they will be informed of the proposed membership of the Committee of Investigation for the purpose of identifying in advance any real or potential conflict of interest.
- b. All parties to the case, including the Investigating Committee, may present evidence, and call and examine or cross-examine witnesses. The investigation normally will include examination of all documentation, including but not necessarily limited to relevant research data and proposals, publications, correspondence, and memoranda of telephone calls. The Committee will make every attempt to interview all individuals involved either in making the allegation or against whom the allegation is made, as well as other individuals who might have information regarding key aspects of the allegations; complete summaries of these interviews will be prepared, provided to the interviewed party for comment or revision, and included as part of the investigatory file. Additional hearings may be held and the Committee may request the involvement of outside experts. The investigation must be sufficiently thorough to permit the Committee to reach a decision about the validity of the allegation(s) and the scope of the wrongdoing or to be sure that further investigation is not likely to alter an inconclusive result. In addition to making a judgment on the veracity of the charges, the Committee may recommend to the Senior Vice President for Academic Affairs appropriate sanctions if warranted.
- c. If for any reason the Investigation is terminated prior to its completion, a written report describing the reasons will be submitted to the Senior Vice President for Academic Affairs. Under certain circumstances, as defined by federal regulations (for example, 42 CFR Part 50, Subpart A) the Institution may be expected to notify the sponsoring agency or funding source. The Senior Vice President for Academic Affairs shall convey this report to the sponsor to the extent required by federal regulations or if otherwise appropriate.
- d. The University is responsible for protecting the health and safety of research subjects, students and staff, as well as the protection of federal funds and insuring that the purposes of federal financial assistance are carried out. Interim administrative action prior to conclusion of the investigation may, therefore, be

indicated. Such action ranging from slight restrictions to complete suspension of the respondent and notification of external sponsors, if indicated, is initiated by the Senior Vice President for Academic Affairs.

- e. All parties in the investigation are encouraged to cooperate by producing any additional data requested for the investigation. Copies of all materials secured by the Committee shall be provided to the respondent and may be provided to other concerned parties as judged appropriate by the Committee.
- f. The respondent shall have an opportunity to address the charges and evidence in detail.
- g. After all evidence has been received and hearings completed, the Investigating Committee shall meet in closed sessions to deliberate, and prepare its findings and recommendations. The Committee shall find no academic misconduct unless a majority of the members conclude beyond a reasonable doubt that the allegation(s) have been substantiated.
- h. All significant developments during the investigation as well as the findings and recommendations of the Committee will be reported by the Senior Vice President for Academic Affairs to the research sponsor, if appropriate.

4. Findings

- a. Upon completion of the investigation the Committee will submit to the Senior Vice President for Academic Affairs a full written report which details the Committee's findings and recommendations. The committee will prepare and maintain all documentation that substantiates the investigation findings. The findings and documentation shall be made available to the Director, Office of Research Integrity, when Public Health Service funds are involved. The Committee's findings are binding upon the institution subject to appeal by the respondent.
- b. This report should also be sent to the respondent by the Senior Vice President for Academic Affairs within 10 days of its receipt.
- c. Content of the final report to federal agencies which provide funding from the Public Health Service shall be in accordance with CFR Title 42, Chapter I, Part 50, Subpart A., Section 104(a)(4).

5. Resolution

- a. Finding of Absence of Academic Misconduct

All research sponsors and others initially informed of the investigation will be informed in writing that allegations of misconduct were not supported. If the allegations are deemed to have been maliciously motivated, the Committee will report those findings to the Senior Vice President for Academic Affairs. If the allegations, however incorrect, are deemed to have been made in good faith, no additional measures are indicated and efforts will be made to prevent retaliatory actions. In publicizing the findings of no misconduct, the University will be guided by whether public announcements will be harmful or beneficial in restoring any reputation(s) that may have been damaged. Usually, such decision will rest with the person who was innocently accused.

b. Presence of Academic Misconduct

The Senior Vice President for Academic Affairs shall consider the recommendations of the Committee and shall be responsible for determining and implementing sanctions. The respondent shall be notified in writing of the recommended sanctions within 20 days. If the sanctions involve a recommendation for termination of employment, the University academic termination procedures will be invoked. The University must take action appropriate for the seriousness of the misconduct, including, but not limited to, one or more of the following:

1. Institutional Disciplinary Action Including:

- Removal from particular project
- Special monitoring of future work
- Letter of reprimand
- Probation for a specified period with conditions specified
- Suspension of rights and responsibilities for a specified period, with or without salary

Financial restitution

Termination of employment/enrollment

2. Notification.

The Senior Vice President for Academic Affairs is responsible for notification of all federal agencies, sponsors or other entities initially informed of the investigation, of the outcome. Consideration should be given to formal notification of involved parties such as:

Sponsoring agencies, funding sources

Co-authors, co-investigators, collaborators, department, campus
University publications

- Editors of journals in which fraudulent research was published
- State professional licensing boards
- Editors of journals or other publications, other institutions, sponsoring agencies, and funding sources with which the individual has been affiliated
- Professional societies

C. Sanctions shall not be imposed during the appellate process.

6. Appeal

Individuals may appeal the findings of the Investigating Committee and/or the sanction(s). A written statement of the grounds for the appeal must be submitted to the President within thirty days of written notification of the sanctions. Grounds for appeal include, but are not limited to new, previously unconsidered material evidence, sanctions not commensurate with the findings, and lapses in due process. Upon receipt of a written appeal, the President will evaluate the evidence and make a determination.

The President shall reopen the investigation if the previously unconsidered material evidence so warrants and may reopen the investigation if circumstances so dictate. The President's decision will be binding on all parties and will be conveyed to all involved in a timely fashion, but must be conveyed within 30 working days. In the case of termination, the President's decision may be appealed to the Board of Regents. All evidence, as well as the record of the proceedings, will be made available to that Board.

* An excellent article is that by B. Mishkin, "Responding to Scientific Misconduct: Due Process and Prevention," JAMA, Vol. 260, No. 13, Oct. 7, 1988, pp. 1932-1936.

This policy was revised January 1998 by the Division of Research.

Business Participation

- A. Business participation approved.** The Board does not discourage persons subject to this policy from participating in the commercial development and/or exploitation of Board-owned intellectual property. Nonetheless, such participation must conform in all respects to this policy, including the policy stated above concerning licenses and transfers, and to applicable state and federal laws.
- B. Specific requirements.** In particular, a person shall not engage in business participation if such participation would violate Board Policy 49.08; Section 572.051, Texas Government Code; section 51.912, Texas Education Code; or any other state or federal law or regulation that controls such participation.

Dual Employment

(UHS Board of Regents Policy 59.04)

The Board of Regents must give its approval before any officer of the System or its component institutions may hold other non-elective state or federal office or position of honor, trust, or profit. Approval must include formal findings that the dual office holding is of benefit to the state or required by state or federal law, and creates no conflict of interest. The Board delegates to the Chancellor the authority to approve such dual office holding by any system employee who is not an officer of the system or its component institutions.

Procurement Integrity Policy

(41 USC 423, as amended)

Section 27 of the OFPP Acts Amendment of 1988, entitled "Procurement Integrity," prohibits certain activities by universities and their personnel who have any role in the development and submission of proposals to federal agencies and/or negotiations of any contracts which follow. **THIS LAW DIRECTLY AFFECTS YOUR INTERACTION WITH PROGRAM AND PROCUREMENT OFFICIALS IN THE FEDERAL GOVERNMENT AND MAY AFFECT YOUR INTERACTION AS A CONSULTANT TO ANY GOVERNMENTAL AGENCY.** Thus it is important that you understand both the scope and the substance of the regulations.

Of particular importance are the prohibited actions by principal investigators and administrative personnel. In simplest terms, while the government is reviewing proposals in anticipation of making an award, such individuals **MUST NOT**:

- a) discuss any potential future employment with governmental officials,
- b) provide anything of value to governmental officials or their families, or
- c) solicit proprietary or source selection information from a governmental official. Violation of the regulation WILL RESULT in loss of contract awards (or a part thereof), and may result in suspension or debarment from receipt of any federal awards.

In addition to the clearly stated prohibitions, many persons are now beginning to question whether they may serve as governmental consultants in the development of long-range planning for research and evaluation of proposals. In general, the answer is yes. Remember -- this regulation only applies to contracts and, although the policy is effective for all contracts, certification is required by you and by the institution only for contracts and contract modifications over \$100,000. Nonetheless, the best advice is that if you think any activity you are involved in with the government might be subject to these regulations (and therefore might preclude your submitting a proposal under a specific solicitation), ask. Most governmental officials now expect such questions.

Copies of these regulations and more detailed explanations are available for review in the Division of Research, Office of Research Policies, Compliance and Committees.

Inter-institutional Agreements

Faculty may propose inter-institutional agreements such as faculty exchanges, international student exchanges, or collaborative program agreements. Inter-institutional agreements require the approval of the dean and the Provost. Assistance in formulating such agreements may be obtained through the Provost's Office.

For more information call: the Office of the Provost, 713-743-9101.

Research

The University of Houston encourages all of its faculty to engage in both sponsored and unsponsored research, as well as development and training activities. The University of Houston supports research activities to the extent sound budgeting will permit, seeks to increase the level of support for these activities where feasible, and encourages its faculty to acquire funds in the support of research from both public and private agencies.

The university has established policies related to such funding and to the responsibilities of the campus community in carrying out externally funded research projects. (See "*Sponsored Research at the University of Houston*," pages 120-121.)

The following sections enumerate specific research-related policies with which the University of Houston community is expected to comply.

Freedom to Publish

Every faculty member has the right to publicly disseminate the results of research projects. It is University of Houston policy that faculty members shall not only be free but also encouraged to publish or otherwise disseminate all results of research and sponsored projects. It is recognized that some proprietary research requires delay of publication. However, the basic tenet is that faculty members will be able to publish their results within a reasonable time. Classified research may be the only exception to the general rule regarding freedom to publish; it is subject to the classified research policy of the university (see pages 121-122).

Publication of Manuscripts by the University of Houston

The University of Houston will consider the publication of meritorious manuscripts in the form of a subvention of a part of the publication cost, contingent upon the availability of funds. Such a subvention will occur only under the following circumstances:

- A. The book must not be of the type usually published by for profit presses in the country.
- B. The book must have been approved for publication by a university press.
- C. A proposal that the University of Houston bear costs must contain figures of actual cost and possible reimbursement in the form of anticipated sales obtained from the university or other nonprofit press.
- D. It is understood that the contract for publication awards the author his/her royalties in accordance with the established practice of the press. Royalties received by the author for this and all subsequent editions should be used to repay the subsidy, but the author should be able to retain all royalties in excess of the original subsidy.

For additional information: Office of Contracts and Grants, 713-743-9222 or visit the website at http://www.research.uh.edu/Departments/Office_of_Contracts_and_Grants.

External Funding

Sponsored Research at the University of Houston

Indirect Cost Recovery

It is the policy of the university to obtain full indirect cost whenever feasible and to cost-share academic year time and effort in all possible instances.

Office of Contracts and Grants

The University of Houston encourages the seeking of external funds from foundations and from federal and state agencies. As the primary support organization for research administration at the University of Houston, the Office of Contracts and Grants (OCG) can aid faculty in the identification of potential funding sources and in making preliminary contacts with the agencies. This office is responsible for proposal processing and for the administration of awards after they are made to the institution. The authorized university signatory on research proposals and on contract documents is that of the Director of the Office of Contracts and Grants.

In addition, it is usually desirable that all such funds be administered through the OCG. (*For the exception of gifts, see "Other" in section on "Processing of External Funds" below*) Failure to inform the Office of Contracts and Grants negatively affects research and instructional activities of the University of Houston because of the following:

- A. These external research funds will not appear in the research category of the financial report to the state, thus effectively reducing the state's funding for research at the University of Houston.
- B. If indirect costs are applicable and are not collected, the financial burden of the overhead of this research will be unfairly carried by the rest of the university.

Consulting activities are not normally subject to this policy. (*See Consulting Policy, pages 124-125.*)

For additional information: Office of Contracts and Grants, 713-743-9222 or visit the website at <http://www.research.uh.edu/ocg/ocgpage.html>.

Processing of External Funds

The appropriate processing of funds from external sources is an area of high importance. Following are some general rules governing external funds:

- A. **Research Grants/Contracts.** All requests for research support to external sponsors, including those to industry, private foundations, the state, the federal government, and local government sponsors, should be processed through the Office of Contracts and Grants (OCG). OCG will obtain all necessary institutional signatures once the proposal has been approved by the appropriate department chair(s) and college dean(s). When funds are received in support of a research activity, there should be a proposal that has been processed through OCG, a research grant/contract that OCG has reviewed and approved, or some arrangement relating to the receipt of research funds to which OCG has agreed.
- B. **Other.** Occasionally departments receive funds that are not the result of research contracts/grants, research arrangements, or gifts. In this case, the department should inform the Vice

President for Administration and Finance in writing of the circumstances surrounding the receipt of the funds. The Vice President for Administration and Finance has the responsibility of ensuring that the university and departmental recipients have an appropriate understanding of the acceptable uses of the funds. After review, the Vice President for Administration and Finance will have the money placed in the appropriate department accounts.

Responsibility to the Granting Agency

When an award for a sponsored project is made, the awarding agency, whether federal, state, or private, makes the award to the University of Houston. Nevertheless, as the representative on a project, the principal investigator has the responsibility of complying with all rules, regulations, restrictions, and requirements imposed by the granting agency, the State of Texas, and the University of Houston. Failure to meet these responsibilities may jeopardize future funding to the university, the principal investigator, or both. Areas of responsibility include:

- A. Directing the technical aspects of the project;
- B. Providing the agency with technical reports and/or products as set forth in the grant or contract; and
- C. Authorizing all expenditures of award funds.

For further information, refer to the Office of Contracts and Grants publication, Proposal Preparation and Award Administration Guide, available at

http://www.research.uh.edu/Departments/Office_of_Contracts_and_Grants.

Fiscal Responsibility

As part of overall administrative management, the principal investigator is responsible for initiating expenditures on a grant or contract. Responsibilities include:

- A. Incurring costs only for services or items that will be used or received during the project period;
- B. Spending no more than the amount allotted by the granting agency for the project period; and
- C. Adhering to limitations that may be placed by the agency on the amount of money that may be spent in any given expense category.

Depending on the circumstances, reimbursement for disallowances or cost overruns may be the responsibility of the principal investigator, the department, the college, or the University of Houston. Such cases will be negotiated on a case-by-case basis by the Director of the Office of Contracts and Grants and the Vice President for Research.

For further information refer to "Operation of Project" in the OCG Proposal Preparation and Award Administration Guide, available at

http://www.research.uh.edu/Departments/Office_of_Contracts_and_Grants.

Classified Research

Classified research includes contracts and grants that prohibit the University of Houston from public dissemination of the following:

- A. The existence of the contract or grant; the identity of the sponsor or the grantor in the case of a subcontractor, the identity of the prime contractor; and the purpose and scope of the proposed research in sufficient detail to permit discussion about the research within the University of Houston community; or
- B. The results of the research.

Contracts and grants of this nature will not automatically be accepted by the University of Houston. The Director of the Office of Contracts and Grants has the responsibility of reporting to the University of Houston Research Council on all potential grants and contracts that appear to prohibit public dissemination of the nature or results of the research. An ad hoc committee, competent to evaluate matters that may be involved, shall be appointed by the Research Council and shall forward its recommendations regarding acceptance of the grant or contract to the Vice President for Research for final action.

Classified research does not include research that involves:

1. The collection of confidential personal opinions and attitudes or other information pertaining to individual persons or business entities;
2. The analysis of the characteristics or uses of proprietary devices or substances, provided that the results of such research may be published freely in the aggregate or used to guide the design of broader research activities; or
3. Access to classified information, but without restrictions of the two paragraphs above.

Purchasing Policy for Sponsored Program Funds

This policy provides guidelines for the procurement of goods and services necessary to support research at the University of Houston. Whether or not formal bidding processes are required for purchases depends upon current state and federal guidelines.

For current guidelines, call: Office of Contracts and Grants, 713-743-9222 or visit its website at http://www.research.uh.edu/Departments/Office_of_Contracts_and_Grants.

Policy on Acceptance of Fixed-Price Contracts for Sponsored Activities

It is the policy of the University of Houston not to accept fixed-price contracts for research and sponsored activities. Since the university is a nonprofit educational institution, funding for sponsored projects is normally on a cost-reimbursable basis as provided in the Federal Procurement Regulations. Exceptions to this policy must be approved in advance by the Office of Contracts and Grants and, in unusual circumstances, by the Offices of the Vice President for Research and the Vice President for Administration and Finance. Exceptions to the policy would, if approved, be based upon the following criteria:

- A. The value of the fixed-price contract is \$10,000 or less, and the institution determines that the cost of providing reports and billings in the cost-reimbursable mode could not be justified based upon the relatively small value of the contract.
- B. The amount of the fixed-price contract is in excess of \$10,000 and the institution determines that there is exceptional benefit to the acceptance of such an award. It would normally be expected that to accept such a contract the department in which the contract resides would encumber 25 percent of the value of the award at the time the award was accepted by the

institution, to remain encumbered during the project's life, and to be used on the contract in the event the cost of completion was underestimated. These funds would be released and unused funds in the research award, if any, would be returned to the department upon final payment to the institution.

Salary Support from External Funding

The University of Houston has adopted the Additional Compensation Policy for Faculty, which is referenced under the Benefits Sections, Compensation on *pages 87-88*.

In some cases, severe hardship has resulted to the faculty member whose income was contingent on the continuation of external funding. Under these circumstances, the faculty member should consult with the appropriate administrative unit or OCG.

Payments to Human Subjects

Human subjects are individuals whose physiological or behavioral characteristics and responses are under study in a research project. Payments to these individuals and the protection of their confidentiality must comply with the guidelines of the funding agency, the Office of Contracts and Grants, the Committee on the Protection of Human Subjects, and the Internal Revenue Service. Researchers should consult with the college business administrator prior to starting the research project to determine the most appropriate method for paying subjects.

See the MAPP policy 5.02.04 website at <http://www.uh.edu/mapp/05/050204.htm>

Office of Development

The Office of Development is responsible for developing gifts to the university from such private donors as individuals, corporations, and foundations both in the Houston community and elsewhere. It does so by working with university officers, faculty, and alumni, and friends of the university to identify such donors, to cultivate them, and to prepare and submit appropriate proposals to them. It also conducts stewardship activities to recognize gifts made by donors.

Funds designated as gifts to the institution and not defined as research grants/contracts or research arrangements are processed through the University Development Office. This office will coordinate as appropriate with the Office of the Vice President for Institutional Advancement.

To contact the Office of Development, call 713-743-8880, or visit the website at <http://www.advancement.uh.edu/development/>.

Consulting

(UHS Board of Regents policy 59.02.)

Full-time members of the faculty and professional or administrative staff may engage in external consultation or other paid professional services, provided such activities benefit the System and contribute to the professional development of the individual. This privilege is subject in all instances to the conditions set forth below. Failure to comply with this policy may subject an employee to disciplinary action including reprimand, suspension, or termination.

- A.** The first responsibility of the individual is to the System, and outside professional commitments should not interfere with the person's full-time responsibility to the System.
- B.** No outside obligation should result in any conflict of interest involving the individual's responsibilities to the System or to its programs, policies, and objectives. Consulting and other professional agreements that represent actual or potential conflicts of interest must be avoided. (*See Board of Regents Policy 59.08.*)
- C.** Use of System facilities, space, equipment, or support staff for consulting or other paid professional activities is permitted only if a financial arrangement has been concluded between the individual and the administration prior to the employee's beginning the outside consulting or other paid professional service.
- D.** Individuals may not represent themselves as acting in the capacity of System employees when conducting consulting or other paid professional activities. The System bears no responsibility for any actual or implied obligations or liabilities incurred by the individual resulting from a consulting or other paid professional agreement or activity.
- E.** Faculty who wish to arrange consulting or other paid professional activities must provide prior written notification to their department chair and dean. Review by the chair and dean of such activities will include consideration of any real or apparent conflict of interest and the benefit of the proposed service to the System and the component university. Each faculty member who engages in consulting or other paid professional service, including teaching on a temporary basis at other institutions, must ensure that such activities do not require commitments of time averaging more than one day per calendar week, and must arrange such activities so as not to interfere with regularly scheduled classes.
- F.** Professional or administrative staff who wish to arrange consulting or other paid professional activities must obtain prior written approval from the appropriate supervisor. While consulting is a recognized aspect of faculty activities with the limitations noted in this document, consulting by professional or administrative staff must be justified on an individual basis by clear and direct benefit to the System.
- G.** When any of an individual's salary is paid from funds for externally sponsored activities, the time allowable for consultation or other paid professional activities must comply with sponsor requirements.

Unpaid public service is not included in this policy, nor are occasional lectures which include fees, unless these activities require significant amounts of time or otherwise conflict with regular System obligations.

Each President and the Chancellor will establish a process for monitoring outside paid professional activities of their faculty and staff in order to ensure that such activities are consistent with regular system obligations.

Reporting Consulting and Paid Professional Service Activities

Reporting of consulting activities shall be kept as uncomplicated as possible and will consist of a written report to the department chair and dean of the college or the unit administrator at the conclusion of each academic year.

For additional information: consult the Office of the Provost, 713-743-9101.

Intellectual Property

(Board of Regents Policy 21.08)

University research and intellectual endeavors often results in the invention of new technology or the creation of new copyrighted material. Such results may have commercial value. While the production of commercially valuable intellectual property is not necessarily the purpose of university research or the duty of anyone engaged in research and educational activities, the Board desires that both society and each component university under the governance of the Board use all knowledge to the greatest possible benefit. Accordingly, when appropriate, each component university will protect all intellectual property rights in technology and copyrighted material and use diligent efforts to make productive use of such rights for the good of the public, the creator, and the System. When this result is achieved by the attraction of private risk capital, or by the transfer or licensing of rights in technology or copyrighted material, income may be realized, which the Board will seek to distribute in a manner fair both to the creator and to the component university at which the intellectual property was developed. Financial return, however, always remains secondary and incidental to the public service aspect of developing and disseminating knowledge for public use. The Board hereby delegates authority to promulgate specific policies for managing Intellectual Property Rights to the Chancellor/President.

Definitions

- A. **Author** means any person (as defined below) who creates copyrighted material (also as defined below).
- B. **Business participation** means the participation of a person in any activity the purpose of which is the commercial development or exploitation of intellectual property owned by each component university. Such participation includes, but is not limited to an equity interest, a consulting relationship, service on a board of directors or similar body, a royalty interest, stock ownership, or any similar relationship.
- C. **Copyrighted material or work of authorship** means original expression that is fixed in any tangible medium of expression and subject to copyright protection under Title 17 of the United States Code as it now exists or as it may be amended. Under federal law, copyright subsists from the moment of the work's creation, although protection may be enhanced by registration with the United States Copyright Office. Works of authorship currently include:
 - 1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and survey instruments;
 - 2. Lectures and unpublished lecture notes;
 - 3. Musical works;
 - 4. Dramatic works;
 - 5. Works of visual art, such as sculptures and drawings;
 - 6. Architectural works;
 - 7. Films, audiovisual works, slide programs, film strips;
 - 8. Sound recordings and video recording containing original performances;
 - 9. Programmed instruction materials;
 - 10. Computer programs and documentation.
- D. **Creator** means an inventor or author (each as defined elsewhere in this policy).
- E. **Firmware** means computer software, all or a portion of which has been more or less permanently burned or encoded on a read-only memory or equivalent device.

- F. Intellectual property rights** means those rights of ownership recognized by law in technology, copyrighted material, and computer software and firmware (all as defined in this policy). Intellectual property rights include but are not limited to patents, copyrights, and rights to trade secrets and know-how.
- G. Inventor** means any person who discovers or invents technology.
- H. Net income** means, with respect to Board-owned rights in any particular intellectual Property and/or copyright, gross revenue received by each component university as a result of the commercialization of such rights, less:
1. any taxes or other charges of any description paid by each component university to governmental agencies in connection with the particular intellectual property, and
 2. all legal and other expenses paid by each component university to affiliates or third parties in filing, prosecuting, maintaining, enforcing, defending, and commercializing such rights in the United States or foreign countries.
- I. Person** means any part-time or full-time faculty or staff member working at, or student attending, a component university or other entity under the governance of the Board.
- J. President** means the President of the University under the governance of the Board, or any person the President designates to carry out the component university's intellectual property policy.
- K. Software** means any program, language, or procedure for a computer system or portion thereof, and any accompanying documentation. Software includes but is not limited to computer programs, internal programs, subroutines, assemblers, generators, subroutine libraries, compilers, operating systems, and application programs.
- L. Technology** means discoveries, innovations, or inventions.
- M. University research** means all research, activities, or work within or related to a person's expertise or general area of employment responsibility, or that has resulted from activities performed by the person on university time, with the support of university funds, or using university facilities, including work under a research agreement with an external sponsor and research conducted by anyone, whether or not a person as defined in this policy, who utilizes university resources.
- N. University support** means direct University support which includes but is not limited to the following:
1. Equipment, materials, and staff services from any of a variety of University departments other than the person's academic department or unit are used in the development of copyrightable materials at no expense to the author or the author's academic department/unit.
 2. Author receives support for the development of copyrightable material, such support being in the form of money in excess of normal salary, reduced teaching load, released time, or other resources from a department, college, or any unit of the university.

Standing Committee on Intellectual Property

- A. Appointment.** The Chancellor/President of the University shall appoint a Standing Committee on Intellectual Property.
- B. Duties in general.** In addition to the responsibilities described the Intellectual Property policy, the committee will advise and recommend to the Vice President for Research:
 - 1. Guidelines and procedures for implementation of this intellectual property policy;
 - 2. Proposed amendments to this policy; and
 - 3. Such other matters as the Chancellor/President of the University directs.

Ownership of Technology

The board owns all intellectual property rights for technology that is conceived or reduced to practice by any person engaged in University research. The board has delegated to the Chancellor/President of the University the authority to make the following exceptions:

- 1. In rare circumstances, the University may agree, in contracts for sponsored research, that the sponsors or other parties will own the intellectual property rights in technology resulting from such research.
- 2. The University may accept research agreements that, under statutory law, vest intellectual property rights in the technology resulting from such research in an agency of government.
- 3. After consideration as required by this policy, the University may waive intellectual property rights in technology in favor of the inventor.

Technology Agreement

Every person employed by the University shall execute a "Technology Agreement," a copy of which is available from the President's office. However, the failure of any person to execute the "Technology Agreement" shall not affect the Board's rights under this policy.

Technology Assignment and Execution of Documents

Whether or not a person makes a disclosure of technology as described below, he or she shall execute assignments or any other documents required for the acquisition and protection of board-owned intellectual property rights, including those documents necessary to enable the University to fulfill requirements imposed by agreement or by law.

Disclosure of Technology

Carefully planned methods of transferring board-owned rights in technology will best accomplish the objectives stated in the "Purpose" section of this policy. The University can accomplish those objectives only if inventors promptly disclose technology. Premature publication of information pertaining to discoveries and inventions, or delayed prosecution of patent protection, can damage seriously the ability to obtain patent protection. Therefore, if a person conceives or reduces to practice any technology, that person must disclose such technology to the University as soon as practicable after the date of first conception or discovery. Certain research agreements may require disclosure, and in such a case a person shall disclose technology in accordance with the agreement. To make a proper disclosure, the inventor must prepare, sign, and date a patent disclosure in the

form promulgated by the University. The inventor must also include drawings, sketches, and other pertinent data to show the principle of the technology.

Action after Disclosure

- A.** The Standing Committee on Intellectual Property shall review the technology upon disclosure and shall recommend to the Chancellor/President that the University adopt one of the following actions:
1. Institute action to acquire patent protection. The committee shall recommend whether the University should pursue such action itself or refer the technology to a management agency; or license the technology as know-how and/or a trade secret, whether or not it obtains patent protection;
 2. Transfer intellectual property rights in the technology to the research sponsor, if such transfer is required by a research agreement; or
 3. Waive ownership in the intellectual property rights in the technology in favor of the inventor with the University retaining 10% interest in future revenues, should the inventor commercialize the technology that was disclosed. In addition, if the University had invested financial resources for legal protection of the technology prior to waiving ownership, the University shall recoup its legal fees and expenses from future revenues in addition to retaining a 10% interest in the technology. It is noted, however, that any future improvements or modifications developed at the University are considered new inventions and the property of the University and subject to this policy.
- B.** After reviewing the committee's recommendation and such other technical consultation as is appropriate under the circumstances, the Chancellor/President shall determine the University's course of action concerning the technology.
- C.** The University will act in good faith and will attempt to evaluate all disclosures within a reasonable time. The Standing Committee on Intellectual Property evaluates each disclosure, if adequate (see subsection following), within 120 days from the first scheduled meeting after the disclosure is made. Within 120 days, the committee transmits its recommendation to the Chancellor/President. The Chancellor/President has an additional 60 days to act on the committee's recommendation. If either the committee or the Chancellor/President fails to act on the invention within the relevant time period specified above, the inventor may request, and in response thereto the University may grant, a waiver of the University's rights in favor of the inventor.
- D.** If the inventor fails to provide any information pertinent, in the committee's judgment, to evaluation of the disclosure, the disclosure is not "adequate." In such circumstances, the committee shall request the needed information from the inventor, and the calculation of the 120- and 60-day time periods specified in the foregoing subsection shall not begin until the requested information is received by the committee.

Publication

Premature publication of information pertaining to technology could damage seriously the University's ability to obtain patent protection in foreign countries. Accordingly, an inventor may not seek publication of any information pertaining to disclosed technology until the earlier of (1)

90 days after disclosure is made, or (2) the University grants permission for such publication. This requirement is intended only to affect the timing for publication of research findings and shall not be used to infringe upon the academic freedom of any person. However, if the inventor publicly disclosed the invention, the University and members of the Standing Committee on Intellectual Property shall not be held responsible for any loss if patent protection is not secured.

Ownership of Copyrights

The University will not assert ownership of copyright developed by faculty, staff or students, unless separately contracted for, in any: 1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and survey instruments; 2. Lectures and unpublished lecture notes; 3. Musical works; 4. Dramatic works; 5. Works of visual art, such as sculptures and drawings; 6. Architectural works.

The University will assert ownership of copyright developed by faculty, staff or students, with regard to other types of works subject to copyright, namely, 7. Films, audiovisual works, slide programs, film strips; 8. Sound recordings and video recordings containing original performances; 9. Programmed instruction materials; 10. Computer programs, software, and documentation, allocation of copyright ownership will be as follows:

- A. University Supported Effort.** When a work is created with financial support or resources of the University and the work is not prepared in accordance with the terms of a contract or grant in which the University is a party or as a specific University assignment, the University will own the copyright and the division of royalty and other income will be based on the Net Income Distribution included in this policy. Routine use, as sanctioned by University policy, of library, office space, equipment, supplies, facilities, and personnel within the author's department or college does not, for the purposes of this section, constitute University support.
- B. Extramurally Sponsored Effort.** Copyright in works developed with support from an outside agency through a contract or grant will be owned by the University. The Chancellor/President or his designee must approve deviations from the policy.
- C. University Commissioned Efforts.** Materials or other works produced by employees of the University will be subject to copyright exclusively by the University if the University commissioned the employee to write or produce the specific materials or works. A faculty member's general obligation to produce scholarly and creative works and the receipt of a professional development leave, unless there is a specific agreement to the contrary, do not constitute University Commissioned Efforts as defined in this policy.
- D. Student copyrights as a result of course work.** The University claims no rights to works created by students in the course of their education, such as dissertations, papers and articles, if the student received no support from a research grant in the form of wages, salary, stipend or a grant from funds administered by the University. The University will own the copyright to works created by graduate students in the course of their assigned duties of employment, including duties as teaching or research assistant as part of an assigned task, where the assignment explicitly states that the work will be owned by the University.
- E. Categorization issues.** It is recognized that the boundaries among traditional forms of works of authorship may be difficult to apply to certain works in newer media. For example, the line between books and programmed instruction materials may not be apparent. For purposes of

this policy, a work whose presentation and use are interactive (other than for purposes of searching the text or otherwise locating material, or for verifying correct answers) will be regarded as a computer program rather than a book. When questions of ownership arise, and until the dispute is resolved, it will be managed as though the University owns the copyright.

- F. Software and Firmware.** Since the potential exists to protect software and firmware under copyright, patent, and trade secret laws, the author must comply with board policies and regulations governing copyrights and technology.

Disclosure of Copyright

Carefully planned methods of transferring board-owned rights in copyright will best accomplish the objectives stated in the "Purpose" section of this policy. The University can accomplish those objectives only if authors promptly disclose copyrighted material. Therefore, if a person creates copyrighted material, that person must disclose such works to the University as soon as practicable after the date of fixing the original expression in any tangible medium. Certain research agreements may require disclosure, and in such a case a person shall disclose technology in accordance with the agreement. To make a proper disclosure, the author must prepare, sign, and date a copyright disclosure in the form promulgated by the University. The author must also include other pertinent data to show the medium of copyright.

Action after Disclosure

The Standing Committee on Intellectual Property shall review the copyright upon disclosure and shall recommend to the Chancellor/President that the University adopt one of the following actions:

- A.** Recommend whether the University should pursue commercialization action itself or refer the technology to a management agency; or license the copyrighted material
- B.** Transfer the rights in the copyright to the research sponsor, if such transfer is required by a research agreement; or
- C.** Waive ownership in the copyright in favor of the author with the University retaining 10% interest in future revenues, should the inventor commercialize the copyright that was disclosed. In addition, if the University had invested financial resources for legal protection of the copyrighted material prior to waiving ownership, the University shall recoup its legal fees and expenses from future revenues in addition to retaining a 10% interest in the copyright. It is noted, however, that any future improvements or modifications developed at the University are considered new copyrighted material and the property of the University and subject to this policy.

After reviewing the committee's recommendation and such other technical consultation as is appropriate under the circumstances, the Chancellor/President shall determine the University's course of action concerning the technology.

Rights to Fair Use

Where the University owns the copyright, the authors will retain rights to copy and distribute the original work to the extent necessary for classroom use in connection with courses taught by the author at this or another university. In exercising these rights, the author will provide fair

attribution to the University of Houston for having supported the original work. The author will include the copyright notice. Where the author owns the copyright, the University will retain rights to fair use, archival and library reproductions, and performance and display of such works.

Revision of Materials and Works

Works to which the University, under the terms of this policy, owns the copyright shall not be altered or revised without providing the author a reasonable opportunity to assume the responsibility for the revision. If the author declines the opportunity to revise such material, the Chancellor/President in consultation with the appropriate department or office will make the assignment of responsibility for the revision.

Withdrawal of Materials and Works from Use

Materials and works to which the copyright is owned by the University, under the terms of this policy, shall be withdrawn from use when the University in consultation with the author deems such use to be obsolete or inappropriate. No withdrawal or other discontinuance shall take place that would violate the terms of any licensing or other agreement relating to the materials or works.

Reimbursement of Expenses

In those instances where the University takes copyright ownership pursuant to this policy, any gross revenue received as a result of commercializing any work of authorship developed or created at the University must first be applied to recovering expenses associated with creation of such work and with exploitation of the copyright therein. Thereafter, revenue will be allocated to the authors and the University in the same manner as net income in the case of patented inventions.

Apportionment among Authors

When there is more than one author of a work, the shares to the respective authors shall be distributed in the proportions set forth on the disclosure form submitted to the Standing Committee on Intellectual Property. If no disclosure has been submitted, then by agreement between the authors, or in the absence of such agreement, the proportions will be determined by the Chancellor/President after affording an opportunity for hearing those concerned.

Resolution of Copyright or Equity Disputes

A University Copyright Appeals Committee, an Ad Hoc Subcommittee of the Standing Committee on Intellectual Property, shall review the applications for the resolution of copyright or equity disputes and shall submit its recommendation to the Chancellor/President. Either the employee or the Vice President for Research may request a review. The Copyright Appeals Committee shall be appointed by the Chancellor/President from nominations submitted by the Standing Committee on Intellectual Property and shall function in accordance with policies and procedures established by the Standing Committee on Intellectual Property and reviewed by the University Faculty Senates. The Chancellor/President's decision will be binding on all parties, and will be conveyed to all involved in a timely fashion, but must be conveyed within 60 working days.

For more information visit the website for the Intellectual Property Standing Committee at http://www.research.uh.edu/Departments/Intellectual_Property_Management/Departments/Intellectual_Property_Management/Intellectual_Property_Committee.

Commercialization of Board-Owned Intellectual Property

The Board policy is to make productive use of intellectual property and copyrighted material for the good of the public, the creator, and the System. To achieve this goal, each component university may license, transfer, or otherwise commercialize Board rights in technology or copyrighted works developed by its faculty, staff, and students. To manage this process, each component university operates a licensing and transfer program and requires strict compliance therewith. Each component university also encourages creators themselves to seek potential licensees and transferees, or to notify the university of such individuals or companies. In all instances, the component university must be involved in any negotiation of a commercialization agreement concerning Board intellectual property rights in technology or copyrighted works, and must give final approval to any such agreement.

Net Income Distribution

- A. Reimbursements to System.** The Board recognizes the healthy symbiotic relationship that, by this policy, it seeks to foster between itself and persons associated with the University. Of necessity, the University will receive all gross revenue received as a result of commercializing any intellectual property rights developed or created at the University and this must first be applied to recovering the expenses listed in the definition of "net income" above. Thereafter, the creator(s) of the intellectual property has a residual economic interest, to be paid out according to the schedule in the following subsection.
- B. Creator's Residual Economic Interest**
1. 40% of Net Income shall be paid to the Creator(s) thereof in the proportions set forth on the disclosure form submitted to the Standing Committee on Intellectual Property (in the case of patents and other technology) or on the title page of the copyrighted work.
 2. Thereafter, unless the Standing Committee on Intellectual Property recommends, and the Chancellor/President adopts, a different distribution, the remaining Net Income derived from commercialization of the Intellectual Property Rights shall be distributed as follows:
 - a. 40% to the University;
 - b. 13% to the creator(s) academic department(s) or research center(s) in proportion to the research budget allocation;
 - c. 7% to the College(s) in proportion to the research budget allocation.
 3. When there is more than one creator, the foregoing shares to the creator shall be distributed in the proportions set forth on the disclosure form submitted to the Standing Committee on Intellectual Property (in case of patents or other technology) or on the title page of the copyrighted work.
- C. Time of Distributions.** The sums referenced in the foregoing schedule shall be distributed annually to the creator(s) or the University as soon as practicable after the close of the fiscal year during which the income was received.
- D.** When equity, in the form of stocks, is received as part of the royalty agreement, the company shall be directed to issue 40% of the stocks to the Creator(s) and the remainder of the stock shall be distributed to the University. In the event a Creator receives stocks from the company, the Creator shall elect to receive stock from either the University or the company, but not both.

- E. The distribution with the University shall be as follows:
1. The entire University share will be distributed to a component that has incurred the costs of development, protection of the Intellectual Property and Marketing;
 2. If the University of Houston System or another component has contributed financially to the commercialization of the Intellectual Property, the Chancellor or his designee shall determine the equitable distribution of the University share;

Faculty Awards

Esther Farfel Award

The annual Esther Farfel Award, the highest honor accorded to a University of Houston faculty member, is a symbol of overall career excellence. It carries a cash prize of \$10,000. Nominees must be full-time tenured faculty who have held continuous appointment at the University for at least five academic years. Nominees must demonstrate excellence in all areas of faculty responsibility including the significance and national/international impact of the individual's research or creative activity, evidence of outstanding teaching ability, and distinctive and exemplary service to the University, the profession, and the community.

John and Rebecca Moores Professors

The Moores Professors Program was established to honor full-time tenured faculty who have achieved the rank of full professor at the University of Houston and who have made outstanding contributions that include: documented excellence in research, scholarship, and/or creative activities with a clear distinction on a national and/or international level; documented excellence in teaching or mentoring at the undergraduate and/or graduate level with a clear distinction on a national and/or international level; and outstanding participation in governance or other uncompensated services at departmental, college, university, national, or international levels.

The purpose of the Moores Professors Program is to encourage and support continued excellence by providing funds for individual career development. Selection of faculty to become Moores Professors will be accomplished through competitive review following nomination by individuals, department chairpersons, or deans. Occasionally, the Senior Vice President and Provost will include a Moores Professorship in a recruitment package for a faculty candidate. Each Moores Professor will receive an annual stipend of discretionary funds. The position will be awarded for a period of five years subject to revocation for cause and with the possibility of renewal.

Teaching Excellence Awards

The University of Houston Teaching Excellence Awards for outstanding faculty and teaching assistants/fellows carry cash prizes of \$5,000 for faculty and \$1,000 for teaching assistants/fellows. Eight Teaching Excellence awards are granted annually for:

Tenured or tenure track faculty: Faculty must have been in residence at the University of Houston for at least two academic years prior to the year of nomination

Category 1: Outstanding teaching (four awards),

Category 2: Outstanding teaching of Undergraduate Core Curriculum courses (two awards),

Category 3: Demonstrated excellence in innovative teaching using instructional technology, possibly including but not limited to hybrid courses, online courses, and instructional television (one award)

Non-tenure track faculty: Faculty, who do not have tenure or tenure-track positions, including Instructors, Clinical Faculty, Research Faculty, Artist Affiliates, and Lecturers, make up Category 4. Faculty must have been in residence at the University at least half time for three years prior to nomination (one award).

Teaching assistants/fellows: Category 5 reserves two awards for outstanding teaching by TAs or Fellows.

Awards for Excellence in Research and Scholarship

The University of Houston Awards for Excellence Awards in Research and Scholarship carry cash prizes of \$5,000 and are granted annually to one faculty member in each of the following categories:

Full Professor: Candidate will have compiled a substantial continuing record of outstanding research, scholarship, or creative activities. Nominees for this award must have achieved pre-eminence in their field. At the time of nomination, an individual must have at least five (5) years service at the University of Houston.

Associate Professor: Candidate will have established a growing record of outstanding research, scholarship, or creative contributions, and will be at the point of emerging leadership in their field. At the time of nomination, an individual must have at least three (3) years service at the University of Houston.

Assistant Professor: Candidate will have demonstrated great potential in research, scholarship, or creative endeavors by virtue of the exceptional quality of their early contributions.

An individual can receive an award only once at each faculty rank.

Sigma Xi Award

Each year the University of Houston Chapter of Sigma Xi seeks to honor an outstanding scientist or engineer at the University of Houston with the Sigma Xi Faculty Research Award. The criteria for this award requires a candidate to be a significant contributor to the advancement of knowledge in his/her science, a tenured faculty member with an active research program as evidenced by extramural funding, have an acknowledged record of outstanding publications and invited presentations and a record of training successful students.

George Magner Award for Excellence in Undergraduate Academic Advising

The University Magner Award is for outstanding faculty advisors and outstanding staff advisors whose responsibility is to provide academic advising services to undergraduate students at the University of Houston. The recipients receive plaques and monetary awards.

For more information on these awards, please visit the Provost's website at http://www.uh.edu/provost/awards/awards_process.html

Responsibilities to Students

The University of Houston is committed to provide a high quality educational environment for all undergraduate, graduate, and professional students, and to continually improve the processes that serve those students.

Within the general context of professional responsibility toward students, the University of Houston emphasizes and encourages faculty cooperation in the following areas:

- A. Faculty are expected to be available for consultation with students, to respect the civil and institutional rights of students, to deal equitably and fairly with them in academic matters, to support students in their own development within the university community, and to set a high example of professional conduct with respect to both personal and corporate responsibilities and ways of dealing with ethical issues.
- B. With regard to student records, policies have been developed that are consistent with applicable federal and state laws and regulations. (*For information regarding some of these policies, see "Confidentiality of Student Records," pages 137-138.*) Faculty are expected to be familiar with and observe these policies.
- C. Faculty are expected to understand and comply with provisions made for participation by students in university decision making, both university-wide and within the subordinate units. The schools, colleges, and departments, on their part, may arrange for consultation with students and their participation in administrative committees.

Faculty are required to return all evaluated student material to the students or retain it for a six month period after the end of the last class of the semester evaluated.

The university has established procedures regarding the granting of credit, the assigning of grades, the establishing of degree requirements, and the advising of students. Similarly, procedures exist for handling disciplinary matters, student grievances, and sexual harassment. Specific information on such policies may be found elsewhere in this handbook or may be requested from the dean of the college, the Office of the Vice President for Research, Dean of Graduate and Professional Studies, or the Office of the Dean of Students.

Accommodating Students with Disabilities

It is the student's responsibility to inform the faculty member of the need for an accommodation. Faculty members should work with the Center for Students with DisABILITIES to organize an appropriate accommodation for all required work and testing. Faculty members should communicate in their syllabi that students who need an accommodation under the Americans with Disabilities Act or any other state or federal law should notify them as soon as possible.

Suggested wording for syllabus:

The American with Disabilities Act of 1990 requires that the university make reasonable accommodation to persons with disabilities as defined in the act. Students who feel they need assistance under the ADA guidelines should approach the instructor to discuss such consideration.

Religious Holy Days Policy

The University of Houston respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations.

The University of Houston excuses a student from classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this policy shall be treated consistently with the instructor's policies and procedures relating to other excused absences, except that no instructor's policy may deny the opportunity for make-up work and examinations, as described below.

Students are encouraged to inform instructors about upcoming religious holy days early in the semester to enable better planning and coordination of work assignments (and examinations). Instructors are encouraged to announce reasonable time periods for make-up work (and examinations) in the course syllabus and to make clear the consequences of a student's failure to meet such time requirements.

If a student and an instructor disagree about whether the absence is for the observance of a religious holy day, or if they disagree about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may appeal to the Office of Academic Program Management. All parties must abide by the decision of that office.

Eligible religions are those whose places of worship are exempt from property taxation. Copies of the state law are available in the offices of the Senior Vice President for Academic Affairs, the Dean of Students, and the A.D. Bruce Religion Center.

Class Schedule

Twice a year the Office of Registration and Academic Records publishes a Class Schedule that contains information regarding the enrollment process, course offerings, academic and administrative offices, advisors, final exams, and general university information. The Class Schedule is sold to students through the various stores and a limited number are distributed free of charge to colleges and departments. However, as changes may occur after the publication of the Class Schedule, faculty are responsible for familiarizing themselves with the most current information available in the administrative unit.

Confidentiality of Student Records

Student records are released by the Office of Registration and Academic Records, colleges, and departments for use only by faculty and staff for authorized university-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and consent, or where required by law. Release of student records for off-campus use is normally channeled through the Office of Registration and Academic Records with some certain exceptions, i.e., college or departmental recognition or announcements.

Retention and maintenance of student records must be in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA prohibits the disclosure of a student's educational records without his/her prior consent, except in circumstances specified in the act. In addition, FERPA provides all students access to their own educational records. All student records should be kept in locked areas and handled in a security-conscious manner. Student

records must be hand-carried only by faculty or university staff to the Office of Registration and Academic Records. Student records should not be sent through inter-office mail.

Certain information contained in a student's educational record is deemed directory information and may be released without the student's prior written consent unless the student has made a request to withhold this information. Directory information includes:

1. Name
2. Address and phone number
3. Major and minor fields of study
4. Date and place of birth
5. Dates of attendance
6. Degrees and awards received
7. Last educational institution attended
8. Participation in officially recognized activities and sports
9. Weight and height of athletic team members
10. University assigned e-mail address
11. Classification
12. Enrollment status
 - Undergraduate or graduate student
 - Full-time or part-time

No other information may be released through any University of Houston office by telephone, and no other information should be released to persons other than the student without permission from the student, or where required by law or upon subpoena.

Students who wish to protect directory information from disclosure may do so by notifying the Office of Registration and Academic Records during the first week of classes. A request made to withhold directory information remains in effect until revoked in writing by the student. The record of any student who has requested the university to withhold public information will have a message stating "DO NOT RELEASE PUBLIC INFORMATION." If the message appears, the only people allowed to view student information should be authorized faculty and staff and the student.

It is critical that all staff working with computer terminals accessing student academic and demographic information be informed of and understand these restrictions. The only people allowed to view a student's information should be authorized faculty and staff and the student. In addition, employees should be urged to memorize access and entry codes instead of displaying them or keeping them "handy."

If students request information in person, they must present picture identification before any information other than public information may be released. Information pertaining to a student may be disclosed to the student's parents or legal guardian with the prior written consent of the student or without prior written consent if the student is a dependent as defined by the Internal Revenue Code of 1954. Parents should be sent to the Office of Registration and Academic Records to fill out a Request for Release of Records based on Dependency of Student form. They must be willing to present proof of dependency by providing a copy of their last income tax return.

Disposal of student record information should be done with confidentiality in mind, by either shredding or mutilating the record before it is thrown away.

Questions regarding these policies should be directed to the Office of Registration and Academic Records, 713-743-1010.

Classroom Protocol

Faculty are expected to be familiar with all policies regarding academic programs, including those governing grading, advising, scheduling of examinations, and so forth. A few of these policies are

referred to below. For complete statements of all such policies, see the Undergraduate and Graduate and Professional catalogues.

Final Examinations

Final examinations, if given, shall be given during the time and date designated in the official university class schedule. Any exception to this policy must be approved in writing by the dean of the college in which the course is taught and announced by the instructor to the class no later than the last day to drop a course.

If during the summer a final examination is scheduled to conflict with a scheduled class, the final examination shall take precedence over the class and the instructor of the class shall not penalize any student who misses the class to take the final exam. The student who has the conflict shall notify both instructors of that conflict as soon as possible, but no later than the week before the scheduled exam. The student's absence from class shall be considered to be official, and the instructor shall allow the student either to make up missed work or be exempt without penalty from making it up.

An instructor shall not require previously unscheduled work in the form of tests, papers, or reports during the 14 calendar days prior to the examination period of each semester or five calendar days prior to the examination period of each summer session.

There shall be no required undergraduate class meetings, other than for final examination purposes, after the last day of classes. There shall be no final examinations during the reading period.

Classroom and Laboratory Examinations

For purposes of security and to ensure that assistance is available with testing instructions, it is expected that someone familiar with the examination being administered, either the instructor or a designee, will be present in the room during the examination period. It is recognized that such an expectation is not always appropriate, e.g., when an honor code is in force, for graduate seminars, or when the format of the examination makes it unnecessary.

Posting of Grades/Distribution of Student Work

The University does not require faculty to post grades. If grades are posted, student confidentiality must still be maintained. Accordingly, grades should not be posted using name, social security number or other information that would allow someone other than the student to identify the owner. As a corollary to the posting of grades, confidentiality of student work must also be maintained. When returning student work, faculty must exercise caution to maintain confidentiality as described above.

Incomplete (I) Grades

The grade of "I" (Incomplete) is a conditional and temporary grade given when students are either (a) passing a course or (b) still have a reasonable chance of passing in the judgment of the instructor but, for non-academic reasons beyond their control have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. Students must contact the instructor of the course in which they receive an I grade to make arrangements to

complete the course requirements. Students should be instructed not to re-register for the same course in a following semester in order to complete the incomplete requirements.

The grade of "I" must be changed by fulfilling the course requirements within one year of the date awarded, or it will be changed to an "F" (or to a "U in S/U graded courses). The instructor may indicate a time period of less than one year to fulfill course requirements, and the grade may be changed by the instructor at any time to reflect work completed in the course. The grade of **I** may not be changed to a grade of **W**. For further guidelines on this policy please refer to the Undergraduate Studies Catalog

Dropping Courses

Beginning in Fall 2007, all students will be allowed a total of six (6) withdrawals (Ws). W's may be used at any time during their college career to drop a course up through the last day to drop a course or withdraw from all courses. When these 6 Ws have been used, the student must complete all subsequent courses. When a class which includes a lab (or recitation) is taken concurrently, the dropping of such a class and lab (or recitation) will count as one withdrawal if dropped simultaneously.

The last day to drop or withdraw from a course without receiving a grade is before the Official Reporting Day (ORD). Please see the academic calendar for the exact date.

www.uh.edu/academics/catalog/general/academic_calendar.html.

The last day to drop or withdraw from a course with a grade of W or U (in the case of S/U grade) will be the last day to drop a course for each semester (generally four weeks prior to the last class day of a fall or spring semester, generally six class days prior to the last class day of summer I, II, or IV, and generally three weeks prior to the last class day of summer III). Consult the academic calendar for specific dates,

www.uh.edu/academics/catalog/general/academic_calendar.html.

Enrollment in a course may be terminated in any one of the following ways:

1. Undergraduate students who wish to drop a course must obtain the signature of the instructor.
2. An instructor may drop students for any one of the following reasons:
 - a. Lack of prerequisites or corequisites for the course listed in the latest catalog, but only through the last day for dropping courses. Students who have not met the prerequisites will be dropped without a tuition refund if the drop date is after the refund date. (Students who enroll in a course for which they are not eligible and then remain in the course knowingly misrepresent their academic records or achievements as they pertain to course prerequisites or corequisites and are in violation of the university's academic honesty policy.)
 - b. Excessive absences, but after the last day for dropping courses only with the approval of the dean of the college in which the course is being offered.
 - c. Causes that tend to disrupt the academic process (except those actions involving academic honesty, which come under the jurisdiction of the academic honesty policy), but after the last day for dropping courses only with the approval of the dean of the college in which the course is being offered. Disruptive behavior includes the use of or the failure to deactivate cell phones, pagers, and other electronic devices likely to disrupt the classroom. Students may make timely appeal of charges through the office of the dean of the college in which the course is taught.

3. After the last day for dropping courses, undergraduate students may drop or be dropped by their instructor from a course with a W or U , as determined by the instructor, only with the approval of the dean of the college in which the course is offered and only for rare, urgent, substantiated, nonacademic reasons.

Students are responsible for verifying that they have been dropped from a course with the Registrar's Office at the Welcome Center. (Students may also use the web site to check their enrollment status.) All F-1 and J-1 international students must see the International Student and Scholar Services Office before dropping courses. Business majors must also secure permission from the Office of Undergraduate Business Programs in the Bauer College of Business. Athletes must see the Assistant Director of Athletics before dropping courses.

Students may not receive a W for courses in which they have been found guilty of a violation of the Academic Honesty Policy. If a W is received prior to a guilty finding, the student will become liable for the Academic Honesty penalty, including F grades.

Students who find it necessary to request either a medical withdrawal or administrative withdrawal from the university before the end of the semester will not have to use their Ws for withdrawal. Likewise, financial withdrawals will not be included in the number of Ws used.

For more information, visit the Provost Office website at <http://uh.edu/provost/fac/fac.html>

Student Evaluations of Teaching

Student evaluations will be conducted in all regular credit courses taught by instructors of record at the University of Houston. These evaluations should be used to assist and encourage teachers to improve their courses and instructional techniques. In addition, these evaluations will be used as one of the components in personnel decisions.

Each college should develop evaluation instruments and procedures that are appropriate for the academic programs of the college. These evaluation instruments and procedures will be reviewed by the Provost. Student evaluations of teaching (with narrative comments omitted) will be compiled in a uniform format by the department/college and will be housed in a central location in the library for general public access. These evaluations will be made available, under appropriate supervision, to anyone requesting them.

Exceptions to these policies must be approved by the Provost.

Medical Withdrawal Policy for Undergraduate Students

Undergraduate students seeking medical withdrawal must follow the policy detailed in the Undergraduate Studies Catalog. For undergraduate and post-baccalaureate students the responsible officer is the Senior Vice President for Academic Affairs.

- A. The responsible officer (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at the University of Houston. Requests for medical withdrawal must be completed by the end of the semester following the semester in which the coursework was taken. Medical withdrawals do not guarantee an automatic refund of tuition and fees to the student. Refunds for tuition and fees are determined by the Student Financial Services refund schedule deadlines.

- B. Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive a grade, a W or an F in each course for which they were registered.
- C. Students who receive medical withdrawals must obtain permission from the responsible officer to enroll again at the University of Houston.
- D. Under extenuating circumstances, the responsible officer may apply this policy retroactively.

Procedures for Medical Withdrawal for undergraduate students are available from the *Student Handbook* at <http://www.uh.edu/dos/pdf/new/1004%20DOS%20student%20hdbk.pdf>.

Administrative Withdrawals

A student may request withdrawals from all courses in which the student is enrolled in cases when the student experiences an extenuating personal or family situation, beyond the control of the student, that impedes academic progress. For further information on the policy guidelines please refer to the Undergraduate Studies Catalog.

Medical Withdrawal Policy for Graduate and Professional Students

Decisions regarding medical withdrawals are best handled at the local departmental/college level. However, the dean of the college may, at his or her discretion, request advice from the Dean of Graduate and Professional Studies regarding individual cases.

The dean of the college of the student's major (or designated representative) may grant medical withdrawals at any time to graduate and professional students who must withdraw for medical reasons from all courses for which they are registered at the University of Houston.

Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive an "I", a "W", or (in some instances) a grade, in each course for which they were registered.

Graduate and professional students who receive medical withdrawals must obtain permission from their college dean to enroll again at the University of Houston.

Under extenuating circumstances, the dean may apply this policy retroactively.

Procedures for Medical Withdrawal for graduate and professional students are available in the *Graduate & Professional Studies Catalog* at http://uh.edu/grad_catalog/.

Academic Honesty Policy

Article 1. General Provisions

1.01 Rationale. The university can best function and accomplish its objectives in an atmosphere of high ethical standards. It expects and encourages all students, faculty and staff to contribute to such an atmosphere in every way possible and especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, and practice these principles. As a consequence, alleged cases of academic dishonesty will inevitably occur, and students will be accused. The following procedures are designed to handle these cases in fairness to all concerned: the accused student, the faculty, and the university.

1.02 General Jurisdiction. Matters relating to academic honesty are within the general jurisdiction of the Senior Vice President for Academic Affairs and Provost. Allegations of scientific misconduct against students engaged in research supported by funding from the university or other sources will be handled according to the University of Houston Ethical Conduct in Academic Research and Scholarship Policy (contact the Division of Research at 713-743-9222 for a paper copy or at <http://www.research.uh.edu> on the World Wide Web).

1.03 College with Jurisdiction. Specific jurisdiction in academic honesty matters rests in each school or college of the university. The school or college with jurisdiction is determined by the course in which dishonesty occurs. If the student involved majors in a college other than that offering the course, the college offering the course has jurisdiction, but the dean of the student's major college will be informed. If the college with jurisdiction cannot be determined from the relationship between the alleged actions of a student or group of students and a particular course, then the Provost will designate which has jurisdiction.

1.04 Colleges to which the Policy Applies. The policy on academic honesty applies to all colleges within the university. However, any college may present to the Provost a code separate from this university policy. After approval by the Provost, and after such publication as the Provost shall direct, academic honesty matters over which that college has jurisdiction shall be governed by that code. Honor systems within the professional colleges are especially encouraged.

1.05 Questions Regarding Applicability of Policies. All questions regarding the applicability of college codes or university policy or special provisions of either shall be determined finally by the Provost.

1.06 Compass of Actions Taken Against Students. Actions taken against students are university-wide in their effect.

1.07 Faculty Responsibility. Faculty have the responsibility of reporting incidents of alleged academic dishonesty through their department chair to their dean.

1.08 Student Responsibility. Students have the responsibility of reporting incidents of alleged academic dishonesty first to the instructor involved, or to the appropriate authority if the alleged act is not associated with a specific class.

1.09 Purpose of Procedures. The purpose of these procedures is to provide for the orderly administration of the Academic Honesty Policy consistent with the principles of due process of law. Reasonable deviations from these procedures will not invalidate a decision or proceeding

unless the Provost determines, upon written appeal from the accusing and/or accused parties, that it will result in prejudice to one or more of the parties involved.

1.10 Instructor Responsibility. Instructors shall have the responsibility of taking action with respect to incidents of alleged academic dishonesty in accord with this Academic Honesty Policy.

1.11 Definitions.

1.11.01 Class Day. Class days, for purposes of this policy, are defined as days the university is open and classes are meeting (excluding Saturdays).

1.11.02 Internal Use. Internal use defines who has access to a student's records. Records for internal use will be released only to University of Houston officials who have an educational need to know the information.

1.11.03 Permanent Record. Permanent record includes documents, forms, copies, reports, statements, tape recordings, etc. that are acquired while a student attends the University of Houston. The information is available to outside sources according to the procedures established by the Family Education Rights and Privacy Act of 1974.

1.11.04 Sanction. Sanction means the penalty assessed for a violation of the Academic Honesty Policy.

1.11.05 Instructor. Instructor refers to a faculty member, lecturer, teaching assistant, or teaching fellow in charge of the section in which an alleged violation of this Academic Honesty Policy has occurred. Such individuals will normally be the instructor of record of the course section in question. In instances where this is not the case, instances of alleged cheating should be reported to the supervisor (e.g., laboratory supervisor) of the instructor as well as the chair.

1.11.06 Chair. Chair refers either to the Chair of the department responsible for the course in which an alleged violation of the academic honesty policy occurs or to his/her designated representative. If the college responsible for the course in question does not have individual departments, Chair as used below shall refer to the individual designated by the Dean of the college to act as hearing officer in academic honesty cases.

1.11.07 Dean. Dean refers to either the Dean of the College containing the department offering the course in which the alleged violation of the academic honesty policy occurs or to his/her designated representative (Hearing Officer).

1.12 Notification. All required written notices shall be addressed to the student at his/her local address as it appears on University of Houston records and deposited in the U.S. mails. A notice properly addressed and so deposited shall be presumed to have been received by the student. It is the responsibility of the student to inform the University of a change of address in a timely manner so that University records can be accurately maintained.

Article 2. Preventive Practices

2.01 Preventive Measures. Instructors will help students comply with the academic honesty policy by minimizing the temptation to act dishonestly. Among other measures, the instructors should:

Maintain adequate security precautions in the preparation and handling of tests;

Structure the type and sequence of examination questions so as to discourage dishonesty;

Provide ample room for proper spacing of students during an examination period, if room is available; and

Monitor examinations, especially in large classes and in classes where not all students are known to the instructor or the assistant.

Make clear to their students, in writing, what constitutes academic dishonesty, particularly in those classes where group activities (laboratory exercises, generation of field reports, etc.) are part of the instructional process.

Require students to sign major assignments and exams and to write a short pledge in their own hand affirming that they have not violated the Academic Honesty Policy.

Article 3. Categories of Academic Dishonesty

3.01 Application of the Academic Honesty Policy. This policy applies only to those acts of dishonesty performed while the student is enrolled in the university.

3.02 Academic Dishonesty Prohibited. "Academic dishonesty" means employing a method or technique or engaging in conduct in an academic endeavor that the student knows or should know is not permitted by the university or a course instructor to fulfill academic requirements. Academic dishonesty includes, but is not limited to, the following:

Stealing, as theft of tests or grade books, from faculty offices or elsewhere; this includes the removal of items posted for use by the students.

Using "crib notes," as unauthorized use of notes or the like to aid in answering questions during an examination;

Securing another to take a test in the student's place; both the student taking the test for another and the student registered in the course are at fault;

Representing as one's own work the work of another without acknowledging the source (plagiarism). This would include submitting substantially identical laboratory reports or other materials in fulfillment of an assignment by two or more individuals, whether or not these used common data or other information, unless this has been specifically permitted by the instructor.

Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;

Giving or receiving unauthorized aid during an examination, such as trading examinations, whispering answers, and passing notes, and using electronic devices to transmit or receive information.

Openly cheating in an examination, as copying from another's paper;

Using another's laboratory results as one's own, whether with or without the permission of the owner;

Falsifying results in laboratory experiments;

Mutilating or stealing library materials; misshelving materials with the intent to reduce accessibility to other students;

A student's failing to report to the instructor or department chair an incident which the student believes to be a violation of the academic honesty policy;

Misrepresenting academic records or achievements as they pertain to course prerequisites or co-requisites for the purpose of enrolling or remaining in a course for which one is not eligible.

Possessing wireless electronic devices capable of transmitting and/or receiving wireless signals in an exam room unless expressly permitted by the instructor. Students seen with such devices will be charged with academic dishonesty.

Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

Article 4. Sanctions

4.01 Sanctions. The sanctions for confirmed breaches of this policy shall be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. Sanctions may include, but are not limited to, a lowered grade, failure on the examination or assignment in question, failure in the course, probation, suspension from the University, expulsion from the University, or a combination of these.

4.02 Probation, Suspension, and Expulsion. The terms probation, suspension and expulsion as used herein refer to these sanctions only as they are imposed as a result of violations of this Academic Honesty Policy. All policies and procedures for the imposition and appeal of these sanctions are contained within this policy.

Article 5. Departmental Hearing

5.01 Departmental Hearing. When an instructor has reasonable grounds to believe that a student has committed an act of academic dishonesty, the instructor shall notify the Chair of the concerned department, in writing, within five class days of discovery. Students who believe they have observed an act of academic dishonesty shall report the incident to the instructor, as soon as possible, who shall report the incident in writing to the Chair within five class days. Within ten class days of notification, and absent a recommendation from the accusing instructor that could lead to a waiver of the departmental hearing as provided in Article 5.03, the Chair shall establish a time and date for a departmental hearing and shall notify the instructor, the accused student, and the accusing party if other than the instructor. The accused shall be notified of the nature of the alleged offense and the time and place of the hearing normally by certified mail. Should any of the parties fail to appear, without good cause, at the departmental hearing, the Chair may render a decision in their absence.

Both sides shall have an opportunity to present their cases during the above hearing. This may include the introduction of physical evidence as well as testimony from individuals who have knowledge of the circumstances. If either side intends to have individuals appear at the hearing for such testimony or as legal counsel, the Chair must be notified at least three class days before the hearing. If either side will be advised by legal counsel, the hearing cannot be held with such counsel in attendance unless a representative from University of Houston legal counsel is also present.

The Chair shall render a decision within three class days after the hearing and forward copies of the decision to the student, instructor, and Dean of the college responsible for the course in which the alleged offense occurred. Both the accused student and the instructor have equal right of appeal if the decision of the Chair is not acceptable. If a written appeal is not received by the Dean of the college within ten class days of the decision at the departmental level, the action recommended by the Chair shall be implemented. A departmentally recommended penalty involving suspension or expulsion shall be reviewed in a college hearing unless such hearing is waived as provided in Article 5.04 below.

5.02 Group Violations of the Academic Honesty Policy. In instances where two or more students are alleged to be involved in the same infraction of the academic honesty policy, at the discretion of the Chair, the case against the whole group will be dealt with at a single hearing. The facts common to all cases will be presented with all students allegedly involved in attendance. Each student shall be allowed to present his/her defense to the Chair separately. If requested by the presenting student, such a defense shall be presented outside the hearing of the other students.

5.03 Waiver of Departmental Hearing. When notifying the chair of the alleged infraction, the faculty member shall have the option of suggesting, to the Chair, a sanction for the alleged violation of the Academic Honesty Policy that would, if acceptable to the student, instructor, and chair, preclude a departmental hearing. Such sanctions would normally include reduced or zero credit for a test assignment, a grade of “F” in a course, or other such agreed upon sanctions. Sanctions involving disciplinary probation or sanctions requiring a college level hearing cannot be used. In cases for which the instructor suggests a sanction so as to preclude the departmental hearing, the accused shall be notified, in writing, by the chair of the choice of: (1) acknowledging the alleged academic honesty violation, waiving the formal departmental hearing, and accepting the associated sanction; or (2) proceeding to a formal departmental hearing. Upon electing the waiver of a departmental hearing, the student’s name will be placed on a list that is maintained, by the Department, the Dean’s office and the Provost’s office, until graduation. Following graduation the student can request that his/her name be removed from these lists. An agreement to settle an academic honesty infraction via a waiver of the formal departmental hearing will not result in any record being kept that is reflected on the student’s transcript or his/her permanent record. The waiver of a departmental hearing process must be agreed to by the instructor, the student and the department chair. In the event that all three cannot agree to a waiver, the case must be moved to a formal departmental hearing. A student is allowed only one waiver of a departmental hearing during his/her entire academic career at the University of Houston. A formal departmental hearing will be scheduled should a student fail to respond to written notifications concerning the alleged infraction of the academic honesty policy.

5.04 Waiver of Automatic College Hearing. If a student wishes to accept a departmentally recommended sanction of suspension or expulsion, he or she may submit a written waiver form to the dean of the college no later than ten class days after being notified of the departmental decision. The waiver form is issued from the Dean of Students Office only after the student has met with the Dean of Students (or his/her designated representative), who will ensure that the student is aware of his/her rights in the appeal process. The Dean shall then implement the departmental decision and notify the appropriate parties of the disposition of the case within five class days of receipt of the waiver request. The sanction is considered a college level decision.

5.05 Conflict of Interest. When faculty responsible for the implementation of the Academic Honesty Policy (Deans, chairs, or designated representatives) are themselves party to a case, they

shall in no way participate in the administration of the policy. Such responsibilities shall pass to faculty and administrators not directly involved in the case.

Article 6. College Hearing

6.01 College Hearing. If either the student or the instructor wishes to appeal the decision of the departmental chair, he or she must file a written request for a hearing with the Dean of the college within ten class days of the department chair's decision. Within ten class days of receipt of such a request the Dean will set a time, date and place for the hearing.

6.02 Duties of the Dean. It shall be the duty of the Dean to:

- a. Select a college academic honesty panel;
- b. Set and give notice of the time and place of the college hearing;

6.03 College Hearing Officer. The college hearing officer shall be appointed by the dean. Normally the hearing officer will be appointed for a full academic year. Correspondence with the hearing officer should be addressed to the office of the dean of the college.

6.04 Duties of the College Hearing Officer. It shall be the duty of the college hearing officer to:

- a. Conduct the hearing in an orderly manner so that both sides are given an opportunity to state their case;
- b. Rule on procedural matters;
- c. Leave the hearing room during the panel's deliberations but remain available to answer questions on procedural matters; and
- d. Prepare and submit one copy of the decision to the dean and one copy to the Provost. The college hearing officer shall not take part in the vote nor otherwise participate in the deliberations of the panel.

6.05 Academic Honesty Panel. The college academic honesty panel shall consist of two faculty members and three students. The panel will be selected by the college hearing officer from faculty and currently enrolled students of the college. The chair of the panel shall be a student appointed by the hearing officer.

6.06 The Dean of Students. The dean of students, or his or her designee, shall be required to attend all college hearings to serve as a university resource person. This individual shall not have a vote at a college hearing nor be present during the deliberations of the panel. This individual shall not have a voice at a college hearing unless so requested by the panel or hearing officer.

6.07 Hearing Procedure.

- a. The date of the hearing must be adhered to. Any delay must be approved by the hearing officer. Only documented, extenuating circumstances will be considered.
- b. All parties shall notify the hearing officer in writing of the name, address, and telephone number of their witness(es) and counsel, if any, at least three class days prior to the date of the hearing.

- c. The hearing shall be mechanically recorded. The parties involved may obtain a copy of the recording from the hearing officer at the expense of the requesting party.
- d. All parties shall be afforded the opportunity for reasonable oral arguments and for presentation of witnesses and pertinent documentary evidence.
- e. All parties shall have the right to advice of counsel of choice. This individual may attend the hearing but shall not directly participate in the hearing or enter into argument with the parties present. The case presented to the panel must be made by the accusing individual and the accused student. The Chair to whom the accusation of a violation of the academic honesty policy was presented normally will attend the hearing and may serve as a witness. The instructor or other individuals who reported the alleged misconduct shall present the relevant evidence, including testimony by witnesses. The accused student shall then present his/her case, including testimony by witnesses. Neither party shall ask questions of or solicit testimony directly from the other party or its witnesses. Where it appears that there are matters of disputed fact, the hearing officer shall request the panel to ask appropriate questions of either or both parties and/or their respective witnesses so as to clarify the points in dispute.
- f. The panel shall have the right to question any and all witnesses and to examine documentary evidence presented.
- g. At the conclusion of the hearing, the panel shall meet in a closed session. A finding of guilt is accomplished by a vote of four out of five of the panel, and punishment has to be agreed to by three or more. Upon reaching a decision, the panel shall inform separately through the hearing officer all parties of its judgment, including the Dean of the college and the Provost.
- h. The dean shall notify the appropriate parties of the disposition of the case within five class days of receipt of the panel's judgment.

6.08 Group Violations of the Academic Honesty Policy. In instances where two or more students are alleged to be involved in the same infraction of the academic honesty policy, the case against the whole group will be heard by a single academic honesty panel. The facts common to all cases will be presented with all students allegedly involved in attendance. Each student shall be allowed to present his/her defense to the panel separately. If requested by the presenting student, such a defense shall be presented outside the hearing of the other students.

Article 7. Senior Vice President for Academic Affairs and Provost Appeal

7.01 Appeal of the Panel's Decision. Within five class days of the panel's decision, either party may file an appeal for review with the Provost or that officer designated by the Provost. The appeal shall be in writing and shall specifically address the issues to be reviewed.

7.02 Senior Vice President for Academic Affairs and Provost Procedural Review. The Provost shall review the appeal within ten class days of the receipt of the appeal. If either party has requested an appearance or is requested to appear by the Provost, then both parties must be informed. Since the case was heard by a peer group (Article 6.05), the intent of the Provost's review is not to modify the penalty or to substitute the judgment of the Provost for that of the peer panel which heard the case, or hear new or additional facts on the case. The intent of this review is to ensure that the college hearing and judgment were not arbitrary, were not capricious or discriminatory, did not violate the due process of the accused, and did not violate the concepts

of fair play to both parties. The Provost shall notify all parties of the decision within three class days of the completion of the review.

7.03 Actions Which the Senior Vice President for Academic Affairs and Provost May Take.

- a. The Provost may conclude that one or more of the basic concepts involved in a fair hearing at the college level were violated and return the case to the college for another hearing with a different panel in accordance with Article 6 and resubmission for Provost procedural review; or
- b. If, in a rare case, the Provost independently feels that the penalty assessed in the college hearing is not commensurate with the offense, then s/he may send the case back to the college as described above; or
- c. The Provost may approve the actions and conclusions of the college academic honesty panel and see that the judgment is enforced. The Provost procedural review is the final institutional step in matters of academic integrity.

Article 8. Records

8.01 Not Guilty. If a student is found to be not guilty after the review process is completed, records concerning the matter shall not become a part of the student's permanent record.

8.02 Departmental Sanctions. If a student is found guilty in a departmental hearing and if the matter is not heard before the college academic honesty panel (i.e., is neither appealed nor automatically reviewed because of the penalty), the record of the proceedings and penalty will be maintained by the university for internal use only and will not become a part of the student's permanent record.

8.03 College Sanctions. If a student is found guilty by a college academic honesty panel or waives an automatic appeal, the disciplinary sanction becomes an irrevocable part of the student's permanent record. This record is not the same as the student's transcript (See Article 8.05 below).

8.04 Records. The Provost shall maintain a record of those students found guilty at any level, including those students who have elected a waiver of the departmental hearing (See Article 5.03).

8.05 Notations on a Student's Transcript. Action resulting in a student's suspension or probation for academic honesty policy violations will be entered on the student's transcript until the period of sanction has elapsed. When the sanction has elapsed, the student may petition the college placing the notation to remove the notation from the transcript. The request to remove the notation from the transcript is the student's responsibility.

For additional information: Office of the Provost, 713-743-9101 or visit the website at <http://www.uh.edu/provost/>.

University of Houston Degree Revocation Policy

Academic integrity rests with all members of the university community, and academic decisions are based upon trust between faculty and students. The university's award of academic credit and degrees is its certification of student achievement. If students acquire their academic credentials by deceit, fraud, or misrepresentation, they deceive not only the university but also those who may

eventually rely upon the knowledge and integrity of its graduates. Such misconduct may not be discovered until the student has left the university or received a degree. In such instances, the university reserves the right to revoke degrees, decertify credit, and rescind any University of Houston certification that warrants that the student successfully completed course work or requirements for a degree. Decisions to take such actions will be made only after careful consideration of all the available evidence.

For additional information: Office of the Provost, 713-743-9101 or visit the website at <http://www.uh.edu/provost/>.

University Hearing Board

The University of Houston has delegated a wide range of disciplinary powers to the University Hearing Board and to the Student Traffic Court. Students, faculty, and staff representatives participate in making decisions in these bodies. The University Hearing Board and the Dean of Students Office handle the majority of student disciplinary matters. The Student Traffic Court adjudicates complaints of student violations of university traffic regulations; appeals of their decisions are heard by the Dean of Students Office. Faculty cooperation with both courts is essential for their successful operation. More information concerning these bodies is contained in the *Student Handbook*.

For additional information: Dean of Students Office, 713-743-5470 or visit the website at <http://www.uh.edu/dos/>.

Student Services

The university offers a number of services to assist students. Faculty should be especially aware of those enumerated below. For services designed primarily for faculty, see "Facilities and Services," pages 168-198. Services for staff are set forth in the *Staff Handbook*.

Counseling and Testing

Counseling and Psychological Services (CAPS) is a unit within the Division of Student Affairs. The mission of CAPS is to assist members of the university community in functioning effectively in their academic and personal lives. It accomplishes this by identifying and addressing the needs of students; educating the university community about institutional and environmental climates conducive to student success; and empowering faculty, staff, and students to develop skills for such success.

For additional information: Counseling and Psychological Services, 713-743-5454, or visit the website at <http://www.caps.uh.edu/>.

Student Learning Assistance

Learning Support Services

Learning Support Services (LSS) works to improve the retention and graduation rates of students. LSS offers learning support programs and self-development activities to remediate deficits and develop skills necessary for college success. Individualized diagnostic, prescriptive, and instructive educational plans as well as group intervention programs are available.

LSS offers assessment, counseling, and referral; audio tape instruction; computer-aided learning; exam preparatory workshops; handouts; study skills seminars; supplementary instruction programs; peer tutoring; and videotape instruction. Services are provided at facilities in the Social Work building and the UC Satellite.

For additional information: Learning Support Service, 713-743-5411 or visit the website at <http://www.las.uh.edu/lss/>.

Challenger Program

The Challenger Program provides academic and personal support to first generation, low income, and/or physically disabled university students. Participating students receive the following services: peer tutoring, workshops, a three-semester credit reading/writing and study skills course, study groups, academic and personal counseling, vocational testing and advising, financial aid assistance, cultural enrichment activities, newsletters, orientation, interest groups, support groups, referrals to on/off campus support programs, and early warning system and needs assessment guidance.

For additional information: Challenger Program, 713-743-5420, or visit the website at <http://www.las.uh.edu/cp/>.

University Testing Services

The University Testing Services provides services ranging from entrance and admission/placement testing and psychological batteries to a variety of certification exams needed for entry to various

professional endeavors. Services include admission testing, board certification examinations, credit by examination, institutional testing, national testing, placement testing, and vocational testing.

For additional information: University Testing Services, 713-743-5444, or visit the website at <http://www.las.uh.edu/uts/>.

Measurement and Evaluation Center

The Measurement and Evaluation Center enters placement scores on the student databases, scores placement and psycho-educational tests, and scans dissertation materials. For the Center's services to faculty, see *pages 183-184*.

For additional information: Measurement and Evaluation Center, 713-743-5440, or visit the website at <http://www.las.uh.edu/MEC>.

Center for Students with DisABILITIES

The Center for Students with DisABILITIES (CSD) is the Division of Student Affairs unit responsible for helping to ensure the university's compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990.

CSD provides needed academic support services to all University of Houston students, including part-time and evening students, with any type of documented health impairment, learning disability, physical handicap, or psychiatric disorder.

CSD offers individualized testing, a computer resource room with adaptive equipment and software, a library of taped textbooks, wheelchair repair and loan services, free carbonized note paper, library assistance, resource referral, registration assistance, coordination of note-takers, sign-language interpreters, personal care attendants, etc.

Faculty members are required to announce to their classes that students with any type of documented disability are legally entitled to "reasonable and necessary accommodations" in their coursework. Students should be referred to CSD early in the semester to ensure that they receive equal educational opportunities. See *Responsibilities to Students, page 136*.

For additional information: Center for Students with DisABILITIES, 713-743-5400, TDD, 713-749-1527, or visit the website at <http://uh.edu/csd/>.

Student Legal Advising Service

The Student Legal Advising Service employs a legal advisor who is an attorney and provides advice to students in areas such as landlord-tenant relations, small claims court procedures, the laws of marriage and divorce, traffic accidents, and other legal problems. The student legal advisor does not make court appearances but can give legal advice and referral. The Legal Advisor also supervises one or two third-year law students who provide similar services.

For additional information: Student Legal Advising Service, 713-743-5450 or Student Ombudsperson, 713-743-5470, or visit the website at <http://www.uh.edu/sls/>.

Other Services

Student Employment

Positions open to and preferred for students with financial need are posted in the Office of Scholarships and Financial Aid; other positions open to students, including many available off campus, are posted in the University Career Services. In addition, some colleges may post information about internships and job opportunities.

For additional information: Office of Scholarships and Financial Aid, 713-743-9090, or visit the website at <http://www.uh.edu/enroll/sfa/>; University Career Services, 713-743-5100, or visit the website at <http://www.career.uh.edu/>.

Student Government Association

The Student Government Association (SGA) is the university's student government and official representative organization. The SGA works to improve the quality of education and university life and participates in policy-making decisions by representing the interests of students to the administration, the Board of Regents, and the faculty and on various university committees, councils, and boards. The association also participates in student disciplinary cases, and works to preserve student rights.

For additional information: Student Government Association, 713-743-5220, or visit the website at <http://www.uh.edu/sga/>.

University Center (UC)

The University Center offers a wide variety of useful products, services and opportunities to meet and connect with other people. The University Center is located just inside Entrance 1 and provides dining facilities, comfortable lounges for studying, visiting and watching television; and meeting rooms for conducting organization meetings, social events and educational programs.

The University Center Administrative Office is located on the second floor and is responsible for the overall operation of the University Center, University Center Satellite, Cullen Performance Hall and the Child Care Center.

The University Center is also home to the Dean of Students Office, Dining Services Office; Student Legal Services; and the Student Information and Assistance Center. In the UC Underground, the Department of Campus Activities Offices are home to the Student Government Association, fee-funded umbrella student organizations, over 280 registered student organizations and their professional advisors. Also in the UC Underground, the Metropolitan Volunteer Program offers a multitude of opportunities to improve the world at the local level.

For more information, contact the University Center Administration Office, 713-743-5280, or visit the website at <http://www.uh.edu/ucaf/>.

Environmental Health

It is the goal of the University to maintain a safe and healthy environment for all students, employees, and visitors in accordance with all standards affecting university health and safety established by federal and state legislation.

To accomplish the stated goal and maintain compliance, the Environmental Health and Risk Management (EHRM) Department has been created. Environmental Health and Risk Management is responsible to help the university community eliminate or reduce hazards, provide safety training, establish specialized environmental health and safety procedures, and advise the faculty and administration of the University of Houston in matters of environmental health, safety, or environment.

There are other University policies that address health and safety issues, such as the Fire Safety Code (MAPP 06.02.02 website at <http://www.uh.edu/mapp/06/060202.htm>). See the unit administrator for current MAPPs.

Environmental Health Policy

The purpose of this statement is to assign responsibility for the development and maintenance of an environment for students, employees, and visitors that is free of recognized hazards.

- A. Maintenance of healthy environment.** The maintenance of a safe and healthy environment and the development of positive attitudes regarding safety among all members of the university community are the duty and responsibility of all university employees.

Deans, department chairs, faculty, and staff supervisors are to be continuously cognizant of the safety needs of their students and personnel. They shall initiate necessary preventive measures to control hazards associated with activities under their direction. It is essential that all supervisory personnel recognize that they are responsible for the safety of all personnel under their jurisdiction. Safety shall be incorporated as an integral part of all programs where there is a hazard of accidental injury.

- B. Environmental Health and Safety Standards.** The university shall endeavor to comply with the intent of appropriate federal and state legislation, including the federal Occupational Safety and Health Act of 1970, Texas Occupational Safety Act of 1967, the United States Substance Control Act of 1970, the National Fire Codes, the Texas Workers' Compensation Act, the Resource Conservation and Recovery Act of 1976 as amended in 1984, the Texas Hazard Communication Act of 1985 as amended in 1986, and any and all federal or state acts or laws that may relate to the university's operation. These acts, along with supporting guides and procedures issued from time to time by the Environmental Health and Risk Management (EHRMD) or the appropriate safety committee, will provide the necessary standards under which the university will conduct its safety program.

- C. Administration of the safety program.** The responsibility for the administration of the University of Houston safety program is assigned to EHRM.

- D. Inspections.** EHRM shall assist supervisory personnel in carrying out their responsibility of maintaining safe working conditions and facilities for all faculty, staff, and students under their jurisdiction. To this end EHRM shall conduct periodic inspections of all University facilities and report to the responsible administrator any conditions that need to be remedied.

EHRM has the authority to order the immediate cessation of activities where significant danger is perceived. The office should be consulted prior to the commencement of any project requiring renovation or new construction or any project requiring the use of potentially hazardous equipment or materials.

- E. Correction of unsafe conditions.** In recognition of the fact that there will be situations in which hazards must be immediately remedied, the Executive Director of EHRM has authority to remedy or cause to be remedied hazards that the responsible supervisor does not remedy in a timely manner. The cost to remedy all hazards caused by the actions of the supervisor shall be charged to the budget of the academic or administrative unit in which the hazards occur.

Safety Advisory Committees

The Institutional Biosafety Committee reports to the Vice President for Administration and Finance while the other advisory committees are administered by the Division of Research. All the committees work directly with the Executive Director of the Environmental Health and Risk Management Department (EHRM) to carry out the responsibilities indicated. *Faculty members with questions related to any of the following advisory committees should contact the committees through the office of the appropriate Vice President.*

Institutional Biosafety Committee

The University of Houston Institutional Biosafety Committee is responsible for ensuring compliance with National Institutes of Health (NIH) Guidelines on Research Involving Recombinant DNA, and NIH Guidelines for biohazardous agents usage. Such compliance is required regardless of the source of funds used to support the research.

It is the policy of the University of Houston to comply with and adhere to the most recent version of Biosafety and Biomedical Laboratories, as published by the Centers for Disease Control and the National Institutes of Health and codified in the most current, applicable issue of the Federal Register.

For a principal investigator to initiate research involving recombinant DNA and/or biohazardous agents, the Biosafety Committee must approve a written MUA, or Memorandum of Understanding Agreement, prior to either the submission of proposals or the start of such research.

For more information contact: Environmental Health and Risk Management Department, 713-743-5858, or visit the website at <http://www.uh.edu/plantops/ehrm/>

Committee for the Protection of Human Subjects

This committee is charged with the responsibility for reviewing and approving all research involving the use of human beings as subjects of research activities. Committee review is required whether funding is from sponsored or nonsponsored sources, in accordance with the Department of Health and Human Services guidelines. The committee serves to ensure that the rights and safety of human subjects involved in research are protected and that the subject participates in the project only after giving informed consent.

For more information, visit the website: http://www.research.uh.edu/Departments/Office_of_Contracts_and_Grants/Committee_for_the_Protection_of_Human_Subjects/index.html

Institutional Animal Care and Use Committee

All procedures involving live animals, whether classroom- or research laboratory-oriented, are governed by the Animal Welfare Act of 1986, as amended, and the federal guidelines on proper procedures for animal care. Precautions are taken to protect the user, as well as the particular animal species involved, and are the direct responsibility of the supervisor of animal care for the university as well as the supervisor of the particular course and/or laboratory involved. Only properly trained personnel are allowed to handle and dispose of animals; radioactive animals receive special handling according to federal, state, and university guidelines. Questions pertaining to personnel training or animal acquisition, care, and disposal are to be referred to the Director of the University of Houston Animal Care Facility.

For more information, call 713-743-9199 or visit the website at http://www.research.uh.edu/Departments/Policies_Compliance_Committees/Animal_Care_Operations/index.html

Radiation Safety Committee

The University of Houston Radiation Safety Committee's duties involve the administration of the control and effective use of safety measures relating to radioactive materials and radiation devices, consistent with the Bureau of Radiation Control of the Texas Department of Health, the Texas Radiation Control Act, and the Federal Radiation Control for Health and Safety Act of 1968. This committee regulates university facilities and advises the personnel involved by receipt, possession, use, transfer, and acquisition of any source of ionizing or nonionizing radiation or radiation-producing devices. Such devices include those emitting ionizing or nonionizing electromagnetic or particulate radiation, or any sonic, infrasonic, or ultrasonic wave.

For additional information: Environmental Health and Risk Management Department (EHRM), 713-743-5858, or visit the website at <http://www.uh.edu/plantops/ehrm/> or <http://www.uh.edu/police/>.

Safety Compliance Assistance

Faculty members whose research involves chemicals, biohazards, radioactive materials, animal care, or human subjects are legally and ethically responsible to know and comply with all applicable regulations. The above-listed committees are more fully discussed in the Proposal Preparation and Award Administration Guide, published by the Office of Contracts and Grants.

Failure to comply with the numerous and varied regulations may jeopardize funding to the University of Houston.

For additional information: Office of Contracts and Grants, 713-743-9222, visit the website at http://www.research.uh.edu/Departments/Office_of_Contracts_and_Grants/.

Drug and Alcohol Abuse Prevention

It is the policy of the university that the manufacture, sale, distribution, dispensation, possession, or use of illicit drugs is prohibited in the workplace, on the campus, or as part of any university activity. Information regarding health risks of substance abuse, sanctions imposed for violation of this policy, and its application and implementation by the University of Houston is available from the Department of Human Resources, the Office of Contracts and Grants, the Police Department, the Office of Financial Aid, and the Division of Student Affairs.

For the full University of Houston Drug and Alcohol Policies, please see Appendix I, pages 239-244.

Employee and Student Assistance Programs

All members of the university community are eligible to consult with the Counseling and Psychological Service regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. Counseling and Psychological Services maintains a collection of resource materials pertinent to issues of drug abuse. Referrals for additional drug awareness information are made to other agencies and services. In addition, UH Wellness provides comprehensive education and prevention services including interactive programming through Alcohol 101+, the Choices Program, and small group social norming.

For referrals or additional information contact Counseling and Psychological Service, 713-743-5454, or visit the website at <http://www.caps.uh.edu/uts/>

Houston Council on Alcoholism and Drug Abuse

This off-campus organization offers free short-term counseling for anyone affected in any way by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a twelve-step program (AA, Alanon, NA, CA, etc.) and/or appropriate treatment. The address is 3333 Eastside; telephone, 713-942-4100 or visit (<http://www.council-houston.org/Public/index.asp>).

Further information regarding these programs and services may be secured from the University of Houston Counseling and Psychological Service, located in room 226 of the Student Service Center; telephone, 713- 743-5454.

UH Wellness

UH Wellness, a campus-wide education and prevention program, promotes healthy choices and creates a healthier, safer learning environment across all dimensional wellness including: social, spiritual, intellectual, occupational, physical, and emotional. UH Wellness provides information, workshops and programming to students, faculty, and staff on a wide range of issues ranging from alcohol and drug education to nutrition, stress management, healthy relationships, and effective communication. UH Wellness is located in two places, the new campus Recreational and Wellness Center (RWC) facility, room 1038, and in the University Center (UC), room 38.

For additional information: UH Wellness Center 713-743-5430 or 713-743-5455 or visit the website at <http://www.las.uh.edu/wc/>.

Alcoholic Beverages on Campus

The possession, consumption, and/or distribution of any alcoholic or intoxicating beverage is prohibited in any public area of the University of Houston campus except at:

- A.** events previously authorized by the Dean of Students, the President, Vice Presidents, or deans; and
- B.** the University of Houston Hilton Hotel, cafeterias, and on-campus restaurants or food service areas where alcohol is legally distributed or sold.

A *public area* is defined as the campus parking lots, campus grounds, or any outside enclosed area or portion thereof, to which the public is invited or given general unrestricted access.

According to the General Appropriations Act (§ 2113.012), a state agency may not use appropriated money to compensate an officer or employee who uses alcoholic beverages on active duty.

AIDS

Purpose

As mandated by UHS Board of Regents policy 29.01, the University of Houston has adopted a policy consistent with the Human Immunodeficiency Virus Services Act, Texas Health and Safety Code, Section 85.001. The purpose of the policy is to address the issue of Acquired Immune Deficiency Syndrome (AIDS) and to establish guidelines for responding to AIDS within the university community. The university acknowledges its responsibility to promote a safe, healthy, and supportive university community. AIDS has become a global health issue; the university addresses related university issues in this policy statement.

Policy

- A.** A University Committee on AIDS has been established. The committee represents the university community and addresses relevant medical, psychological, legal/ethical, and administrative issues.
- B.** The university endorses the position of the American College Health Association that the primary responses of colleges and universities to AIDS should be educational. These educational programs are coordinated with established mental/personal/community health programs sponsored by the University Health Center, Counseling and Testing Service, residence halls, Human Resources, Center for Students with DisABILITIES, and other organizations.
- C.** Any student, faculty member, staff, or administrator with a transmittable disease, including those testing HIV-positive, has an obligation to protect the welfare of others and to attempt to prevent the spread of the infection.
- D.** The university's commitment to nondiscrimination applies to students, faculty, staff, and administrators identified as HIV-positive or as having an AIDS diagnosis.
- E.** As specific AIDS-related medical problems arise, they will be addressed on a case-by-case basis following the current guidelines of the American College Health Association and Centers for Disease Control and the laws of the State of Texas. The University is committed to

fulfilling the letter and spirit of the law as stated in the Human Immunodeficiency Virus Services Act, Senate Bill 959.

- F.** Information concerning AIDS-related issues relative to any member of the university community will be handled in a sensitive manner to protect confidentiality and to prevent the misuse of such information.
- G.** Any person who, in the conduct of university-related business, handles blood, body fluids, and/or body tissues will follow the guidelines set forth in "The Policy and Procedure for Safely Handling Blood, Body Fluids, and Body Tissues," available from the Division of Research.

Guidelines

- A.** AIDS educational literature is available at various locations including the University Health Center, Counseling and Testing Service, and Human Resources. These materials are distributed at student orientation. All references mentioned in this document will be made available in the Reserve section of the M. D. Anderson Memorial Library.
- B.** A copy of the American College Health Association report, AIDS on the College Campus, will be made available in the reference section of the M. D. Anderson Memorial Library.
- C.** The university will not require HIV testing of either employees or students. Voluntary testing for HIV is performed following the guidelines of the American College Health Association.
- D.** If an employee or student has HIV-related concerns, that individual may consult the University Health Center, Counseling and Testing Service, or any other knowledgeable counselor, physician, or administrator for appropriate referral or intervention. Educational programs and counseling programs will be provided on campus and/or appropriate referrals will be made to community agencies as necessary.

Smoking

Purpose

- A.** To protect from unwanted smoke any member of the University of Houston campus community or visitor who seeks to study, work, socialize, or attend public events; and
- B.** To protect life and property where smoking would present a safety and/or fire hazard.

Definitions

To "smoke" and "smoking" mean creating smoke by lighting a cigarette, cigar, pipe, or other smoking product; they mean as well puffing on, carrying, or holding a lighted cigarette, cigar, pipe or other tobacco product.

Policy

- A.** Smoking is prohibited inside all facilities and vehicles owned or leased by the University of Houston, regardless of location (except as noted in Section C below). This ban on indoor smoking is applicable but not limited to the following areas:
 - 1.** Academic areas: classrooms, lecture halls, libraries, seminar rooms, clinical rooms, computing facilities, research laboratories, and individual faculty offices;

2. Conference rooms, auditoriums, exhibition areas, indoor athletic facilities, theatres, food service areas, waiting rooms, and retail service areas;
 3. Office reception areas, customer service areas, and all offices including administrative offices, staff offices, and offices of student organizations;
 4. Common/public areas, including lounges, hallways, stairwells, elevators, lobbies, waiting rooms, locker rooms, and restrooms;
 5. Storage rooms and rooms containing flammable liquids or fumes, toxic chemicals, radioactive chemicals, or biohazards.
- B.** Smoking is also prohibited in the following outdoor areas:
1. Every university-owned or leased motor vehicle;
 2. Every university-owned or leased outdoor area in which smoking would present a fire or safety risk;
 3. Every university-owned or leased outdoor stadium or event area where spectators and/or participants are crowded together.
- C.** The exceptions to the Smoking Policy are as follows:
1. Leased public facilities (such as the Astrodome) where a government smoking ordinance or regulation shall govern;
 2. University-owned residential living areas where smoking is allowed in residential rooms if all occupants within a room agree;
 3. The Hilton Hotel on campus, where specific areas shall be clearly designated smoking and non-smoking according to a plan approved by the President or his or her designee;
 4. Smoking is permitted within the well-ventilated and covered Arbor area and on the terraces of the University Center;
 5. Smoking is permitted by artists or actors who participate in authorized performances that require smoke as part of artistic productions, and by participants in academic research projects involving smoking if approved by the President or his/her designee;
 6. The President has the option to designate additional temporary smoking space as he or she deems appropriate.
- D.** The sale of cigarettes, cigars, and pipes is prohibited on campus with the exception that such items may be sold by the university or those with whom it contracts at the Hilton Hotel, the University Center and its Satellite, and in the Residence Halls.

Implementation

- A.** Receptacles for extinguishing lighted cigarettes, cigars, and pipes shall be placed at key exterior entrances to some heavily used buildings.
- B.** Copies of this policy shall be distributed to all employees and university organizations. "No smoking" signs shall be posted at all building entrances and at appropriate places throughout

each building. Areas where smoking is permitted shall be clearly marked by those in control of the respective spaces.

Enforcement

- A.** The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All employees, faculty, and students share in the responsibility for adhering to and enforcing the policy.
- B.** All problems which cannot be resolved informally should, in the first instance, be brought to the attention of the appropriate supervisor and handled through the normal chain of command. Where the alleged offender is a supervisor, the complaining person may contact his/her supervisor's supervisor or the Director of Human Resources. Faculty and staff who violate this policy will be subject to the same disciplinary actions that accompany infractions of other university rules. Students who violate this policy shall be subject to discipline under the university's student university life disciplinary procedures as set forth in the *Student Handbook*. Visitors who refuse to comply with this smoking policy may be asked to leave the campus.
- C.** Persons who smoke in areas where smoking is prohibited by state law (i.e., classrooms, laboratories, libraries, and elevators) are subject to fines not to exceed \$200.00 (Title 10, Texas Penal Code, Chapter 48).

Other University of Houston Policies

Contract Administration Policy

In accordance with Board, System and University contracting policies, only the President and the President's expressly designated agents may enter into contracts or modifications, amendments, and renewal of existing contracts or agreements that commit or obligate the resources of the University of Houston System or its components. The policy has specific requirements for reporting activity pertaining to certain contracts to the Board of Regents.

The Chancellor has delegated the negotiation and review of all contracts and agreements between the University of Houston and outside entities to the President and the President's approved designee, with review and necessary approvals by the Office of the General Counsel and the Office of Contract Administration/Contract Compliance. Further, the Purchasing Department and the Office of Contracts and Grants have been delegated authority to negotiate, execute, and administer procurement documents approved by the Office of the General Counsel related to their activities.

For additional information: see the Executive Director for Contract Administration/Contract Compliance and/or BOR Policy 57.01 (website at <http://www.uhsa.uh.edu/regents/policy/af.html>), SAM 03.A.05(website at <http://www.uhsa.uh.edu/sam/AM/03A05.htm>) and MAPP 4.04.01 (website: <http://www.uh.edu/mapp/04/040401A.htm>) on contracting.

Financial Responsibility

Faculty are included in the university policy on employee financial responsibility (See University of Houston Manual of Administrative Policies and Procedures, Policy 5.03.01). Under this policy university employees are required to satisfy their financial obligations to the university in a timely fashion. Employee financial obligations include payment for parking citations or towing; purchases of goods or services from university auxiliary operations; payment for tuition, fees, or housing; library fines; Health Center or Counseling and Testing charges; any personal checks submitted for payment; or any other financial obligation to the university incurred by the employee.

For the complete policy see your departmental or college administrator or visit MAPP 5.03.01 website at <http://www.uh.edu/mapp/05/050301.htm>.

University Financial Policies

University policies related to finance and financial accountability may be found in the Manual of Administrative Policies and Procedures (MAPP), the UH System Administrative Memoranda, and the Board of Regents Policies. The following are summaries of policies governing the use of university funds to carry out the multifaceted roles of faculty and other university personnel. Generally the principle of accountability for state funds guides all financial policies for employees of the State of Texas.

For additional information visit the MAPP website at <http://www.uh.edu/mapp/>

Official Functions and Discretionary Expenditures

The following activities are considered within the normal educational role of faculty and may be paid with university funds: travel and meal expenses at conferences; expenses for student recruitment; expenses (including food) incurred directly in teaching and research activities. Normally the academic unit is responsible for funding these activities; faculty members must seek prior approval for such expenditures. Expenditures on externally funded projects must follow the guidelines established by the funding agency and the Office of Contracts and Grants.

In addition, the University of Houston recognizes the need for funding activities not directly related to the educational process that can be demonstrated to be of clear benefit to the university. In most cases, designated (fund 2) or unrestricted auxiliary (fund 3) funds may be used for official functions or discretionary expenditures. Payment may be made from gift or sponsored project funds only when allowed by the donor or terms of the contract. State law prohibits expending state (fund 1) funds for entertainment expenses, alcoholic beverages, gifts, or service awards costing over \$50.

The University of Houston allows the following official functions and discretionary expenditures subject to the provisions of MAPP 5.02.02:

- A. Expenses for recruiting new faculty or entertaining official guests of the university;
- B. Conferences or workshops for university personnel;
- C. Receptions for university personnel;
- D. Tickets to arts or athletic events for fund raising or recruiting faculty;
- E. Awards;
- F. Memberships that benefit the university; and
- G. Itemized alcoholic beverages.

Those expenditures prohibited are:

- A. Flowers for university personnel or their families;
- B. Gifts to university personnel.

For the complete policy and procedure, see the unit administrator or visit the MAPP 5.02.02 website at <http://www.uh.edu/mapp/Web%20pdfs/050202.pdf>.

Debarment and Suspension

In accordance with Executive Order 12549, issued February 18, 1986, the University of Houston, along with other recipients of federal funds, participates in a government-wide system for certification of eligibility. The university certifies that it and its principals (defined as officers, owners, principal investigators, key employees, and others with primary management or supervisory responsibilities)

- A. Are not presently debarred or suspended, proposed for debarment, or excluded in any fashion from receiving federal funds;
- B. Have not within a three-year period been convicted of or had a civil judgment rendered against them for commission of a variety of criminal acts;

C. Are not presently under indictment or otherwise charged criminally or civilly with commission of a series of offenses itemized in the executive order.

To implement the requirements of this executive order each person defined as a principal must notify the Office of Contracts and Grants if s/he meets the definitions enumerated above.

The full policy and executive order are available from the Office of Contracts and Grants, 713-743-9222, or visit the website at http://www.research.uh.edu/Departments/Research_Policies/index.html.

Freedom of Expression

The University of Houston is committed to fostering a learning environment where free inquiry and expression are encouraged. The University expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for University activities, respect for those who may disagree with their message, and compliance with University policies and applicable local, state, and federal laws. The University of Houston maintains its right to regulate reasonable time, place, and manner restrictions concerning expressive activities. Additionally, any activities that are unlawful or disruptive to the normal operations of the University including classes and University business activities will not be tolerated. The purpose of the University of Houston Freedom of Expression Policy (MAPP 13.01.01) is to provide for expressive activity to be conducted on the grounds of the University in a manner consistent with these principles. Groups or individuals engaging in disruptive activities or failing to comply with University policies and applicable local, state, and federal laws may face immediate removal from the campus and other appropriate actions by University officials and University police.

The Freedom of Expression Policy is applicable to University of Houston students, faculty, staff, and others who wish to engage in extracurricular public speaking, literature distribution, poster displays, sign displays, any other type of graphic exhibitions, expressive performances, petitioning, or similar noncommercial activities at locations on University property. This policy does not apply to official University activities. University grounds and buildings are reserved for use by University of Houston students, faculty, and staff, except as otherwise permitted by policies of the University. Expressive activities permitted under this policy do not imply official endorsement by the University. Groups or individuals engaged in expressive activities are responsible for the content of the expression.

The University of Houston Freedom of Expression Policy identifies the locations where expressive activities are permitted, the process and deadlines for the registration of expressive activities, the hours of and decibel levels for permitted amplified sound, and the process for the distribution of literature or printed materials.

A copy of this Policy may be obtained from the Dean of Students Office, Room 252, University Center or from the website at <http://www.uh.edu/mapp/Web%20pdfs/130101.pdf>.

Questions regarding this policy may be directed to the Dean of Students Office, Room 252, University Center, 713-743-5470, or visit the website at <http://www.uh.edu/dos/>.

University Employee Governmental Appearances

(UHS Board of Regents policy 31.01)

All university employees appearing before the United States Congress; the Texas Legislature, City, County, or other governmental body, or their agencies, committees, or members to offer testimony, opinions, or commentary in regard to existing or potential laws, rules, or regulations, not expressly

authorized to do so by the Board or the Chancellor, must clearly state in advance that they are appearing in their individual capacities and that their testimony, opinions, and commentary are not authorized by, and must not be construed as reflecting the position of the System.

Approval of Advertising and Public Relations Services

All university advertising, except personnel recruiting, and public relations services that are to be paid for by local or state University of Houston funds must be approved by the Office of Creative Services before being processed by the Purchasing Department. Advertising to fill a vacant faculty position must be routed through the Office of Affirmative Action/EEO. All staff advertising must be routed through the Human Resources Department.

Printing Policy

All printing services must be obtained from either an in-house facility, from a state contractor, or through the competitive bidding process. Printing services include printing and other related items, such as typesetting and color separation.

For details of the policy, see the unit administrator or the Office of Creative Services, 713-743-8170, or visit the website at <http://www.advancement.uh.edu/ur/publications/index.htm> and University Marketing, 713-743-8863, or visit the website at <http://www.advancement.uh.edu/marketing/>.

University Names and Indicia

The names, logos, trademarks, and other identifying marks of the Board, the System, and the component universities shall be protected and cannot be used without the express approval of the Board or its designated representative.

See UHS Board of Regents policy 09.02 at <http://www.uhsa.uh.edu/regents/policy/general.html>.

University Names

The official name of this university is the University of Houston. All first references in any publication and in the titles of all publications should consist of the complete name: University of Houston. The abbreviation for the name of this university is UH. It may be used as a second reference or by itself.

The University of Houston is one of four universities in the University of Houston System. The other three universities are:

University of Houston-Clear Lake, an upper-division and master's level institution;

University of Houston-Downtown, a four-year undergraduate and master's level institution; and

University of Houston-Victoria, an upper-division and master's level institution.

University Seal

According to historical accounts, the seal is the coat of arms of General Sam Houston. The seal was adopted for use by the university in 1938 in conjunction with construction of the new UH campus.

The seal is an official, trademarked symbol of the University of Houston. It is not to be used interchangeably with the interlocking UH logo.

The seal is reserved for academic use only by the Office of the President, the Provost's Office and deans. Other uses must be approved by the Office of Public Affairs, 713-743-0945.

University Logo

The University of Houston logo, the interlocking UH, may be used on advertising, general publications, newsletters, stationery and business cards, signage, and souvenirs.

The University of Houston logo may be used by any university office for university publications or activities. Any other graphic logo representing the University of Houston may be used only with the prior permission of the Office of Public Affairs, 713-743-0945.

Offices not affiliated with the university may use the University of Houston seal or logo only with written permission from the Board of Regents or its designee(s).

Operation of the University of Houston Under Emergency Conditions

If you become aware of a potential emergency, contact the UH Police Department at 713-743-0600. If it is a life-threatening situation, fire or medical emergency, call 713-743-3333 or the Houston Police Department at (9 – 911 from a campus phone). They have procedures in place and will contact responsible services and authorities. For fire and medical emergencies, call (9) 911.

During a campus emergency please do not call the office handling the emergency. Instead for information and updates call:

UH OnCall at 713-743-2255; or

Central UH directory assistance at 713-743-1000.

Differing procedures will be followed depending on whether an emergency is:

a campus-wide emergency, such as hurricanes, tornadoes, or flooding;

a localized campus emergency, such as specific bomb threats, fires, chemical releases, and explosions; or

a non-emergency operational problem, such as broken or frozen water pipes, building damage, and electrical outages.

These procedures are described in MAPP 06.01.01.

The President, or his/her designee, will issue relevant directions and orders in response to an emergency. Unless a situation is deemed to be immediately life-threatening, the only person who may order an evacuation of a building or the closing of the campus is the President or his/her designee.

The conditions under which classes may be canceled are described in the above referenced MAPP. In particular, the cancellations must be authorized by the Provost, or his/her designee. Employees are expected to continue their usual activities unless explicitly notified otherwise. The latest information will be available at UH OnCall or from the university web-page at <http://www.uh.edu/>.

For additional information visit the MAPP 06.01.01 website at <http://www.uh.edu/mapp/06/060101.htm>

Facilities and Services

Academic Support

Use of State Property

It is the policy of the University of Houston System that any employee, entrusted with state property, is to use such property only for state purposes. This includes any physical property or information that is university property. Violation of this policy is cause for disciplinary action, up to and including dismissal.

Upon termination of employment, all employees must return any state property.

Removal of State Property from Campus

A request for authority to remove equipment from campus is available from the administrative unit. Property removed under these conditions will be the responsibility of the faculty member, who will be required to reimburse the university an amount equal to the replacement value for any lost, damaged, or stolen equipment.

For more information call: Unit Administrator or Property Management, 713-743-8758, or visit the website at http://www.uh.edu/finance/pages/PM_Website.htm.

Scheduling of Campus Facilities

The scheduling of facilities for all credit courses and labs and nonacademic uses (including any directly related activities) is processed through the respective dean's office. The deans' offices and the Office of Registration and Academic Records coordinate the university's general and special classroom needs and assignments for academic purposes.

The scheduling of most facilities for nonacademic campus activities is coordinated by the *University Center Reservations Office*, at 713-743-5287 in the University Center, or *visit the website at <http://www.uh.edu/ucaf/>* (look for Event Services). For individual room reservations provided by the University Hilton Hotel *call 713-741-2447*; for group events at the University Hilton *call 713-743-2500 or visit the website at <http://www.hrm.uh.edu/cnhc/ShowContent.asp?c=5744>.*

University Libraries

The University of Houston libraries include the M.D. Anderson Library (the main library), Special Collections and Archives, the William R. Jenkins Art and Architecture Library, the John O'Quinn Law Library, the Music Library, the Weston A. Pettey Optometry Library, the Pharmacy Library and the Conrad N. Hilton Library and Archives. These facilities contain more than 1.8 million volumes, over 3.8 million microform units, 15,000 journal and other serial subscriptions, plus large quantities of manuscripts, maps, and other library materials.

An online library catalog provides information about the collections of the University of Houston libraries as well as those of the UH-Downtown library. This online catalog can be consulted either through workstations located in each library, through workstations connected to the university local area networks, or through a telephone dial-in function from office or home

computers equipped with modems. Reciprocal borrowing agreements have been implemented among all UH campuses. The University of Houston libraries are members of the Houston Area Research Library Consortium (HARLiC), which includes the libraries of Rice University, Texas Medical Center, Texas Southern University, University of Texas Medical Branch at Galveston, Houston Public Library, Texas A&M University, and Prairie View A&M University.

The University of Houston libraries also participate in the OCLC Reciprocal Faculty Borrowing Program which offers faculty members access to the collections of 154 important research libraries in the United States. Faculty members may obtain a card for the OCLC program at the Circulation Desk. This card provides expanded privileges at such institutions as the University of California, Berkeley; Massachusetts Institute of Technology, and the University of North Carolina at Chapel Hill. Borrowing privileges at the General Libraries of the University of Texas at Austin are available with a TexShare card. This card also allows on-site check-out of materials at participating publicly supported university and health science libraries in Texas.

Items may be borrowed from other research libraries in this country and abroad through the interlibrary loan services of the library. The university's membership in the Center for Research Libraries provides access to over four million items of research material. The catalog of the Center for Research Libraries can be accessed via workstations in each library, and needed items can be requested through interlibrary loan services. Interlibrary loan service is available to all students and faculty.

The library supports a variety of photocopy services designed to facilitate the educational process, including inexpensive self-service photocopiers operated by coin and copicards. Faculty may charge copies to university accounts. A staffed copy service in the library basement can produce copies from books, theses, dissertations, and transparencies. The library also provides a microcomputer center equipped with both PC and Macintosh workstations, printers, and word processing and spreadsheet software for student use.

For additional information, visit the website at <http://www.uh.edu/campus/libraries.html>.

Bookstore

In addition to a full range of textbooks and special-interest works in math, engineering, the sciences, and the humanities, the university bookstore stocks popular works of fiction and nonfiction and merchandise in clothing, jewelry, and paper supply areas. Calculators, engineering supplies, notebooks, art boards, inks, paper products, writing instruments, toys, gifts, and sportswear are among the many items available. Faculty receive a ~~15~~ 10 % discount on merchandise except recommended or required textbooks, special orders, sale books, class and alumni rings, computer software and hardware, periodicals, discounted items, stamps and health and beauty aids on presenting a University ID.

For additional information, visit the website at <http://uh.bkstore.com/>.

Information Technology

Technology at the University of Houston is used to improve the overall educational experience. It provides faculty with the capability to enhance classroom instruction and students the ability to expand their learning experience. Technology also enhances research, administration, and outreach services.

From computer accounts to enterprise application software, the Information Technology Department supports many of the technologies used throughout the university. In addition, many colleges have local information technology organizations that provide additional resources and services, especially those specific to a particular college's needs.

For more information on services available from the university's Information Technology Department, visit the Services Guide at <http://www.uh.edu/infotech/services>.

IT Services

Accounts

<http://www.uh.edu/infotech/accounts>

713-743-1411

IT supports the following computing accounts:

Administrative Accounts

Accounts on ADMIN and Peoplesoft are used to access specific administrative systems.

CougarNet

These accounts give IT customers access to file space on university Windows computing resources. They are also used to connect to UH using a secure virtual private network (VPN) from off campus or using a wireless connection on campus.

Email Accounts on Central.uh.edu

Central.uh.edu is a Microsoft Exchange email server used by faculty and staff. Exchange mail is available via the web at *exchange.uh.edu*. Instructions are available at <http://www.uh.edu/infotech/email>.

Email Accounts on Mail.uh.edu

Mail.uh.edu is an email server for student, faculty, and staff use. It has services for POP3 and IMAP clients, enabling IT customers to use the email client with which they are most comfortable. Mail.uh.edu email is available via the web at *mail.uh.edu*. Instructions are available at <http://www.uh.edu/infotech/email>.

Instructional or Class Accounts

Class accounts expire at the end of the semester and are used only when computer accounts are required for instruction. For help with WebCT accounts, call 713-743-1411, or email support@uh.edu.

IP Addresses

Computers should access the campus network using Dynamic Host Configuration Protocol (DHCP), but networked printers and servers require a static Internet Protocol (IP) address.

Web Server

Accounts on the central web server are provided for publishing information and services on the internet, and are available to UH departments, organizations, and individuals. Account owners can request usage (server log) reports to view the statistics for their sites.

Classroom Technologies

<http://www.uh.edu/infotech/classroomsupport>

713-743-1155

Email: mdist@uh.edu

A list of the classrooms on campus to which multimedia equipment is assigned is available. Students may acquire presentation equipment for classroom use through their course professor, and faculty can reserve classroom equipment by calling Classroom Technologies at 713-743-1155, sending email to mdist@uh.edu, or utilizing the online equipment request form at <http://www.uh.edu/classrooms/equip>. Equipment will be delivered to and picked up from the classroom. After reserving equipment, it may also be picked up at the IT Support Center Service Counter in Room 116 of Philip Guthrie Hoffman Hall (PGH).

Computer Labs

<http://www.uh.edu/infotech/computerlabs>

713-743-1570

Email: C-SiteMgr@uh.edu

The Central Site Computing Center in 110 Social Work is UH's primary computing lab. It is open 24 hours a day, 7 days a week. This lab has over 150 Mac OS and Windows computer workstations set up for writing, printing documents, or doing Internet research. The Central Site also provides scanners, IT technical documentation, and training rooms for many of the free computer short courses that are open to the UH community.

Hardware

<http://www.uh.edu/purchasing>

713-743-1145

Email: hardware@uh.edu

IT has partnered with the UH Purchasing department to provide the Purchasing Site, which enables the UH community to purchase hardware and software in a fast and efficient manner. Both custom and standardized pre-configured systems are available at special discounted prices.

Instructor-Led Training Courses

<http://www.uh.edu/ittraining>

713-743-1564

Email: ittraining@uh.edu

IT offers free non-credit computer short courses for students, faculty, and staff of the University of Houston. These classes, which are offered on an ongoing basis year round, vary in length from two to four hours, and cover topics such as word processing, desktop publishing, spreadsheets, presentations, email and calendaring, databases and reporting, web development, and operating systems such as Windows and UNIX.

Mailing Lists

<http://www.uh.edu/infotech/maillinglists>

713-743-1411

Email: support@uh.edu

Many electronic mailing lists are hosted by the university for use by academic groups and organizations. All mailing lists have to be "owned" by a faculty or staff member even if they

are for student use. University mailing list addresses can be found at listserv.uh.edu. Faculty can also subscribe to IT-managed mailing lists at <http://www.uh.edu/itnews>.

Online Directory Services

<http://www.uh.edu/directory>

713-743-1500

The online directory contains relevant campus information about UH students, faculty, and staff. Included is information such as: office phone number, email addresses, location, department, etc. The information presented originates in UH's authoritative databases. For information on updating personal information, visit <http://www.uh.edu/directory>, and click on the Online Directory's Frequently Asked Questions (FAQs).

Policies and Security

<http://www.uh.edu/infotech/policies>

Policies and guidelines for general computing, cyber security, and central web server use are provided. In addition, an Information Security Manual and a Reference Guide provides access to policies, procedures, IT guidelines, and contact information.

The Office of the Chancellor and President, the Office of the General Counsel, and the Information Technology Department in the Academic Affairs Division has established online Information Security Awareness Training (ISAT) in WebCT for all University of Houston System employees. Information Security Awareness Training is required of all Texas state employees for compliance with the Texas Administrative Code, Title 1, TAC 202.

Research

<http://www.hpcc.uh.edu>

High performance computation and network facilities and services are available to the university research community, including access to the Research and Education Network of Houston (RENoH), the Lonestar Education and Research Network (LEARN), and the National Lambda Rail (NLR), as well as Internet2 connectivity through the South East GigaPOP (SETG) organization.

SkillPort eLearning

<http://www.uh.edu/ittraining/elearning>

713-743-1564

Email: ittraining@uh.edu

SkillPort eLearning provides learning opportunities that are available at no cost to all current UH students, faculty, and staff, and can be accessed via the web. Over 2,500 courses covering both business and technology skills are available, as well as online access to more than 7,500 unabridged business and IT books, and online mentoring. Subjects include Communications, Customer Service, Finance and Accounting, Leadership, Management, Marketing, Team Building, Technology, and many others.

Software

<http://www.uh.edu/software>.

713-743-1145

Email: software@uh.edu

The Software website contains information about site licenses and software available for download as well as software available for purchase at a discount.

Telecommunications

<http://www.uh.edu/infotech/telecomm>

Online Work Request: <http://www.cts.uh.edu/wo>

A Product Guide containing network and computing product and service descriptions and their related costs is available on the Online Work Request website. Telephones, voice mail, wireless communication devices, electronic fax services, and conference calls are just a few of the products and services provided.

WebCT

<http://www.uh.edu/webct>

WebCT Vista provides a state-of-the-art teaching and learning environment that streamlines course management for faculty, offers capabilities to help improve student outcomes, and creates powerful efficiencies institution-wide.

As requested by instructors each semester, WebCT Vista accounts are created for registered students and expire at the end of each semester.

Contact IT

IT provides a number of ways for customers to reach support staff with questions concerning technology issues. These include the IT Support Center's Service Counter and Help Desk, an online Frequently Asked Questions system (AskShasta), an online support form, distributed support staff, a support phone number, and service-specific email addresses.

IT Support Center Service Counter

Philip Guthrie Hoffman Hall (PGH), Room 116

The ITSC Service Counter, which is located in Room 116 of Philip Guthrie Hoffman Hall (PGH), provides walk-up customer service for computer support, video/audio services, and software sales, Monday through Friday, 8 a.m. to 8 p.m.

IT Support Center Help Desk

713-743-1411

Email: support@uh.edu

The Help Desk provides live phone and email support on computing and related issues. During the academic year, the Help Desk is open 24 hours a day, 7 days a week, except university holidays.

AskShasta

<http://uhhelpdesk.custhelp.com>

AskShasta is UH's web-based Frequently Asked Questions (FAQ) system designed to provide quick answers to common questions. Students, faculty, and staff can ask computing and non-computing questions and receive a response, usually within 24 hours.

Online Support Form

<http://www.uh.edu/infotech/help>

Online support services include an online support form and links to other forms of support.

Distributed Support

For more specialized help, the Distributed Support program places IT staff in the colleges, bringing technology support closer to customers. IT works closely with the Deans to hire specialists with appropriate skills. The Distributed Support Teams help with computing questions, including software installation and troubleshooting. For more information, call 713-743-1411.

Electronic Mail

abuse@uh.edu

To report incidents that may involve abuse of university computer systems.

c-sitemgr@uh.edu

For issues relating to Central Site Computing facility.

support@uh.edu

IT Support Center, technical and general computing assistance.

mdist@uh.edu

Classroom equipment questions and reservations.

security@uh.edu

To report illegal or questionable incidents.

www@uh.edu

For questions, comments, or suggestions about the UH website.

Want More Information?

Visit the University of Houston Information Technology website at <http://www.uh.edu/infotech> for updated news, continued support, and an extensive list of available services.

IT News Mailing Lists

<http://www.uh.edu/itnews>

IT also offers customers the ability to subscribe to a variety of mailing lists to ensure timely information is received concerning technology issues such as virus, network, system, and wide-area network concerns. Subscribers receive emergency announcements and late-breaking news affecting the UH community. To subscribe, go to <http://www.uh.edu/itnews>.

Publications

The Office of Creative Services offers the university community professional services in the creation, management, and production of publishing and marketing projects. Generally, the office is not involved with scholarly publications. The office provides the following services:

- A.** Creative development, graphic design, and project management services. Guidelines on editorial style and copy preparation are available.
- B.** Production of camera-ready artwork and computer-aided production in preparation for printing. Charges for these services vary by project.

Funding, distribution, mailing, and storage of the printed pieces are the responsibility of the individual college, office, or department that initiates the project.

The Office of Creative Services is also responsible for:

- A.** Development and implementation of university-wide graphic and editorial standards;
- B.** Implementation of the University of Houston stationery system and development of exceptions.
- C.** Approval of key publications (see below).

Priority will be given to university-wide publications. Faculty members may consult the Director of Creative Services at any time about potential projects.

Publications Approval

The image of the University of Houston is determined in part by the messages conveyed to the community through the university's various publications. It is important that these messages be consistent, clearly identify the university, and emphasize the quality of the colleges and departments on this campus.

To ensure this consistency, the following kinds of publications must be approved by the Office of Creative Services before printing:

- A.** Undergraduate, graduate, and professional recruitment publications
- B.** General institutional image publications
- C.** Any publication with an external audience, and
- D.** All nonstandard or special-case stationery.

To submit a publication for approval, send final copy and a design schematic to the Office of Creative Services. Please allow five working days for the publications review. Copy will be reviewed for the following information:

- A.** Correct use of university name
- B.** Correct university address
- C.** University profile information where appropriate
- D.** Correct listing of Regents and administrative officers
- E.** Correct academic calendar
- F.** Equal Opportunity/Affirmative Action statement
- G.** University of Houston System statement
- H.** Grammatical propriety
- I.** Consistency with university-wide editorial standards

Design will be reviewed for the following:

- A.** Correct use of university logo
- B.** Correct use of university seal

- C. Appropriate identification of the university
- D. Legible typeface and format
- E. Appropriate use of color
- F. Design consistent with university image

The Office of Creative Services can provide suggested university profiles of varying lengths and accepted wording of formulaic, legally required copy such as the Equal Opportunity statement or the UH System statement. Use of the University of Houston name, seal, and logo should follow established guidelines. See "University Names and Indicia," above pages 166-167.

For details, contact the Office of Creative Services, 713-743-8170, or visit the website at <http://www.advancement.uh.edu/ur/publications/index.htm>.

The University of Houston has a standard stationery format for letterhead, envelopes, business cards, interoffice correspondence, and note pads. All college and department stationery must follow the standard format. Personal names may not be used on university stationery with the exception of business cards.

For additional information contact the Office of Creative Services, 713-743-8170, or visit the website at <http://www.advancement.uh.edu/ur/publications/index.htm>

Printing and Postal Services Department

Printing and Postal Services provides a total solution for all the printing and mailing needs of the campus community. All services from design to mailout are provided in-house. Free pickup and delivery is provided for all jobs. All postage is charged through a University budget account number via a Departmental Mail Card (DMC). Processing fees for print or postal are submitted on Service Center Requisitions (SCRs) or paid for by check.

All jobs are produced on a first-in, first-out basis. The rates associated for all services are competitive with commercial print and mail houses.

Printing and Postal Services is equipped to provide the University with the following services:

- A. Customer Service (consultation, estimating)
- B. Art (Design, layout, illustration)
- C. Composition (typesetting, file conversion, photo scanning, high and low resolution output, paste-up)
- D. Camera (halftones, duotones, veloxes, stripping)
- E. Proofreading and editing
- F. Printing (offset on seven presses of various sizes, one to four color, letterpress for numbered items)
- G. Copying (digital high speed black and white, digital high speed color)
- H. Bindery (folding, stitching, trimming, handwork, perforation, scoring, drilling, padding)
- I. Wrapping (shrink-wrapping, string tying, boxing)

- J. Address correction of mailing lists
- K. Folding/Inserting (4 pieces per envelope)
- L. Labeling (self adhesive mechanical or manual)
- M. Tabbing (wafer seals for folded mail pieces)
- N. Sort, tie and bag mail into bundles for Non-profit mailings per USPS regulations
- O. Inkjet printing (printing addresses directly onto mail pieces)
- P. Advice on US Postal Services rules and regulations, policies and procedures, postage rates

UH Postal Services does not handle (accept or sent out) mail through commercial mail companies such as UPS or FedEx. However, most commercial carriers will pick up directly from departments or at several on-campus locations.

For more information on Printing Services, call 713-743-5900. For more information on Postal Services, call 713-743-5840, or visit their website at <http://www.uh.edu/pp/>.

Communication

The Office of University Communication is the university's external and internal public relations program. The office is the university's primary liaison with broadcast and print media and the community. Staff members cover the university on a beat system, working with faculty to publicize events and programs as well as developing story ideas for reporters and editors. Office staff also work with members of the media to understand and respond to their needs.

Internal Communications publishes *UHCN*, a monthly newspaper for faculty and staff, and maintains the UH Today website online. These, and other distribution systems, including e-mail and fax, promote internal communication by sharing information within the university community.

University Communication staff work for the university, not the media. Therefore, all written materials, such as press releases, are approved by the faculty member before release. The office also respects publication or presentation dates and will not release information prematurely.

Here are some tips to help faculty work with University Communication:

- A.** Keep in touch with the office staff member assigned to your unit.
- B.** Inform University Communication about such newsworthy items as awards, grants, new work, special events, research progress reports, and future issues and trends.
- C.** Allow as much time as possible for University Communication to work on a project. A minimum of two weeks is needed to complete the writing and clearance process. Beyond that, different media have different deadlines for receiving information.
- D.** Join the expanding pool of experts by letting the office know your specific expertise. University Communication receives frequent requests for expert commentary from the media and community groups and maintains an *Experts Guide* online.
- E.** Notify University Communication when contacted directly by the news media.
- F.** When speaking to reporters, use the entire university name: University of Houston.

For more information or media inquiry assistance, contact University Communication, 713-743-8190 or visit the website at <http://www.advancement.uh.edu/ur/communication/pages/extcmabt.htm>.

University Marketing

The Office of University Marketing assists the University with positioning the institution as a major urban research university through paid advertising as well as special publications, direct mail, and the University Website. The office also works with the Enrollment Services Office, the Graduate and Professional Studies Office, and the colleges in developing marketing and recruiting plans for targeted undergraduate and graduate students.

For more information about the UH ad campaign or other marketing activities, contact University Marketing at 713-743-8863, or visit the website at <http://www.advancement.uh.edu/marketing/>.

Public Affairs

In addition to managing the offices of University Marketing and University Communication, the Office of Public Affairs operates UH OnCall from 8:00 a.m. to 6:00 p.m. Monday through Friday (713-743-CALL or 713-743-2255) with staff to answer all types of questions about university services and the Event Line (713-743-9999). The Event Line is a 24-hour access recorded message listing campus events.

The Office of Public Affairs also oversees the University's Speakers Bureau to connect UH faculty with community groups for speaking opportunities. UH OnCall also serves as the clearing center for the UH Speakers Bureau.

For more information or to join the UH Speakers Bureau contact the Office of Public Affairs at 713-743-2255 or visit the website at <http://www.advancement.uh.edu/> or <http://www.advancement.uh.edu/marketing/speaker/FMPro?-db=speakers.FP5&-lay=formview&-format=index.htm&-view>.

Measurement and Evaluation Center

The mission of the Measurement and Evaluation Center (MEC) is to improve the quality of education and programs on campus through comprehensive evaluation services, including:

Research support, consultation for data collection, focus groups, surveys, interviews, and assistance in survey design and research

Faculty support through course evaluation, exam scoring, and consultation

Improved programming through outcome assessment, data analysis, and evaluation of goals and objectives.

MEC provides assistance with measurement and evaluation services that improve the quality of education and programs via faculty/course evaluations, design of research and survey methodologies, instrumentation, data analysis, program evaluation, exam scoring, and outcome assessment. The center has also been forging public-private partnerships with Houston business and non-profit organizations. The center plays a consultant role for many internal and external customers.

MEC supports graduate and professional education with research support and consultation for data collection, survey design, and focus groups.

Course/Faculty Evaluation

MEC offers consultation and design of evaluation questionnaires. At the conclusion of each semester, MEC processes all course evaluations and provides various statistical reports for colleges or departments who have requested them.

Exam Scoring

MEC scores most of the university-scheduled course examinations. MEC is able to generate reports such as student score reports and item analyzes according to the client's specifications. There is no charge for these services. Exams received by 2:00 p.m. will be available for pick-up after 9:00 a.m. the following business day. After 2:00 p.m., they will be available after 1:00 p.m. the following business day.

Electronic Gradebook

The electronic gradebook option has been helpful to professors in large classes. MEC will merge test and quiz grades for students on the class roster and provide the gradebook to professors by request. Following each exam, the professor will receive an updated gradebook file and a list of non-match students to aid in file clean-up.

Focus Groups

MEC can provide trained leaders to conduct focus groups. Staff will assist in developing the script for this research activity, and a report will be provided summarizing the findings.

Institutional Tests

Institutional tests offered by University Testing Services for UH and non-UH students are also processed through MEC. MEC is responsible for grading and posting university-required exams such as math and English placement exams. MEC also validates studies of institutional and departmental tests.

Program Evaluation

MEC offers consultation with design and administration of survey research projects. MEC can assist with the development of customized scannable forms for all types of projects, as well as the administration of large-scale, university-wide surveys.

Survey Research

MEC offers consultation with design and data analysis of survey and research projects, including customized scannable forms

University Scanning Services

MEC scans most of the university administrative forms for Enrollment Services, academic units, and Parking and Transportation. MEC also scans standardized tests, psychological batteries, and vocational inventories.

For additional information, visit the Measurement and Evaluation Center in room 206 of the Student Service Center, call, 713-743-5440, fax 713-743-5383, or visit the website at <http://www.las.uh.edu>. Some of the above services may carry a charge, the fee schedule is available at <http://www.las.uh.edu/MEC/feeSchedule.asp>.

Travel Policy

Travel undertaken on official University of Houston business and paid or reimbursed from university funds shall comply with State of Texas, federal, University of Houston System, and university regulations and guidelines. Details of this policy are available from the College or Department Business Administrator; however, faculty should be aware of the following information:

- A. All travel paid or reimbursed from any University of Houston funds must have cleared all the appropriate levels of approval prior to the trip being taken.
- B. To maintain insurance coverage and/or accountability, prior approval is required on all university travel regardless of funding sources.
- C. Foreign travel that will be paid from state-appropriated funds requires the prior approval of the President, or designee, and appropriate Vice President and will take additional time to process.
- D. Failure to comply with the Travel Policy may result in a faculty member being unable to recover travel expenses.

Faculty Travel

The State of Texas has clearly established rules that govern University of Houston travel policies and procedures when state-appropriated funds are used. These rules are described in MAPP 4.02.01A (Travel Paid from State-Appropriated Funds). The state has ruled, however, that when travel is paid by donated, grant, or non-state funds, the rules guiding those funds take precedence over state rules. Rules for locally funded travel are described in MAPP 4.02.01B (Travel Paid from Local Funds).

For additional information call the unit administrator or Accounts Payable, 713-743-8707 or visit the MAPP 4.02.01A website at <http://www.uh.edu/mapp/04/040201A.htm> and the MAPP 4.02.01B website at <http://www.uh.edu/mapp/04/040201B.htm>.

Purchasing Department

The Purchasing Department is accountable to the Vice President for Administration and Finance. The Purchasing Department is the only department, with exceptions noted in the Manual of Administrative Policies and Procedures (MAPP), authorized to make commitments against University of Houston accounts for the procurement of supplies and equipment. It is charged with the responsibility of conducting the purchasing function in a manner that will result in the greatest good for the university in conformance with established ethical practices. The specific responsibilities of the Purchasing Department are to fully utilize minority vendors to: procure goods for all university departments, purchase equipment and furnishings for buildings, expedite delivery of urgently needed goods and services, refer information about new and improved products to departments as required, advise departments of the most appropriate sources of supply for various items, provide a central contact point for all vendors, serve as the liaison between university departments and outside vendors, and ensure that all purchases conform to university procedures and to applicable state and federal laws and regulations.

Procurement related questions should be directed to the business officer within the college or division, the Director of Purchasing, or the Manual of Administrative Policies and Procedures or visit the Department of Purchasing website at <http://www.uh.edu/purchasing/>.

Moving and Relocation Expenses

Payment of expenses for transportation of household goods and personal effects of new University of Houston faculty and exempt staff may be authorized from university funds within the limitations and restrictions as provided within the Manual of Administrative Policies and Procedures 02.02.05: Moving and Relocation Expenses.

Related questions should be directed to the College or Division Business Administrator or the Tax Department, 713-743-8710, or read MAPP 02.02.05 at <http://www.uh.edu/mapp/02/020205.htm>.

Human Services

Counseling and Psychological Services

The following services are available to the university community.

Employee Assistance Program

Legal Services

Consultation & Referral

The free consultation benefit covers up to thirty (30) minutes either in the Plan Attorney's office or over the phone. The number of consultations is unlimited, except that each one must be on a different legal matter. Consultations are provided by the local Plan Attorney who is determined to be the best match for an individual's needs by a Personal Access Specialist (PAS) who may ask a number of background questions and who will get in contact with one or more Plan Attorneys in the area to confirm availability, check for conflicts and be sure the matter falls within their practice area. This sometimes causes a slight delay in the referral. The Plan Attorney will be within 23 miles, with an occasional exception for rural areas. All matters that go beyond the free consultation will be billed by the Plan Attorney at a discounted rate of up to 25% off.

Simple Will

What constitutes a Simple Will varies by state, so it is difficult to give parameters into which a will must fall to be covered. This benefit is provided by completing a Will questionnaire which will be reviewed by a local Plan Attorney. An employee will have the option to include additional information with the basic Will questionnaire and have the Plan Attorney review the individual's situation and make recommendations for other documents that may be helpful. It typically takes two to four weeks to complete the Will once the Will kit is received.

Financial Services

Financial advisors take a holistic view of an individual's finances and offer appropriate advice based on their professional analysis. When an employee calls, preliminary data is gathered to link them with the best financial professional for their needs.

Unlimited advice and an analysis are provided on a no-charge basis up to 30 minutes per question. If the client would like to have services performed, the financial advisor will do so for a discounted fee. (If help is needed with tax preparation, a referral will be made to the appropriate CPA)

The financial consultants provide advice on the following:

- Tax Planning
- IRS Questions
- Retirement Planning
- Credit Advice
- Investment Planning
- Personal Budgeting
- Debt Consolidation

- Estate Planning
- Tuition Funding
- Debt Retirement
- and many other financial situations

Work/Life Services

Counseling, education and referral services that give employees the tools they need to better balance their work and professional responsibilities -- in-person, online or by phone access. Covers solutions for moving, childcare, eldercare, stress management, wellness and much more.

Work/Life Balance: Free, confidential meetings to assist employees on how to achieve balance in their work and personal lives.

Relocation Counseling: Cross-country or across the street moves are made easier with a wealth of free information.

Child Care: The Work/Life Program can provide an unlimited number of licensed child care providers in the state of Texas to match a particular child's needs.

Elder Care: The Work/Life Program provides free comprehensive and ongoing Elder Care Needs Assessment, Planning, and Resource Services information for any location in the United States.

Wellness: This program can provide onsite seminars in stress management, and smoking cessation, as well as establish a walking program and weight watchers.

All of the above services are confidential. For more information contact a work/life coordinator at 713-500-3013.

For more information please contact the Employee Assistance Program website at <http://www.uthouston.edu/worklife/EAP/index.html> or contact Human Resources at 713-743-5770 or visit HR's website at <http://uh.edu/admin/hr/>

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) provides assistance to all members of the university community, helping students, faculty and staff to function well personally, professionally, and academically. Psychologists and Psychologists in training staff CAPS. CAPS serves as a community mental health center for the campus community, offering consultation, crisis intervention, and outreach such as workshops and seminars to academic departments, administrative units, and others. CAPS was formerly the only the Employee Assistance Program for faculty and staff. There is a new EAP through Human Resources. CAPS still provides to counseling services to faculty and staff, but they are limited to three free sessions. There is no fee for consultation, information and referral or brief counseling (1 to 3 sessions).

CAPS is a training site for doctoral interns and doctoral and masters practicum students in Counseling and Clinical Psychology. In conjunction with the Measurement and Evaluation Center, CAPS has research capabilities and offers consulting services to many academic departments.

For more information, please call: Counseling and Psychological Services, 713-743-5454 or visit the website at <http://www.caps.uh.edu/>.

Psychological Research and Services Center

The University of Houston Psychological Research and Services Center (UHPRSC) offers psychological services to University of Houston faculty and staff members and their families as well as members of the community. The center is staffed by clinical psychology doctoral students and faculty from the Department of Psychology. The UHPRSC is a training facility offering treatment for anxiety, panic, depression, and personality disorders as well as adjustment problems related to sexual abuse, marital discord, divorce, and general life difficulties. Individual, couple, family, and group treatment approaches are included with emphasis on the most recent developments in psychotherapy.

The UHPRSC offers specialty clinics as well. The *Victims' Resource Institute* offers two special programs designed to help juvenile victims and their families deal with the violence facing children today. The Juvenile Victims of Crime program provides intensive treatment for children who have been victimized by criminal violence. The Survival Skills Program, offered primarily through local schools, teaches children the skills needed to prevent victimization from bullying and violence. Research on the psychological impact of crime is also conducted as part of the Institute's goals. Treatment services are free to individuals meeting research criteria and are provided on a sliding scale fee basis to others.

The Depression Research Clinic offers a 12-week structured cognitive-behavioral group therapy program for adults experiencing clinical depression. The groups teach self-management skills designed to counter the psychological processes of depression. A thorough psychological evaluation of depression before and after treatment comprises the research component of the clinic. Psychiatric consultation is also available when needed. In addition to treatment, another major service of the UH-PRSC is the psychological assessment of intellectual, developmental, and personality functions. These services are available to adults, adolescents, and children. Fees, collected at the time of services, may be adjusted according to ability to pay.

The UHPRSC is located at the South Office Annex on Cullen Boulevard, Entrance 10. The UHPRSC clinic hours are: 9:00 a.m. to 5:00 p.m. (Monday and Friday); 9:00 a.m. to 8:00 p.m. (Tuesday, Wednesday, and Thursday).

For additional information: Psychological Research and Services Center, 713-743-8600 or visit the website at <http://www.uh.edu/prsc/>

Parent Education Project

The Parent Education Project (PEP) is a university center providing education, resources and services in the fields of parenting, child abuse, and children with disabilities. A specialized library and resource center with over 2,000 books, 200 videos and 2,000 handouts are available to members of the university community and to others via an annual subscription. PEP also delivers a Family Wellness Program and Services to Families of Children with Disabilities to three Houston area elementary schools.

For additional information: Parent Education Project, 713-743-5435 or at <http://www.las.uh.edu/pep/>.

University Career Services

The following services are coordinated by University Career Services:

Career Counseling and Advising

Assists students who are undecided about an academic major or a career choice; provided individually and in group settings. Available to alumni considering a career or job change.

JOBank

Offers internet access to part-time and full-time job listings, including on-campus, internship, and career-level positions. New listings are received daily. Interested job candidates may apply on-line at <http://www.career.uh.edu/>.

Workshop Series

Resume writing, interviewing skills, video-tape interview critique, high-tech job search, career planning, and other career development topics. Over 300 workshops conducted each year. For a complete schedule, see the workshop flyers at University Career Services or visit the UCS website: <http://www.career.uh.edu/>.

Internships

Provides UH students the opportunity to explore career fields and to learn through doing. Students gain career-related experience before graduation. Available for all academic majors. Ask to speak with a career counselor.

Resume Services

Individual assistance in preparing and critiquing your resume; computer-based formatting; and a resume fax service. In addition, ResumeBank, provides fast and comprehensive search and forwarding capabilities as it matches your qualifications and interests with employers' needs.

Campus Recruitment

On-campus interviews are conducted by regional, national, and international employers seeking graduating seniors, graduate students, and internship candidates. Corporate, educational, and government representatives interview September through April. Attend a campus Recruitment Workshop to register.

Vocational Testing

Counselor-assisted, computer-based programs assist students and alumni in assessing their vocational interests as related to possible career paths.

Alumni Career Services

UH alumni are eligible for all career planning and job search services.

Computer Resources

State-of-the-art technologies assist in career decision-making and in conducting a professional job search.

Library and Research Resources

Over 600 career development and job-search books and directories are on reserve and are available at the front desk. See the handout "Books on Reserve" for a complete listing.

Office Hours for the Fall and Spring Semesters are 8:00 a.m. to 7:00 p.m., Monday and Tuesday, and 8:00 a.m. to 5:00 p.m., Wednesday through Friday. Office hours for the Summer Semester are 8:00 a.m. to 5:00 p.m., Monday through Friday.

For more information contact University Career Services, room 106 Student Service Center, at 713-743-5100, by fax at 713-743-5111, or visit their website at <http://www.career.uh.edu/>.

Child Care and Child Educational Services

Child Care Center

The University of Houston Child Care Center provides a high quality program for pre-school children of University of Houston students, faculty, and staff. The environment prepared for the children offers a variety of activities to intrigue and stimulate the young learner. Through the developmentally appropriate curriculum, children are exposed to play opportunities in which they express their independence, social negotiation skills, problem-solving skills and an innate joy of activity. Children are also exposed to guided discovery opportunities that allow them to stretch their curiosity, experiment with alternatives and gain intellectual empowerment in their environment.

The center is open from 7:00 a.m. until 6:00 p.m. and the staff cares for all the needs of the children. Breakfast, lunch, and an afternoon snack are provided. Parents have choices of enrolling for two-, three-, or five-day schedules. As the Child Care Center is limited to 200 spaces, interested parents should inquire about enrollment/waiting list at the earliest possible date.

For additional information call: the Child Care Center, 713-743-5480, or visit its website at <http://www.uh.edu/ccc/>.

Human Development Laboratory School

The Human Development Laboratory is a research, demonstration, and training unit in the Department of Human Development and Consumer Sciences. It serves as a demonstration program of child care and constructivist education to the university and to child care professionals in the Houston area, as a site for faculty and student research, and as a resource to other university units for student observation, practicum, and internship experiences.

The laboratory has four classrooms: one for children one and one-half to two and one-half years of age, one for children two and one-half to three and one-half years old, one for children three and one-half to four and one-half years old, and one for children four and one-half to six years old. Each classroom operates under the leadership of a lead teacher, an assistant teacher, and a teacher's aide. The laboratory is open from 7:00 a.m. to 6:00 p.m. and serves the Houston community. In its demonstration function, the laboratory serves as a community resource offering tours, observation visits, and consultation. Teachers engage in classroom research to develop activities, principles of teaching, and program rationales based on developmental psychology, especially the theory of Jean Piaget. The laboratory is the site of a variety of research projects.

The laboratory is located in the Isabel C. Cameron Building on the corner of Cullen Boulevard and Wheeler. Tuition and fees are based on yearly operational needs.

For additional information: HDLS, 713-743-4130 or visit the website at <http://www.coe.uh.edu/HDLS/program.cfm>.

University of Houston Charter School

The University of Houston Charter School (UHCS) is a public school covering grades K-5. It is sponsored by the University of Houston and has a constructivist educational approach. The six multi-age classes are housed in Melcher Gymnasium. UHCS collaborates with faculty research and educational activities.

For additional information call: the University of Houston Charter School, 713-743-9111 or visit its website at <http://www.uh.edu/charterschool>.

Health Services

University Health Center and Pharmacy

Though established for students and supported by student service fees and fees for service, the University Health Center now provides medical care services to faculty, staff, and visitors who may become ill or injured while on campus. Fees for medical care for visitors, faculty, or staff are the individual patient's responsibility. The Health Center does not file on faculty and staff health insurance plans. Blood pressure screening, allergy injections, and immunizations continue to be available to faculty and staff. The University Health Center Pharmacy can also provide faculty and staff with many prescription and over-the-counter medications at a reduced rate.

Specialty clinics (Dermatology, Orthopedics, Women's Clinic, Men's Clinic and Psychiatry) are available to students by appointment only. The general Medical Clinic operates on a walk-in basis for all patients. Specialty clinics remain for currently enrolled students only.

Health Center hours for spring and fall semesters are: 8:00 a.m. to 5:30 p.m., Monday, Tuesday, Thursday and Friday; 8:00 a.m. to 6:30 p.m. on Wednesdays. Summer semester hours are 8:00 a.m. to 5:00 p.m., Monday, Tuesday, Thursday and Friday; 8:00 a.m. to 6:30 p.m. Wednesdays. There are no weekend or holiday hours. A physician, however, is on call 24 hours daily, 7 days a week for patient emergencies. After hour patients must call UH Police Department at 713-743-3333 to access the on-call physician

Health Center Pharmacy hours for spring and fall semesters are: 8:00 a.m. to 5:30 p.m., Monday, Tuesday, Thursday and Friday; 8:00 a.m. to 6:30 p.m. on Wednesdays. Summer semester hours are: 8:00 a.m. to 5:00 p.m. on Monday, Tuesday, Thursday and Friday; 8:00 a.m. to 6:00 p.m. on Wednesdays.

For additional information call: the University Health Center, 713-743-5151, or visit the website at <http://www.uh.edu/admin/hc>.

University Eye Institute

Vision care services are available on a fee-for-service basis to the faculty, staff, and students of the University of Houston System and the general public. Special reduced fees are available to faculty and staff and all full-time students.

A full range of eye and vision care services are provided, including family practice, cornea and contact lenses, vision therapy, ocular diagnostic and therapeutic services. Vision rehabilitation, ophthalmology, and pediatric optometry, including visual assessment of infants, are additional services provided by the Institute. An optical service is available to fill spectacle prescriptions. Professional students and Residents work under the direct supervision of faculty members.

The University Eye Institute is located at 4901 Calhoun, UH Entrance 2 in the J. Davis Armistead Building. Appointments are available Monday, Wednesday and Friday, 8:00 a.m. to 7:00 p.m. For appointments call 713-743-2020; for emergency services after normal operating hours call 713-743-3333 and follow instructions for access to the paging system.

For appointments and additional information: University Eye Institute, 713-743-2020, or visit the website at <http://www.uei.uh.edu/>

Speech, Language, and Hearing Clinic

Diagnostic evaluations and appropriate treatment for various types of speech, language, and hearing problems are available to faculty, members of their families, students, and residents of the greater Houston area. As a training facility in Communication Disorders, all services are provided by seniors and graduate students who are preparing for careers as speech-language pathologists. The students work under the direct supervision of faculty and professional staff who are nationally certified and state licensed. Special consultations may also be obtained from these latter individuals. The clinics are located in Room 100 C. R. S. Building (4505 Cullen Blvd. Near UH Entrance # 8).

For additional information call: Speech, Language, and Hearing Clinics, 713-743-2898 or visit the website at <http://www.uh.edu/hshc/>.

Campus Recreation

The Department of Campus Recreation coordinates many sports, fitness, recreation, and other wellness related activities on campus for students, alumni, faculty, and staff. Intramurals offers students over 26 different competitive activities. Events for men, women, and co-ed competition are available. Faculty/staff specific events include the annual Departmental Golf Challenge and a summer co-ed softball league. Sport Clubs provides students the opportunity to compete in various sports at local, regional, and national levels. Limited funding is available to help cover equipment, uniform, and travel expenses. Instructional Fitness classes include group aerobics, yoga, and dance. Outdoor Adventure currently offers indoor climbing. Its future plans include outdoor equipment rental, group facilitation workshops, and organized outdoor trips. Aquatics provides various learn to swim programs and Lifeguard training as well as First Aid, CPR, and other Red Cross certification courses.

Campus Recreation and Wellness Center (CRWC)

The new Campus Recreation and Wellness Center is located on the corner of University Drive and Calhoun Road. Included in the 264,000-square-foot facility are three gyms (the Main Gym with three basketball courts, the Center Court with two basketball courts, and the Multi-Activity Court); 24,000 square feet of fitness equipment; a 53-foot climbing wall; six racquetball and two squash courts; a seven-meter indoor competition pool with diving facilities, a dry sauna and a hot tub; an outdoor leisure pool with a hot tub and a sand volleyball court; an outdoor equipment rental shop; six multi-purpose rooms; class/meeting rooms; office space; showers and dressing areas with over 2,400 lockers for rent; more than 500 day lockers; a convenience food store and Smoothie King; a computer/study room; space for fitness assessment and wellness programs; and a short-term/drop-off childcare area.

Enrolled students are automatically a Campus Recreation and Wellness Center (CRWC) member. University of Houston faculty, staff, alumni and retirees are eligible to purchase CRWC memberships. A Cougar 1Card is required to purchase a membership. UH faculty, staff, students, alumni and retirees may also sponsor spouses, children or associates for membership. Documentation is required to verify sponsorship, such as a Driver's License, school ID or income tax return. Additionally, University of Houston System employees, Board of Regents, employees of third party vendors under contract with UH and UH institute, conference and program participants are eligible for access to the CRWC.

Details on membership, including rate schedules, are available on-line at <http://www.uh.edu/recreation/memberships/Membership.html>.

Hours of operation are Monday through Thursday, 6:00 a.m. to 11:00 p.m.; Friday, 6:00 a.m. to 8:00 p.m.; Saturday, 10:00 a.m. to 8:00 p.m.; and Sunday, 12:00 noon to 11:00 p.m. Reduced hours are offered during semester breaks and university holidays.

For more information stop by the CRWC Welcome Desk on the first floor or call 713-743-PLAY (713-743-7529). To reach the department administrative offices, stop by room 2000 in the CRWC or call 713-743-9500. Visit the CRWC website at <http://www.uh.edu/recreation>.

Sports Facilities

Athletics/Alumni Center

The University of Houston Athletics/Alumni Center, located on Cullen Boulevard between Holman Street and Elgin Boulevard opened May 1995. Funds to build the \$29.1 million, 220,000-square-foot facility were donated by alumni John and Rebecca Moores.

For more information on the Athletics/Alumni Center or for rental information, call 713-743-9000 or visit the website at http://www.uh.edu/campus_map/buildings/AAF.html.

Robertson Stadium

Recently renovated and expanded, Corbin J. Robertson Stadium which includes the John O'Quinn Field, is an open-air, 32,000-seat facility that hosts Cougar football, Cougar Women's Soccer, international soccer matches, and other various events.

For more information call: Robertson Stadium, 713-743-9387 or visit the website at http://www.uh.edu/campus_map/buildings/RS.html.

Hofheinz Pavilion

Home of the Cougar Men's and Women's Basketball teams and Cougar Volleyball, Hofheinz Pavilion seats 8,479 fans. The pavilion also houses racquetball and handball courts and is used for intramurals and recreation programs. It is part of an athletics complex that houses two gymnasiums, an indoor pool, weight rooms, and locker rooms. In addition to hosting athletics events, the structure is used for graduations and other university activities, concerts, and other cultural and community events.

For more information call: Hofheinz Pavilion, 713-743-9387 or visit the website at http://www.uh.edu/campus_map/buildings/HP.html.

Arts and Entertainment Facilities

Blaffer Gallery, the Art Museum of the University of Houston

The Sarah Campbell Blaffer Gallery, in the Fine Arts Building, is the University of Houston's laboratory for the visual arts and contemporary culture. Its innovative, challenging exhibitions, programs, and publications bring artists, the University community, and the people of Houston together. The museum serves as a resource for the study of art, art history, and other related disciplines, extending the University's educational and scholarly programs to the greater Houston community.

Museum hours are: Tuesday through Friday; 10:00 a.m. to 5:00 p.m., and Saturday and Sunday 1:00 p.m. to 5:00 p.m. The museum is closed Mondays and University holidays.

For more information call: Blaffer Gallery, 713-743-9530 or visit the website at <http://www.blaffergallery.org>.

Cullen Performance Hall

Cullen Performance Hall was completed in October of 1950. With a major renovation in 1987 and an interior renovation in 2002, the Hall has remained a centerpiece of campus life. Cullen Performance Hall provides a venue in which other academic departments and registered student organizations may produce events which will augment and enhance their programs. The facility is an essential site of campus and community cultural and performing arts events. Cullen Performance Hall also serves the city's arts community by providing a venue for the artistic and cultural exchange of ideas and information. It has ongoing relationships with community-based organizations such as the Arts Institute of Houston, the Chinese Civic Center, Ballet Forte, and various other local and national dance, theater, and musical ensembles.

For more information call: Cullen Performance Hall, 713-743-5186, or visit the website at <http://www.uh.edu/cph/>.

Cynthia Woods Mitchell Center for the Arts

Built in 1977 and recently renovated, the Cynthia Woods Mitchell Center for the Arts contains the Lyndall Finley Wortham Theatre, the intimate Jose Quintero Lab Theatre, costume and scene shops, rehearsal spaces, and offices.

Wortham Theater

Two theaters are housed in the Wortham Theater Building on campus and operated by the School of Theatre. The Lyndall Finley Wortham Theater is a proscenium theater with seating for an audience of 566. It is the home of major School of Theater productions and the Children's Theater Festival. The Jose Quintero Lab Theater, with seating for an audience of 150, is a teaching and performance facility for students taking classes in production or acting. Its flexible seating allows for intimate interaction between audience and actor.

For tickets or more information call: Wortham Theatre, 713-743-2929, Box Office, 713-743-3003, or visit the website at <http://www.class.uh.edu/theatre/>.

The School of Theatre & Dance Costume Shop

The Costume Shop is a fully functioning design and construction facility. It features an extensive collection of wardrobe stock from all time periods which organizations may rent.

For more information, please contact 713-743-2919 or costumerental@uh.edu.

The School of Theatre & Dance Scene Shop

The Scene Shop is a fully functioning design and construction facility. It also produces sets and props for the Houston Shakespeare Festival and the Children's Theatre Festival.

For more information, please contact 713-743-2914.

Dudley Recital Hall

Dudley Recital Hall, room 132 in the Fine Arts Building, is a 300-seat auditorium operated by the Moores School of Music, which offers more than 200 recitals each year featuring faculty, students, and guest performers.

For more information call: Dudley Recital Hall, 713-743-3009.

Moores School of Music Building

The Rebecca and John J. Moores School of music is housed in a state-of-the-art, 142,000-square-foot facility features 50 teaching studios, 60 practice rooms, four ensemble rehearsal rooms of varying sizes, a music and record library, classrooms, offices, music education center, a recording studio, and electronic composition laboratory, and its showpiece, the Moores Opera House. This facility provides an ideal learning environment for the school's over 600 students, 80 faculty members, large ensembles, and Preparatory and Continuing Studies program.

For more information call: Moores School of Music, 713-743-3009 or visit the website at <http://www.music.uh.edu/>.

Moores Opera House

A professional-level, fully-equipped theater with a seating capacity of 800, the acoustically superb Moores Opera House affords the school's students an unparalleled learning environment. Regular performances feature the Edythe Bates Old Moores Opera Center, the school's Symphony Orchestra, Jazz, Wind, and Choral ensembles each semester. The theater also hosts the International Piano Festival Series and faculty recitals in addition to serving as the summer home of the Immanuel and Helen Olshan Texas Music Festival.

Art is featured prominently in the Moores Opera House. The largest public installation by abstract painter Frank Stella graces the lobby entry and the inside of the theater. Dramatic wall sconces and chandeliers designed by master craftsman Isaac Maxwell create arabesques of light which complement the Stella mural. The Green Room features the largest public collection of paintings by Ari Stillman and provides a warm environment for receptions and pre-concert talks.

For more information call: Moores School of Music, 713-743-3009 or visit the website at <http://www.music.uh.edu/>.

KUHF-FM and KUHT-TV

KUHF-FM, Houston Public Radio (88.7 FM) is located at the University of Houston LeRoy and Lucile Melcher Center for Public Broadcasting. KUHF, a classical music/news format, is affiliated with both National Public Radio and Public Radio International. KUHF is the radio voice of both the Houston Symphony and the Houston Grand Opera.

KUHT-TV, the first public television station in the United States, serves Houston and the surrounding area. The station has a professional staff but uses volunteers in a variety of technical and production support positions. The Association for Community Broadcasting (ACB), the station's volunteer support organization, manages a number of fundraising activities.

For more information call: KUHF, 713-743-0887, or visit the website at <http://www.kuhf.org/>.

For more information call: KUHT, 713-743-8888, or visit the website at <http://www.houstonpbs.org/>.

Hilton University of Houston Hotel

This 86-room on-campus hotel accommodates university guests, parents, and friends as well as private sector customers. Eric's Restaurant is open daily and offers breakfast, lunch, and dinner. The conference center offers more than 40,000 square feet of flexible meeting space which is available for academic functions. The entire hotel is a laboratory of the Conrad N. Hilton College of Hotel and Restaurant Management, in addition to serving the public.

For room reservations call: 713-741-2447; for conference information call: 713-743-2500. For breakfast, lunch or dinner reservations for Eric's Restaurant call 713-743-2515. For reservations for Barron's (a student-run restaurant now serving lunch only) call 713-743-2555 or visit the website at <http://www.hrm.uh.edu/barrons>.

Campus Eateries and Catering

There are a variety of venues for dining on campus. For details and locations, please visit the University of Houston Dining website at <http://www.campusdish.com/en-US/CSSW/UnivofHouston/>. UH Dining Services Office is in room 267 of the University Center, 713-743-FOOD or 713-743-3663 or e-mail: uhdining@uh.edu.

Financial and Other Services

Cougar 1Card

The Cougar 1Card is the official picture identification card for the University of Houston. It is recommended that all students and benefits-eligible faculty and staff obtain a card and carry it at all times for identification purposes. It may be used to secure library privileges, to purchase tickets for recreational and athletic events, to obtain parking, to make discount purchases at the bookstore, and to access emergency health services and discounted services at the Optometry Clinic.

Faculty, staff, and students can pick-up their Cougar 1Card in the Cougar 1Card Office, room 279 in the University Center, between the hours of 7:30 a.m. and 7:00 p.m., Monday through Friday. Photo identification such as a driver's license, military ID, or Passport is required.

For more information: Cougar 1Card Office, 713-743-2399 or 713-743-CARD (713-743-2273), or visit the Cougar 1Card website at <http://www.uh.edu/cougar1card/>

Bank

A branch of the Woodforest National Bank is located on the 2nd floor of the University Center. The hours of operation are 9:00 a.m. to 4:00 p.m., Monday through Thursday, and 9:00 a.m. to 3:00 p.m., Friday.

There are ATMs located throughout the campus in Moody Towers, Oberholtzer Hall, the Law Center, the Student Center Level 1 and the Student Center inside.

For more information on services, call Woodforest National Bank at U of H, 713-743-1080, or visit the website at <http://www.woodforest.com/>.

Notary Service

A notary public service is offered to the public in the University Center weekdays from 8:00 a.m. to 5:00 p.m. The signer must personally present a currently valid picture identification for each notarization. The charge for non-university documents is \$3.00 per notarial seal.

For more information call: Notary Service, 713-743-5280.

Parking and Transportation Services

Parking and Transportation Services (PTS), a department within Plant Operations, is responsible for parking registration, the university shuttle service, Visitor Information Booths, and special events parking. To register a vehicle, faculty need to complete a parking application form. Parking registration for annual and fall semester parking permits is processed through the academic departments. Faculty members requiring a parking permit after the priority registration period should go to PTS with applicable fee and complete the required registration form.

For more information concerning campus parking, call: Parking and Transportation, 713-743-1097, or visit the website at <http://www.uh.edu/plantops/pts/pts.html>.

University of Houston Department of Public Safety

The University of Houston Department of Public Safety (UHDPS) is a multiservice organization whose mission is to ensure the safety and security of persons and property at the University of Houston in a manner which enhances the intellectual and educational atmosphere of the university. The UHDPS is comprised of four separate divisions: Police, Security, Parking Enforcement and Fire & Physical Safety.

Police

Texas Higher Education Code

A. *University Peace Officers (51.203a)*

The governing boards of each state institution of higher education and public technical institute may employ and commission peace officers for the purpose of carrying out the provisions of this sub-chapter. The primary jurisdiction of a peace officer commissioned under this section includes all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education or public technical institute that employs the peace officer.

B. *Unauthorized Person: Refusal of Entry, Ejection, and Identification (51.209)*

The governing board of a state institution of higher education or its authorized representative may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property.

The department's officers are commissioned by the Board of Regents; and licensed as peace officers through the state of Texas after receiving state-certified training in the duties and responsibilities of a Texas peace officer. Under state law the officers are empowered by the Regents to stop any person on campus for the purpose of obtaining identification; persons without legitimate business on campus will be required to leave.

In addition to traditional police services, the department offers crime prevention workshops, on-campus escorts, and assistance with starting disabled vehicles. The philosophical focus of the department is the belief that only through police-community teamwork can the university be made safe and secure for everyone. Emergency/Information call boxes and telephones are located throughout the university to provide citizens with direct, immediate access to the services of their police officers.

Arrest Policy

Should a criminal law be violated on campus, the UHPD will normally make an arrest. If some time has lapsed following an incident and the need arises to arrest, serve a warrant, or to question faculty or students concerning a police-related matter, efforts will be made to contact the supervisors of the affected individual, to contact the affected individual away from the classroom, and to carry out the task with the least embarrassment to the affected person. Where appropriate and within normal limits of police discretion, the UHPD refers public order offenses for administrative resolution; when there are individual victims, however, those victims have the right to file charges with the appropriate agency for prosecution. When a crime has been committed against university assets, such as theft, fraud, embezzlement, destruction of property, or other

irregularity causing a loss of cash, property, or other asset, the UHPD will arrest any suspected persons.

Requests for Police Services During Special Events

Individuals or organizations desiring to host special events on campus that require police services must utilize University of Houston Department of Public Safety police officers. *Such requests must be scheduled 14 calendar days in advance.* For additional information, call University Center Reservations or the University of Houston Police Department's Special Events section.

Under unique circumstances, and with the permission of the Chief of Police, visiting dignitaries will be allowed to have special police present.

For emergencies, call: ext. 911; for all non-emergencies, call: 713-743-0600. For more information visit the UHPD website at <http://www.uh.edu/admin/police/>.

For more information on crime prevention, bomb threats, terrorism, etc. visit the website at <http://www.uh.edu/police/crime.html>

For more information on emergency management visit the website at <http://www.uh.edu/emergency/>.

Safety and Security Committee

The University of Houston Safety and Security Committee is a standing committee that works directly with the Executive Director for Public Safety/Chief of Police to carry out its charge of advising University administration on campus activities and conditions that might affect the physical safety of students, faculty, staff and visitors to the campus. It has responsibility for safety in all areas not specifically delegated to one of the other committees named above.

Parking Enforcement

The Parking Enforcement Division of the Department of Public Safety is concerned with parking and traffic flow issues on campus streets and in campus parking lots and garages, lot maintenance, shuttle bus routes and on campus special event parking.

Fire and Physical Safety

The Fire and Physical Safety (FPS) Division of the Department of Public Safety is concerned with the safety of the entire campus; every individual and building falls under the responsibilities of this program. FPS areas of responsibility range from requirements mandated by the State of Texas through the National Fire Prevention Codes to compliance training and inspection issues associated with providing a workplace free from the hazards associated with physical safety issues. FPS provides support to the various building maintenance departments, Facilities Planning and Construction, Capital Renewal and Deferred Maintenance, and to the campus community as a whole.

- A. **Fire and Life Safety Standards:** The University is mandated by the State of Texas in the Texas Government Code, Article 417.008 and the Texas Administrative Code Title 28, Chapter 34-301-34.304 to follow the National Fire Protection Association (NFPA) Life Safety Code 101. The Life Safety Code addresses the construction, protection, and occupancy features necessary to minimize danger to life from fire, including smoke, fumes or panic. In addition to

the requirements of the Life Safety Code, the University has established a Fire Prevention Code for addressing the aforementioned issues along with everyday workplace practice issues. MAPP 06.02.02 (Fire Prevention Code) establishes fundamental fire prevention requirements and adopts the NFPA 1 Uniform Fire Code by reference.

- B. **Inspections:** FPS personnel assist departmental supervisory personnel in carrying out their responsibility to maintain working conditions and facilities that are safe from fire and physical hazards. FPS accomplishes this by focusing its resources in several inspection functions. These functions include:
- inspecting and servicing all fire extinguishers located throughout campus,
 - inspecting and testing all fire hose cabinets and water-based fire protection equipment on campus,
 - acceptance inspections and testing of all fire and life safety systems installed on campus,
 - inspecting all campus facilities for fire and physical hazards,
 - inspection of all food service facilities, and
 - assisting all impacted departments in developing plans of actions to correct deficiencies identified by the State Fire Marshal in a timely fashion.
- C. **Additional FPS Functions:** FPS further insures fire and physical safety through a number of programs which include conducting fire and life safety plan review for renovations and construction projects, providing fire and life safety training to faculty, students and staff, and conducting fire drills in the Residential Life, Human Development Lab School, Charter School and Child Care facilities on a routine basis.

For information on Fire and Physical Safety, please visit the website at <http://www.uh.edu/fire/index.html>.

Information Sources [Courtesy of the *Student Handbook*]

The following is a list of information sources. Some of these services may not be available for faculty or staff.

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
Absences	Individual Professor of Specific Classes			
Academic Advising				
By Major	Academic Advisor in Department of Major			
TASP Information	University Studies Division's Academic Advising Center	320 SSC	(713) 743-8984	http://www.uh.edu/academics/usd/
USD	USD's Academic Advising Center	320 SSC	(713) 743-1046	http://www.uh.edu/academics/usd/
Academic and Vocational Assistance Program	Challenger Program	319 SSC	(713) 743-5420	http://www.las.uh.edu/cp
	University Testing Services	200 SSC	(713) 743-5444	http://las.uh.edu/uts
Academic Support Program	Learning Support Services	321 SW	(713) 743-5411	http://www.uh.edu/lss/
Accessibility Assistance	Center for Students with DisABILITIES	305 SSC	(713) 743-5400	http://www.uh.edu/csd/
Accident on Campus				
Auto	Police Department	UPD	(713) 743-3333	http://www.uh.edu/police/
Personal Injury	Health Center	C100 HC	(713) 743-5151	http://www.uh.edu/admin/he/index.html
Add Classes	Registration and Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Address, Change of	Registration and Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Admission	Office of Admissions	129 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Affirmative Action/EEO	Affirmative Action Office/EE0	153 SSC 2	(713) 743-8835	http://www.uh.edu/aaeeo/
AIDS	Counseling and Psychological Services	226 SSC	(713) 743-5454	http://www.caps.uh.edu/
	Health Center	C100 HC	(713) 743-5151	http://www.uh.edu/admin/he/index.html
Alcohol/Substance Abuse Resources	Wellness Center	35 UC	(713) 743-5455	http://las.uh.edu/wc/
Alumni Information	Alumni Organization	201 AAF	(713) 743-9550	http://www.houstonalumni.com/
Athletics				
UH Team Info./Schedules	Sports Information	2008 AAF	(713) 743-9404	http://uhcougars.ocsn.com/calendar.html
Intramurals	Intramural Office	102 GAR	(713) 743-9500	http://www.uh.edu/recreation/
Recreation	Intramural Office	102 GAR	(713) 743-9500	http://www.uh.edu/recreation/

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
Athletics				
Tickets:				
Collegiate	Athletic Ticket Office	120 HP	(713) 743-9444	http://uhcougars.ocsn.com/calendar/hou-calendar.html
Professional	UC Business Office	274 UC	(713) 743-5236	http://www.uh.edu/ucaf/Services/services.html
ATM (Automated Teller Machines)	University Center, UC Satellite, Moody Towers, Quadrangle			
Auditing Classes	College Dean's Office			
Bank	Woodforest Bank	2 nd floor UC	(713) 743-1080	http://www.woodforest.com/
Birth Control (Counseling)	Health Center	C100 HC	(713) 743-5151	http://www.uh.edu/admin/he/index.html
Bookstore	University Center	126 UC	(713) 748-0923	http://uh.bkstore.com/default.asp?m=0101
Bus				
Passes	UC Business Office	274 UC	(713) 743-5236	http://www.uh.edu/ucaf/Services/services.html
Shuttle Bus	Parking and Transportation Services	6 E. Cullen	(713) 743-1097	http://www.uh.edu/parking/
Calendar, Official Academic	Refer to Class Schedule			
Campus Organizations	Campus Activities	51 UCU	(713) 743-5180	http://www.uh.edu/campus/cact/
Career Advising	University Career Services	106 SSC	(713) 743-5100	http://www.career.uh.edu/
Catalogs, Graduate and Undergraduate	Bookstore	126 UC	(713) 748-0923	http://www.uh.bkstore.com/
Catering (on campus)				http://www.campusdish.com/en-US/CSSW/UnivofHouston/
Child Care	Charter School	MEL	(713) 743-9111	http://www.uh.edu/charterschool/
	Child Care Center	CCC	(713) 743-5480	http://www.uh.edu/cc/
	Human Development Lab School	125 CAM	(713) 743-4130	http://www.tech.uh.edu/.hdcs/lab/
Class Rings	Alumni Organization	201 AAF	(713) 743-9550	http://www.houstonalumni.com/
Class Schedule	Bookstore	126 UC	(713) 748-0923	
Communication Disorders	Speech, Language & Hearing Clinic	119 CRS	(713) 743-2897	http://www.class.uh.edu/comd/
Complaints, Student	Dean of Students Office	252 UC	(713) 743-5470	http://www.uh.edu/dos/
Computer	See Computer Resources in University Services			
	Cougar Byte	UC	(713) 748-7201	http://www.cougarbyte.com/
Computer-aided Instruction	Learning Support Services	321 SW	(713) 743-5411	http://www.las.uh.edu/lss/
Computer - Help Desk	Information Technology	56 M.D.A. Library	(713) 743-1411	http://www.uh.edu/infotech/services/faculty

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
Copies	Copy Center	52 UC	(713) 741-5200	
Cougar1 Card	Cougar1 Card Office	279 UC	(713) 743-2273	http://www.uh.edu/cougar1card/
Counseling				
Academic	USD Academic Advising Center	320 SSC	(713) 743-1046	http://www.las.uh.edu/academics/usd/
	College Academic Advisors	Dean's Office		
Birth Control	Health Center	C100 HC	(713) 743-5151	http://www.uh.edu/admin/he/index.html
Career	University Career Services	106 SSC	(713) 743-5100	http://www.career.uh.edu/
	University Testing Services	200 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
Cross-culture	International Student and Scholar Services	306 SSC	(713) 743-5065	http://www.issso.uh.edu/
Drugs and Alcohol	University Testing Services	200 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
	Wellness Center	35 UC	(713) 743-5455	http://las.uh.edu/wc/
Female Health Issues	Women's Clinic, Health Center	C100 HC	(713) 743-5141	http://www.uh.edu/admin/he/index.html
Male Health Issues	Men's Clinic, Health Center	C100 HC	(713) 743-5141	http://www.uh.edu/admin/he/index.html
Mental Health	Counseling and Psychological Services	226 SSC	(713) 743-5454	http://www.caps.uh.edu/uts/
Outreach/ Speakers	Counseling and Psychological Services	226 SSC	(713) 743-5454	http://www.caps.uh.edu/uts/
Preprofessional health majors	USD Academic Advising Center	320 SSC	(713) 743-1056	http://www.uh.edu/academics/usd/
Personal	University Testing Services	200 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
Rape	University Testing Services	200 SSC	(713) 7435454	http://www.las.uh.edu/uts/
Religious/ Spiritual	Office of Religious Activities	113 ADB	(713) 743-5050	http://www.uh.edu/adbruce/bookframe.html
Study Skills	Learning Support Services	321 SW	(713) 743-5411	http://www.las.uh.edu/lss/
Cullen Performance Hall	CPH	CPH	(713) 743-5186	http://www.uh.edu/cph/
<i>Daily Cougar</i>	Student Publications	161 COM	(713) 743-5360	http://www.las.uh.edu/campus/stupub
Dean of Students		252 UC	(713) 743-5470	http://www.uh.edu/dos/
Degree Plan	Academic Advisor in Department of Major			
Depression	University Testing Services	200 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
Dermatology	Health Center	C100 HC	(713) 743-5141	http://www.uh.edu/admin/he/index.html
Dining				http://www.campusdish.com/en-US/CSSW/UnivofHouston/

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
Disability Services	Center for Students with DisABILITIES	305 SSC	(713) 743-5400	http://www.uh.edu/cad/index.html
Discrimination/ Equal Opportunity Complaint	Office of Affirmative Action/EEO	153 SSC 2	(713) 743-8835	http://www.uh.edu/ogc/oaa/index.html
Drop Classes	Registration and Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Drug Counseling and Education	University Testing Services	200 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
	Wellness Center	35 UC	(713) 743-5455	http://las.uh.edu/wc/
Eateries				http://www.campusdish.com/en-US/CSSW/UnivofHouston/
Emergency	UH Police Department	UPD	(713) 743-3333	http://www.uh.edu/police/
Employment --Full- and Part-Time, Work- Study	University Career Services	106 SSC	(713) 743-5100	http://www.career.uh.edu/
Equal Employment Opportunity	Affirmative Action Office/EE0	153 SSC 2	(713) 743-8835	http://www.uh.edu/aaeeo/
Escort Service	Police Department (Cougar Patrol)	UPD	(713) 743-3333	http://www.uh.edu/police/welcome.html
Evaluation of Transfer Credit	Office of Admissions	135 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Events and Activities	Campus Activities	51 UCU	(713) 743-5180	http://www.uh.edu/campus/cact/
Eye/Vision Care	University Eye Institute	4901 Calhoun	(713) 743-2020	http://www.uei.uh.edu/
Financial Aid	Office of Scholarships & Financial Aid	26 E. Cullen	(713) 743-31010	http://www.uh.edu/enroll/admis/
First Aid Classes/CPR Training	Health Center	C100 HC	(713) 743-5151	http://www.uh.edu/admin/he/index.html
Food Services				http://www.campusdish.com/en-US/CSSW/UnivofHouston/
Fraternities	Department of Campus Activities	51-F UCU	(713) 743-5180	http://www.uh.edu/campus/cact/
GMAT and GRE Preparatory Workshops	University Testing Services	200 SSC	(713) 743-5444	http://www.las.uh.edu/uts/
	Learning Support Services	321 Social Work	(713) 743-3411	http://www.las.uh.edu/lss/
Graduation	Registration and Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Grants	Office of Scholarships & Financial Aid	26 E. Cullen	(713) 743-9051	http://www.uh.edu/enroll/admis/
Graphic Design	Creation Station	N 35 UCU	(713) 743-5252	http://www.uh.edu/ucaf/Other/Creation_Station/index.html

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
Gynecology	Health Center	C100 HC	(713) 743-5141	http://www.uh.edu/admin/he/index.html
Handicapped Students	Center for Students with DisABILITIES	305 SSC	(713) 743-5400	http://www.uh.edu/csd/index.html
Hilton Archives & Library	Conrad N. Hilton College of Hotel & Restaurant Management	S210 CHC	(713) 743-2430	http://www.hrm.uh.edu/?PageID=67
Honor Societies	Department of Campus Activities	51 UCU	(713) 743-5180	http://www.uh.edu/campus/cact/
Honors College	Honors College	16L	(713) 743-9010	http://www.uh.edu/academics/hon/
Housing--On-Campus	Residence Halls	108 OB	(713) 743-6000	http://www.uh.edu/admin/housing/housing.htm
Immigration Regulations	International Student and Scholar Services	306 SSC	(713) 743-5065	http://www.issso.uh.edu/
Incomplete Grades	Professor of the Specific Class			
Information	Student Information and Assistance Center	125 UC	(713) 743-5060	http://www.uh.edu/dos/
	<i>UH On-Call</i>	304 M	(713) 743-2255	http://www.advancement.uh.edu/
Insurance, Student Health	Health Center	C100 HC	(713) 743-5137	http://www.uh.edu/admin/he/index.html
International Student ID Card	UC Business Office	274 UC	(713) 743-5294	http://www.uh.edu/ucaf/Services/services.html
Interview Workshop	University Career Services	106 SSC	(713) 743-5100	http://www.career.uh.edu/
Intramurals	Intramural Office	102 GAR	(713) 743-9500	http://www.uh.edu/recreation/
				http://www.career.uh.edu/
Jobs	JOBank	106 SSC	(713) 743-5100	http://www.career.uh.edu/
Legal Aid	Student Legal Services	226 SSC	(713) 743-5450	http://www.uh.edu/sls/
Libraries	M.D. Anderson	102 L	(713) 743-1050	http://www.uh.edu/campus/libraries.html
	Law	LL	(713) 743-2300	http://www.law.uh.edu/Libraries/hours.html#Hours
	Music	106 FA	(713) 743-3197	http://info.lib.uh.edu/music/
	Optometry	2226 OPT	(713) 743-1910	http://info.lib.uh.edu/optometry/index.html
	Pharmacy	133 SR2	(713) 743-1240	http://info.lib.uh.edu/pharmacy/index.html
Loans	Office of Scholarships & Financial Aid	26 E. Cullen	(713) 743-9051	http://www.uh.edu/enroll/sfa/loans.html
Loneliness	University Testing Services	200 SSC	(713) 743-5444	http://www.las.uh.edu/uts/
Lost and Found	Police Department	UPD	(713) 743-0620	http://www.uh.edu/police/

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
LSAT	University Testing Services	200 SSC	(713) 743-5444	http://www.las.uh.edu/uts/
Majors, Change of	Department of intended major			
	Registration and Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Media Relations	Office of External Communication	304 M	(713) 743-8190	http://www.advancement.uh.edu/ur/communications/pages/external.htm
Money Orders	Post Office	126 UC	(713)748-0923	http://uh.bkstore.com/
Name, Change of	Registration and Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Notary Public	Administration Office	282 UC	(713) 743-5280	http://www.uh.edu/ucaf/Services/services.html
Ombudservice (faculty & staff)	UH Ombudsperson		(713) 743-2417	Email: ombudsperson@uh.edu
Ombudservice (student)	Dean of Students Office	252 UC	(713) 743-5470	http://www.uh.edu/dos/
Optometry Services	University Eye Institute	4901 Calhoun	(713) 743-2020	http://www.uei.uh.edu/
Organizations, Student	Campus Activities	51 UCU	(713) 743-5180	http://www.uh.edu/campus/cact/
Orthopedic	Health Center	C100 HC	(713) 743-5141	http://www.uh.edu/admin/he/index.html
Overloads	dean of your college			
Parenting Support	Parent Education Project	202 SSC	(713) 743-5435	http://www.las.uh.edu/
Parking Permits, Regulations	Parking and Transportation	1 E. Cullen	(713) 743-1097	http://www.uh.edu/parking/
Pharmacy	Health Center	C104 HC	(713) 743-5125	http://www.uh.edu/admin/he/index.html
Pool	Beside Student Service Center		(713) 743-9512	
	Melcher Gymnasium		(713) 743-9500	
	Wellness & Recreation Center			http://www.uh.edu/recreation/#
Police	Police Department	UPD	(713) 743-3333	http://www.uh.edu/police/
Preprofessional (Health) Advising	Academic Advising Center	320 SSC	(713) 743-1046	http://www.uh.edu/academics/usd/
Psychiatric Counseling	University Testing Services	200 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
	Health Center	C100 HC	(713) 743-5155	http://www.uh.edu/admin/he/index.html
Publications				
<i>Class Schedule</i>	Bookstore	126 UC	(713) 748-0923	http://uh.bkstore.com/
<i>Daily Cougar</i>	Student Publications	161 COM	(713) 743-5360	http://www.uh.edu/campus/stupub/
<i>Graduate & Professional Studies Catalog</i>	Bookstore	162 UC	(713) 748-0923	http://uh.bkstore.com/

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
Publications (cont.)				
<i>Collegium</i>	Publications	303 M	(713) 743-8170	http://www.uh.edu/collegium/
<i>UHCN</i>	Internal Communications	303 M	(713) 743-8190	http://www.advancement.uh.edu/ur/communication/pages/intcma bt.htm
<i>Houstonian</i>	Student Publications	142 COM	(713) 743-5360	http://www.uh.edu/campus/stupub/
<i>Undergraduate Studies Catalog</i>	Bookstore	126 UC	(713) 748-0923	http://uh.bkstore.com/
Rape Crisis				
Police	Police Department	UPD	(713) 743-3333	http://www.uh.edu/police/
Medical	University Testing Services	200 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
	Health Center	C100 HC	(713) 743-5151	http://www.uh.edu/admin/he/index.html
Readmission from Suspension	dean of your college			
Recreation	Intramurals Office	102 GAR	(713) 743-9500	http://www.uh.edu/recreation/
	UC Games Room	46 BUC	(713) 743-5322	http://www.uh.edu/ucaf/Other/Games_Room/main.html
	Recreation & Wellness Center			http://www.uh.edu/recreation/
Registration for Classes	Registration & Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Religious Groups	A.D. Bruce Religion Center	113 ADB	(713) 743-5050	http://www.uh.edu/adbruce/bookframe.html
Reservations for Meeting Rooms	UC Reservations Office	282 UC	(713) 743-5287	http://www.uh.edu/ucaf/Reservations/reservations.html
Resume Writing	University Career Services	106 SSC	(713) 743-5100	http://www.career.uh.edu/
Safety	Environmental Health and Risk Management	17 GEN	(713) 743-5858	http://www.uh.edu/admin/srmd/
Scholarships	Scholarships and Financial Aid	26 E. Cullen	(713) 743-9051	http://www.uh.edu/enroll/sfa/
Sexuality	University Testing Services	200 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
	Health Center	C100 HC	(713) 743-5151	http://www.uh.edu/admin/he/index.html
Sexual Harassment (Title IX Discrimination)	Dean of Students Office	252 UC	(713) 743-5470	http://www.uh.edu/dos/
	Office of Affirmative Action/EEO	153 SCC 2	(713) 743-8835	http://www.uh.edu/ogc/oa/index.html
Sororities	Department of Campus Activities	51-F UCU	(713) 743-5180	http://www.uh.edu/campus/cact/
Speech, Language & Hearing Clinic	Communication Disorders	100 CRS	(713) 743-2898	http://www.uh.edu/dos/hdbk/services/speechclinic.html
Stamps, Postage	Post Office	126 UC	(713) 748-0923	http://uh.bkstore.com/

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
Student Government	Student Government Association	57 UCU	(713) 743-5220	http://www.uh.edu/sga/
Student Legal Advisor	Student Legal Services	226 SSC	(713) 743-5454	http://www.caps.uh.edu/
Study Abroad Programs	International Studies and Programs Office	501 E. Cullen	(713) 743-4687	http://www.uh.edu/academics/intlstu/
Study Skills	Learning Support Services	321 SW	(713) 743-5411	http://www.las.uh.edu/lss/
Suspension	Dean of your College			
Teacher Certification	Center for Teacher Education	112 FH	(713) 743-5046	http://www.coe.uh.edu/departments/tec.cfm
Telephones/Faxes	Telecommunications/ Information Technology		(713) 743-1111	http://www.uh.edu/infotech/services/faculty
Tennis Courts			(713) 743-9500	
Test Anxiety	University Testing Services	226 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
	Learning Support Services	321 SW	(713) 743-4511	http://www.las.uh.edu/lss/
Testing Information	University Testing Services	204 SSC	(713) 743-5444	http://www.las.uh.edu/uts/
Texas Academic Skills Program (TASP)	Academic Advising Center	320 SSC	(713) 743-8984	http://www.uh.edu/academics/usd/
	University Testing Services	204 SSC	(713) 743-5444	http://www.las.uh.edu/uts/
Tickets				
Certain Campus Events	UC Business Office	274 UC	(713) 743-5640	http://www.uh.edu/ucaf/Services/services.html
Movie Passes	UC Business Office	274 UC	(713) 743-5640	http://www.uh.edu/ucaf/Services/services.html
Sports: Collegiate	Athletic Ticket Office	120 HP	(713) 743-9444	http://uhcougars.ocsn.com/tickets/hou-tickets.html
Football coupon exchange	Robertson Stadium on game day			
	Athletic Ticket Office weekly	120 HP	(713) 743-9444	http://uhcougars.ocsn.com/tickets/hou-tickets.html
Music/Opera	Moore School Box Office	MSM	(713) 743-3313	http://www.uh.edu/music/calendar.html
Theater	Wortham Box Office	WT	(713) 743-2929	http://www.class.uh.edu/theatre/Performance/season.htm
Traffic Violations	Police Department	UPD	(713) 743-3333	http://www.uh.edu/police/
Transcripts	Registration and Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Transportation				
Bus Passes (Metro)	Ticket Office	274 UC	(713) 743-5640	http://www.uh.edu/ucaf/Services/services.html
Shuttle Bus	Parking and Transportation Services	1 E. Cullen	(713) 743-1097	http://www.uh.edu/parking/

CONCERN	GO TO	LOCATION	PHONE	URL (if available)
Tuition and Fees	Student Financial Services Department	6 E. Cullen	(713) 743-1096	http://www.uh.edu/sfs/
Tutoring	Learning Support Services	321 SW	(713) 743-5411	http://www.las.uh.edu/lss/
Typewriters	M.D. Anderson Library	102 L	(713) 743-1050	http://www.uh.edu/campus/libraries.html
	Campus Activities	51 UCU	(713) 743-5180	http://www.uh.edu/ucaf/Services/services.html
Vending Machine Refunds	Cashier's Office	6 E. Cullen	(713) 743-1096	No URL E-mail: Bursar@uh.edu
	UC Cashier's Office	274 UC	(713) 743-5640	http://www.uh.edu/ucaf/Services/services.html
Veterans' Benefits	Veterans' Services	270C UC	(713) 743-5490	http://www.uh.edu/veterans/
	Registration and Academic Records	104 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Vocational Assistance	Challenger	226 SSC	(713) 743-5420	http://www.las.uh.edu/cp
	University Testing Services	226 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
Vocational Testing	University Testing Services	226 SSC	(713) 743-5454	http://www.las.uh.edu/uts/
Volunteer Opportunities	Metropolitan Volunteer Program	53 UCU	(713) 743-5180	http://www.uh.edu/mvp/
Waivers, Student Health Insurance	Health Center	C106 HC	(713) 743-5137	http://www.uh.edu/admin/he/index.html
Withdrawal	Registration and Academic Records	108 E. Cullen	(713) 743-1010	http://www.uh.edu/enroll/admis/
Work-Study Eligibility Jobs	Scholarships and Financial Aid	26 E. Cullen	(713) 743-3905	http://www.uh.edu/enroll/sfa/
	University Career Services	106 SSC	(713) 743-5100	http://www.career.uh.edu/
Yearbook	Student Publications	C 142 COM	(713) 743-5360	http://www.uh.edu/campus/stupub/ybook/

Note: A fee may be assessed for some services; please direct inquiries to the appropriate office.

Faculty Handbook

Guidelines for Revision

- A. Every section of the *Faculty Handbook* must be reviewed for revision at least every two years.
- B. No later than the beginning of the Fall semester of odd numbered years the Provost shall direct the President of the Faculty Senate to initiate the review process for those portions of the *Faculty Handbook* that have not been revised in the interim.
- C. Pursuant to the directive from the Provost, the Faculty Senate President shall solicit proposed revisions from the Senate committees and the councils, the Council of Deans, and members of the Cabinet of the President of the University of Houston.
- D. If the primary review finds that no changes are necessary, notification to the Faculty Senate President will satisfy the review requirement.
- E. The Faculty Senate President shall forward those suggestions to the relevant organization or governance body as determined by the Senate Executive Committee for consideration of revisions. The relevant body will consider those and other possible revisions.
- F. The primary review body shall refrain as much as possible from stylistic changes and will detail its suggested policy changes in its submission of recommendations. The Faculty Senate Executive Committee shall review all changes and resolve problems by sending the changes back to the reviewing body for further consideration, by submitting the matter to the full Senate, or by its own determination.
- G. Upon completion of the review of any section, that section with the changes clearly indicated will be forwarded for review to the General Counsel and then for approval to the Provost and the President. If the recommendations are accepted, then the Provost will so notify the Faculty Senate offices. The General Counsel or Provost shall return the recommendations to the Faculty Senate Offices if the recommendations are declined. The President of the Senate will then notify the forwarding body to ascertain whether that body wants to take further action.
- H. Upon notification from the Provost's office, the Faculty Senate offices shall date and archive the superseded policy. The new policy shall be clearly dated and substituted into the appropriate section on the website and into the Senate Office document file of the whole *Faculty Handbook*, with copies being sent to the President, the Provost, the General Counsel, and the University Archive. A calendar documenting which sections of the *Faculty Handbook* have been changed will be kept on the Faculty Senate website.
- I. At the beginning of each academic year the Faculty Senate Offices shall generate four copies of the complete *Faculty Handbook*: one for the office of the General Counsel, one each for the University Library and Archive, and one to be maintained in the Faculty Senate Offices. Normal access to the *Faculty Handbook* shall be through the *Faculty Handbook* website.

Timeline: Suggested revisions by the primary review committee should be completed within four months. More difficult considerations will take a longer period.

- L. Nothing in this procedure shall preclude faculty governance bodies in their ordinary course of activities from considering changes in the *Faculty Handbook* in matters that pertain to their jurisdiction. These procedures only detail that mandatory review of the *Faculty Handbook* that takes place periodically.

Faculty Handbook Committee, 2007 Edition

Allen Warner (Chair)

Agnes DeFranco

Joseph Eichberg

Dona Hamilton

Sara McNeil

2005 President of the Faculty Senate

Assistant Vice President for Undergraduate Studies

2002 President of the Faculty Senate

UH System Vice Chancellor and UH Vice President for

Legal Affairs and General Counsel

Executive Committee Member-at-large of the Faculty Senate

NOTICE:

If any part of this Handbook is found to be difficult to use, unclear, misplaced, or inadequate in any way or to make suggestions for information to be included in future editions, please submit comments in writing to the Faculty Senate office: mail code, FS-2005; FAX, 713-743-9184; e-mail, MBBrantley@central.uh.edu. They will be used to improve the next edition.

Appendix A

Faculty Senate Constitution (from page 34)

(Adopted May 1961, and amended Dec. 6, 1961; Jan. 10, March 21, 1962; Dec. 16, 1964; Jan 13, April 14, Sept. 22, Nov. 17, 1965; Feb. 16, 1966; April 16, Sept. 24, 1969; April 16, 1975; Nov. 17, 1976; Nov. 16, 1977; April 19, 1978; Dec. 12, 1979; June 6, 1980; Nov. 18, 1981; reviewed Oct. 3, 1983; amended Feb. 19, 1986; Sept. 16, 1987; Jan. 18, 1989; Aug. 28, 1991; May 13, 1992; Dec. 14, 1994; Jan. 25, 1995; March 29, 1995; April 16, 2003 .)

The members of the faculty at the University of Houston established this constitution to provide an instrument for cooperative action in attaining such ends as the members may select.

Preamble -- Shared Governance

Principles -- Shared governance is the collective commitment of the faculty and administration at the University of Houston to work cooperatively, together with other University constituencies, to achieve a common vision of excellence for the University. Successful shared governance requires an active partnership at all levels of the enterprise, from individual programs to the overall University, to provide a basis for joint participation in setting priorities and formulating policy. Effective implementation of shared governance depends on mutual trust, shared confidence, and frequent communication among faculty and administrators, informed by an appreciation of their interdependent roles and responsibilities.

Faculty Role in Shared Governance -- The faculty provides the excellence in teaching and research that determines the quality and reputation of the University. The faculty has a major role in devising academic policies, establishing performance standards, and in protecting academic freedom. Therefore, the faculty has the primary responsibility for curricular matters and degree programs. Recommendations about appointments, retention, and post-tenure review are a central faculty responsibility. The faculty has significant input in the formulation of budget priorities, including compensation policies. The faculty has a major role in the selection and review of administrators at all levels of the University. The faculty assists in setting goals to improve the quality of campus life, the surrounding community and the national academic standing of the institution.

Article One--Membership

Section One --The Faculty Senate shall consist of 52 permanent members elected by the faculty in the manner provided below. In any year, if the president's or the immediate past president's term as senator shall have expired, that person shall be designated senator-at-large and the total membership shall be 53 or 54, during which time the apportionment of senators by college shall not be affected.

Section Two --Full-time faculty members at the University of Houston, except those with the administrative rank of assistant dean or above, shall be eligible for membership in the Faculty Senate. Department chairs are eligible to serve in the Faculty Senate.

Section Three -- The unit by which representation shall be determined is the college, and not subdivisions thereof. For this purpose the following units are deemed to be colleges, with the current number of senators indicated in parentheses: Architecture (one), Business (four), Education (four), Engineering (five), Graduate College of Social Work (one), Hotel and Restaurant Management (one), Law Center (three), Liberal Arts and Social Sciences (sixteen), Library (three), Natural Sciences and Mathematics (ten), Optometry (two), Pharmacy (one), and Technology (one).

All regular voting members of a college are eligible to vote in elections for senatorial positions. Elections must be by secret ballot.

Section Four --The Senate shall reapportion itself immediately before the 1980 election, and each fourth year thereafter. Reapportionment shall be made in the proportion which the number of full-time faculty in the said colleges bears to the total number of the full-time faculty in the said colleges, but each college shall be entitled to at least one member. Librarians are counted in the same manner as other faculty.

If a new college is established, the Senate shall make provision for its representation at the next following election by one senator. If a college is discontinued, it shall cease to be represented. If a college is divided, its representatives shall be divided among the newly created colleges. If two colleges are merged, the successor college shall have the same representation as was previously held by the two separate entities. The apportionment of senators shall not be affected by the creation, division, merger, or termination of colleges until the next apportionment provided for in this article.

Section Five --Elections to the Senate shall be for a term of three years, beginning on January 1. In the event of a vacancy, a special election shall be held to fill the unexpired term.

Section Six --Regular elections shall be held in the fall semester prior to October 31 of each year for the terms then expiring. The dean or other officer in charge of each college shall certify the results of such elections to the secretary of the Faculty Senate.

Special elections to fill unexpired Senate terms shall be held within 60 days after a senator has resigned. The months of May, June, July, and August shall not be used in computing the 60-day period. Unexpired terms exceeding three months may be filled only by election. Unexpired terms of less than three months may be filled temporarily by an individual appointed by either the dean of the college or a college governance organization, at the end of which time a successor will be elected.

So as to avoid prolonged lapses in representation, a senator who goes on leave and is absent from academic duties, or is for any other reason away from the university, for a period exceeding the summer plus one long (i.e. Fall or Spring) semester shall relinquish his/her senatorial position and a special election shall be held to select a replacement. When the absence does not exceed the summer plus one long semester, the senatorial position may, and for periods of more than two months should, be filled temporarily by an individual appointed by either the dean of the college or a college governance organization.

Section Seven --Members of the Senate shall be eligible for reelection.

Section Eight --In the event that a college fails to fill a senatorial position within the time periods provided in this article, the Senate shall conduct an election in accordance with the election rules and procedures normally utilized by that college.

Section Nine --The Senate shall be the judge of the elections, returns, and qualifications of its members.

Section Ten --If a college loses a seat due to reapportionment, it shall be the one with the shortest term of office still remaining. In order that one-third of the Senate seats, or the nearest fraction thereto, are subject to election each year, terms of less than three years may be utilized as part of a reapportionment.

Article Two--Officers

Section One --The Senate shall have a president, a president-elect, and a secretary. These officers shall be members of the Senate and shall be elected by the Senate for a term of one year, provided that their terms of office shall not end sooner than the election of their successors. The duties of these officers may be provided for in the bylaws. The bylaws may provide for other officers.

Section Two --One or more deputies may be appointed by the secretary of the Faculty Senate to assist in the discharge of the duties as secretary of the Senate. Such deputies need not be members of the Senate or the faculty.

Section Three --If the Office of the President becomes vacant, the president-elect shall become president. If the office of president-elect or secretary becomes vacant, a new election shall be held to determine the successor.

Article Three--Executive Committee

Section One --The Executive Committee shall consist of the president-elect, the president, the immediate past-president, and the secretary of the Faculty Senate, two members elected by the Senate, and the chairs of Senate standing committees. The president of the Faculty Senate shall act as presiding officer of the Executive Committee, and the secretary of the Faculty Senate shall act as the secretary of the Executive Committee. Members of the Executive Committee shall serve one-year terms, provided that their terms shall not end sooner than the selection of their successors.

To coordinate the efforts of the shared governance structure and increase its effectiveness, the Executive Committee shall invite the chairs of the Graduate and Professional Studies Council, the Research Council, the Undergraduate Council, and the Staff Council to serve on it as non-voting ex-officio members.

Section Two --The Executive Committee shall direct the activities of the Faculty Senate. The president of the Senate shall appoint committees with the advice and consent of the Executive Committee. The Executive Committee shall prepare the agenda for the meeting of the Senate and shall propose to the Senate appropriate committee structure and other devices to carry out the business of the Senate.

Section Three --The Faculty Senate may at its discretion, by a majority of those present and voting, empower the Executive Committee or any other committee of the Senate, to act for it in any particular matter, or any well-defined class of matters. Such power may be rescinded at any time.

Section Four --The president of the Faculty Senate shall be responsible for communicating the actions of the Senate to the appropriate administrative authorities of the university. Prior to such communication, however, the Executive Committee shall be empowered to refer back to the Senate any action for further consideration at the next or subsequent meeting as the Senate may determine provided, however, that the same matter shall not be referred back hereunder a second time.

Section Five --If an at-large member of the Senate Executive Committee resigns, the Executive Committee may fill the vacancy by the appointment of a member of the Faculty Senate.

Article Four--Committee on Committees

Section One --The Committee on Committees shall consist of the president of the Senate, the immediate past-president of the Senate, and six members elected by the Senate. No more than one member of the committee, excluding the *ex officio* members, shall come from any one college. The immediate past-president will serve as chair of the committee. If the immediate past-president is unwilling or unable to serve, the Senate shall elect an additional member to the committee, and the committee members will select their own chair from among the elected members of the committee. If a member of the committee resigns, the Senate Executive Committee may fill the vacancy by appointment of a member of the Faculty Senate.

Section Two --No later than June 1 of each year, the committee shall nominate to the president, the senior vice president for academic affairs/provost, or other appointing officials appropriate persons to serve on campus standing committees during the next academic year.

Section Three --The committee shall notify the Senate of nominations of faculty members to serve on committees or similar groups other than standing committees. The committee shall nominate to the spring Assembly of the Faculty names for positions to be filled on the Faculty Grievance Committee. (For composition of membership, see Bylaw Seven.) Additional nominations may be made from the floor at the spring assembly. The committee shall promptly proceed to conduct a campus-wide election, and then to publicize the results. If a vacancy occurs on the Grievance Committee, the Committee on Committees shall appoint a replacement for the portion of the term remaining until the next scheduled election.

Section Four --At the last regular meeting of the Senate in November, the committee shall present two nominations for the positions of president-elect and secretary, and four nominations for the two elective positions on the executive committee. The committee shall also present eight nominees to fill the six elective positions on the Committee on Committees. Additional nominations may be made from the floor. Senators whose term of office is about to expire are eligible for election to the Committee on Committees, but not the other positions. The election shall take place at the first regular meeting of the Senate in December.

Article Five--Assembly of the Faculty

Section One --All full-time faculty members at the University of Houston shall be eligible to attend the Assembly of the Faculty.

Section Two --Assemblies of the Faculty shall be held at least once each fall and spring semester at the call of the president of the Faculty Senate. Additional meetings shall be called by the president of the Senate upon petition by five members of the Senate or 25 faculty members, or by action of the Executive Committee.

Section Three --One of the purposes of the Assemblies of the Faculty shall be to report to the faculty the actions of the Senate since the last Assembly of the Faculty. The Executive Committee of the Senate shall prepare the agenda for the Assembly of the Faculty. The agenda shall provide for the introduction of business at the meeting by any faculty member. The president of the Faculty Senate or the person discharging the duties of the president shall act as the chair of the Assembly of the Faculty. The secretary of the Faculty Senate shall act as secretary of the Assembly of the Faculty.

Section Four --The quorum for meetings of the Assembly of the Faculty shall consist of one-quarter of the membership of that body.

Article Six--Meetings and Voting

Section One --The Senate shall meet at least once a month during the regular nine-month school year.

Section Two --The first regular meeting will be held in January, after the beginning of the spring semester.

Section Three --Prior to the February meeting, the Executive Committee shall present a calendar of regular meetings for the remainder of the calendar year. The Executive Committee, with due notice, may either alter the calendar of regular meetings or call special meetings. Upon the written petition of at least 10 senators, a special meeting must be called.

Section Four --One-half of the members of the Senate shall constitute a quorum for the transaction of business.

Section Five --All meetings shall be conducted according to parliamentary laws as set forth in the latest edition of Roberts' Rules of Order, except where a contrary rule is provided by this constitution, or by the bylaws, or by any standing rules.

Section Six --Any faculty member may petition the Executive Committee to be permitted to address the Faculty Senate in regard to any matter within the Senate's competence. Such appearance shall be subject to limitations of time as provided by the Senate, but permission hereunder shall be granted as freely as the due conduct of the Senate's business shall permit.

Section Seven --Except where the constitution or bylaws provide otherwise, all elections and matters voted upon shall be determined by a majority of those voting.

Section Eight --Written ballots shall be used for elections. Other matters will be determined by a show of hands unless written ballots are requested by at least three members of the Senate.

Article Seven--Bylaws

Section One --The Senate may adopt or amend bylaws as follows:

- (1) At a regular meeting of the Faculty Senate by a majority vote provided, however, that notice of such bylaw or amendment to a bylaw must have been given a reading in the exact form in which it is finally adopted at the previous regular meeting or
- (2) If the proposed bylaw, having been read at the previous meeting, is amended by a majority vote of the Senate subsequent to its reading, it may be adopted by a two-thirds vote of those present.

Article Eight--Amending Process

Section One --This constitution may be amended only as follows:

- (1) At a regular meeting of the Faculty Senate by a two-thirds vote of the members present provided, however, that notice of such amendment must have been given by a reading of the amendment, in the exact form in which it is finally adopted, at the previous regular meetings,
- (2) By a written three-fourths vote of the total membership of the Senate, or

- (3) By a three-fourths vote of those members present at an Assembly of the Faculty provided, however, that notice of such amendment must have been given by a reading of the amendment, in the exact form in which it is finally adopted, at a meeting of the Assembly of the Faculty at least 30 days previously.

Bylaws

ONE -- An eligible faculty member is a full-time, tenured or tenure-track faculty member or a full-time Library faculty member of the University of Houston.

TWO --Duties of officers shall be as follows:

Duties of President:

- (1) Preside over all meetings of the Faculty Senate and the Assembly of the Faculty.
- (2) Be an *ex officio* member of all standing and *ad hoc* committees of the Faculty Senate.
- (3) Call special meetings when appropriate.
- (4) Transmit to the appropriate administrative authorities of the University of Houston the recommendations and resolutions passed by the Faculty Senate.
- (5) Advise the president and the senior vice president for academic affairs of the University of Houston on matters of general interest to the faculty.
- (6) Transmit from the president and senior vice president information on matters of general interest to the faculty.
- (7) Appoint the chairs of senate standing committees.

Duties of President-elect:

- (1) Preside over all meetings of the Faculty Senate and the Assembly of the Faculty in the absence of the president.
- (2) Be a member of all standing and *ad hoc* committees of the Faculty Senate, and act as liaison between these committees and the president.
- (3) Further assist the president as the president may deem advisable.
- (4) Coordinate with the secretary the communications of the Senate.

Duties of the Secretary:

- (1) Keep a complete set of minutes for each meeting and prepare summary minutes of each regular or special meeting.
- (2) Carry on correspondence.
- (3) Act as treasurer when necessary.
- (4) Keep a roll of members present.

Duties of Immediate Past President:

- (1) Serve as chair of the Committee on Committees.

- (2) Work with the new president in transferring effectively the responsibilities of the office.
- (3) Further assist the president as the president may deem advisable.

THREE --The Executive Committee shall act as the Credentials Committee to decide questions arising in connection with credentials of members of the Senate. In order to promote effective representation for all colleges, the president may invite any member who misses three or more meetings during a calendar year to consider resigning from the Faculty Senate.

FOUR --All members of standing committees shall be appointed from the membership of the Faculty Senate. The Senate standing committees are: the *Budget and Facilities Committee*, which shall conduct a continuing review of the University's financial resources, including the ways in which such resources are actually spent; the *Educational Policies and Student Affairs Committee*, which shall review and recommend policy concerning the substance and presentation of undergraduate and graduate education, shall review the operations of the appropriate administrative offices with respect to the implementation of existing policy and the promulgation of policy changes, and which shall create and maintain more effective coordination and cooperation with student organizations at the University of Houston, shall be concerned with the improvement of campus life, and shall review the operations of the administrative offices responsible for the promulgation of policies concerning student and campus life; the *Faculty Affairs Committee*, which shall review and recommend policy concerning the conditions of faculty employment, and shall review the operations of the appropriate administrative officials with respect to the implementation of existing policy and the promulgation of policy changes; the *Scholarship & Community Committee*, which shall serve as liaison between the Faculty Senate and both the internal university community and the various external—local and regional—communities that the University serves. The committee shall assist faculty in three areas: promoting scholarly activities, conducting scholarly activities, and communicating scholarly activities.

FIVE --Minutes for regular Faculty Senate meetings will be provided to each senator before the next regular meeting; copies will be available to others upon request from the Faculty Senate office. Minutes for special meetings will be prepared promptly and distributed in the same manner as the minutes of regular meetings.

SIX --When the Senate is requested to nominate faculty members to serve on any committee or other body for which members are not nominated by the Committee on Committees, the power to nominate rests with the president of the Senate. All nominations shall be promptly communicated by the president to the Executive Committee and the Committee on Committees.

SEVEN -- The Faculty Grievance Committee has thirteen faculty representatives who are elected by the entire faculty to three-year terms of office, with approximately one-third of the membership being replaced each year. If a member resigns, a replacement is appointed by the Committee on Committees to serve until the next annual election. Those then elected serve out the original term of office (see *Article Four*). The nominees should be broadly representative of the diversity in the faculty and in the academic perspectives. No more than three members shall be from the same college when said college has 200 or more full-time, tenured or tenure-track faculty and no more than two members shall be from the same college when said college has fewer than 200 full-time tenured or tenure-track faculty. The Committee on Committees shall nominate at least two candidates more than the vacancies. Recognizing the value of participation in the grievance process by members of each college, the Committee on Committees shall work with due diligence to include a candidate from each college without a continuing member on the Grievance Committee. In consideration of the burdens of the committee, election to the Grievance

Committee shall constitute a resignation from other University level committees unless the elected member otherwise specifically requests.

The members of the Grievance Committee must be full-time tenured faculty with the rank of associate professor or higher or senior associate librarians or higher. Members of the administration, including deans or directors, assistant or associate deans or directors, and department chairs, are not eligible to be members of the committee.

The University Grievance Committee exists as the final faculty body to which appeal may be made regarding a decision for nonrenewal of contract of a nontenured faculty member if the appeal is based upon the allegation that adequate consideration of the individual's qualifications was not given or that considerations violative of the individual's academic freedom contributed significantly in the decision not to renew the contract.

EIGHT-- The president and president-elect or their representatives shall serve as Senate representatives to the University Faculties Executive Council [UFEC]. Each representative shall serve until the end of the calendar year, or until replaced. A Senate representative may continue to serve even if the Senator's term of office has expired.

NINE--The Senate is a member of the Texas Council of Faculty Senates (TCoFS), a state-wide organization composed of state colleges and universities. The two representatives to TCoFS shall be the president and president-elect of the Senate.

TEN-- In situations where there is the possibility of eliminating or drastically reducing academic departments or programs with the result that faculty might be terminated, the president of the Faculty Senate will appoint an *ad hoc* committee representing the academic interests of the campus. This committee will participate actively in deliberations and proceedings concerning possible reduction or elimination. Committee participation shall be timely and shall afford ample opportunity for the Faculty Senate to represent adequately its viewpoints prior to final decision.

For more information call: Faculty Senate, 713-743-9181, or visit its website at <http://www.uh.edu/fs/>

Appendix B

Graduate and Professional Studies Council Bylaws (from page 35)

PURPOSE AND CHARGE

The Graduate and Professional Studies Council (GPSC) is the academic governance committee responsible for advising the Dean of Graduate and Professional Studies (hereafter referred to as “the Dean”) about the quality and uniform surveillance of graduate and professional programs at the University of Houston. It is also charged with recommending changes in existing policies or suggesting the need for new ones, and approving new courses, course changes and/or deletions to the Texas Higher Education Coordinating Board.

Specifically, the Graduate and Professional Studies Council will work with the Dean of Graduate and Professional Studies in advising the Provost and the President on matters relating to:

- A. The admission and selection of graduate and professional students; including international graduate students;
- B. The development and assessment of graduate and professional programs together with criteria for admission, standards of instruction, and standards for graduation aimed at excellence;
- C. The review of and advice on programs and courses in the graduate and professional curricula;
- D. Other matters identified by the Provost or of interest to the administration, the faculty, and graduate and professional students.

MEMBERSHIP

The Graduate and Professional Studies Council shall consist of members representing the faculty, student body, and academic administration of the University of Houston.

- A. The faculty shall be represented by:
 - 1. Two graduate faculty members from each college selected according to their established procedures.
 - a. Membership shall be for three years beginning with the Fall semester. Approximately one-third of the council's faculty representatives shall be selected each year. In those colleges where the Chair of the College Graduate Studies Committee serves for a one-year term and who becomes automatically one of two college members elected to the Graduate and Professional Studies Council, an internal arrangement, acceptable to the college, would allow this Council member to finish his or her three-year term without discontinuity.
 - b. Members shall be eligible for re-election.
 - 2. One faculty member designated by the Faculty Senate to serve in a voting capacity.
 - 3. One faculty member from the college of the Chair of the Graduate and Professional Studies Council selected according to the college's established procedures to serve during the term of the Chair of the Council.

4. One faculty member from the Research Council to serve as a nonvoting ex-officio capacity in alternate years beginning 1996-97. (One faculty member from the Graduate and Professional Studies Council will serve in a nonvoting ex-officio capacity on Research Council in alternate years beginning 1995-96).
- B. The student body shall be represented by two graduate or professional students appointed by the Student's Association for terms of one year beginning with the Fall semester and who shall have voting privileges.
 - C. The academic administration shall be represented by the Dean who shall serve in a nonvoting ex-officio capacity.

OFFICERS

- A. The Council shall have a chair and a vice-chair who shall be members of the Council.
 1. These officers shall be members of the Council and shall be elected by the Council as a whole for a term of one year. The vice-chair serves the first year as Council chair-elect and the second year as Council chair. The duties of these officers are described below. During the last meeting of the Spring semester, the Council shall elect a new chair-elect from among those members of the Council who will be returning to the Council the following year. At the first meeting of the Fall semester, the chair of the Council is assumed by the vice-chair.

In the event that the chair or chair-elect's term as Council member shall expire, that person shall be designated as a Council member at-large. In this event, another Council member shall be appointed by the chair's college so that the apportionment of Council members by colleges shall not be affected.

For 2000-2001 only, Council members shall elect both the chair and the chair-elect at the last meeting of the Spring 2000 semester. The chair shall serve one year as chair. The vice-chair shall serve two years, the first year as vice-chair and the second year as chair. In successive years the chair-elect will be elected and serve as described in the preceding paragraph. No member shall be elected chair more than twice.

2. The duties of the chair are:
 - a. In consultation with the Council, to set dates for meetings of the Council
 - b. To set the agenda for the meetings of the Council;
 - c. To preside at all meetings of the Council;
 - d. To appoint the chairs and members of the standing committees of the Council;
 - e. To notify the Dean of the appropriate college of any member having extended or frequent absences from the Council meetings, and request assurance from that college that the member or appropriate replacement shall be present at future meetings;
 - f. To ensure that the approved minutes of the Council, including its actions, are transmitted to the Dean in a timely manner;
 - g. To submit to the Dean and Council members a list of all resolutions approved by the Council, by date, for the previous academic year.

- h. To appoint three faculty members to the ad hoc Graduate and Professional Studies Grievance Committee (GPSGC); to select the student member to serve on the GPSGC from a pool of graduate students provided by the colleges.
- 3. The chair may:
 - a. Call special meetings of the Council and set the agenda for those meetings.
 - b. Participate in the discussion of the Council at its meetings, unless prohibited from doing so by a vote of two-thirds of the members of the Council present and voting.
 - c. Vote during meetings of the Council.
 - d. With the approval of the Council, appoint the standing committees representatives of the faculty, student body, or administration who are not members of the Council, provided that a majority of each committee shall be composed of members of the Council.
- 4. The duties of the vice-chair shall be to perform the duties of the chair during the chair's temporary absence.
- B. If the office of the chair becomes vacant, the vice-chair shall assume the duties of the chair, and the Council shall hold a new election to determine the vice-chair's successor. If the office of the vice-chair becomes vacant, the Council shall elect a new vice-chair.

COMMITTEES

A. Standing Committees.

The Council shall have four standing committees: Academic Program Evaluation, Course Evaluation and Review, Graduate Admissions and Student Affairs, and Graduate Policies. Most matters important to graduate education which come before the Graduate and Professional Studies Council will be reviewed and considered by one of these committees, as decided by the Chair of the Council, before being brought to the full Council for discussion and approval. The committees will submit a written report for advance distribution to Council members for discussion and consideration.

B. Ad Hoc Committees.

1. Committees charged with reviewing and studying proposals and/or formulating recommendations shall present a written report for advance distribution to Council members for discussion and consideration.
2. Committees dealing with specific college matters shall be composed of at least three members: one representative from the college initiating the request; and at least two other representatives, one of whom shall serve as chair of the committee.
3. The Graduate and Professional Students Grievance Committee (GPSGC) is administered by the Graduate and Professional Studies Council under the purview of the Dean of Graduate and Professional Studies. GPSGC may be formed on an ad hoc basis, by a request of a student, and in accordance with the "Grievance Policy for Graduate and Professional Students," to review all documents pertaining to a grievance, and to report its findings, the rationale for the findings, and its recommendations to the Dean.

MEETINGS

- A.** The Council shall hold regular meetings at least four times each during the Fall and Spring semesters. The Chair shall announce, in writing, the dates of the meetings.
- B.** Should need arise, the Council may hold special meetings upon the call from the Chair or the written petition of at least five members. The Chair or members who call the meeting shall notify the members of the Council when and where it is to be held at least one week in advance.
- C.** Members who are unable to attend a meeting shall notify the Chair as soon as possible.
- D.** At meetings of the Council, one-half of the membership shall constitute a quorum.
- E.** All meetings shall be conducted according to the Robert's Rules of Order, Newly Revised, except where a contrary rule is provided by these Bylaws.
- F.** Members shall be regular in their attendance at meetings of the Council. Members who are unable to attend a regularly scheduled meeting shall notify the Chair of the Council as soon as possible. Members who are absent from either three consecutive meetings of the Council or one-half the regularly scheduled meetings of the Council or its committees during a one-year period beginning with the first day of the Fall semester (as defined by the University class schedule) may be removed from the Council for excessive absences. An exception is that members who cannot attend any meetings of the Council for at least one semester, but less than two semesters, may be replaced for the period by and from the constituencies which the absent members represent.

ELECTIONS and VOTING

- A.** All elections and matters voted upon shall be determined by a majority of those voting, except where these Bylaws provide otherwise. Upon the call of five or more members, the vote shall be by written ballot.
- B.** There shall be no voting by proxy.
- C.** Ex-officio members may participate in discussion but do not have voting privileges.

AMENDMENTS

- A.** These Bylaws may be amended in two ways:
 - 1.** At meetings of the Council by two-thirds vote of the members present, provided that written notice of the proposed amendment shall have been distributed to the members of the Council at least one week in advance.
 - 2.** By a three-fourths mail-ballot vote of the entire membership of the Council. Members shall have at least two weeks to cast their votes.
- B.** Unless otherwise specified, an amendment shall become effective immediately upon adoption.

Appendix C

Undergraduate Council Bylaws (from page 36)

Revised February 1987, June 1988, September 1988, May 1990, November 1990, May 1994, July 1994, March 1996, July 1999, May 2000, July 2000, August 2001

MEMBERSHIP

- A.** The Undergraduate Council shall consist of members representing the faculty, student body, and administration of the University of Houston.
1. The faculty shall be represented by
 - a. One elected representative from a college for each 14,000 undergraduate semester credit hours generated by the college based initially on official twelfth-day enrollment figures for the fall semester of 1978 and reapportioned on the basis of official fall enrollment figures every third year thereafter, except that the Honors College shall have one representative elected annually. The distribution of elected faculty representatives for the academic year shall be reported at the first regular meeting of the council each fall semester.
 - 1) Every faculty member of the University of Houston including chairs, directors, assistant deans, and associate deans, but excluding those with administrative rank of dean or above, shall be eligible for membership.
 - 2) Terms of membership shall be for three years beginning August 15, with approximately one-third of the terms expiring each year.
 - 3) Members shall be eligible for re-election.
 - b. A faculty member from the Honors College, below the rank of the dean.
 - c. The chair of the council.
 2. The student body shall be represented by three undergraduate students.
 3. The administration shall be represented by
 - a. The Provost's deputy primarily responsible for undergraduate studies (non-voting member);
 - b. The university administrator responsible for enrollment management;
 - c. The Dean of Students;
 - d. The Assistant Vice President for Undergraduate Studies;
 - e. The Director of the Office of Registration and Academic Records;
- B.** Members shall be selected according to the following procedures:
1. After soliciting nominations from its faculty, each college shall elect its faculty representative no later than the end of the spring semester of the year in which the term of membership begins.

- a. Each faculty representative from a college shall be elected either by a majority vote of the faculty members of the college's undergraduate committee, provided that those members of the committee are elected, or by a majority vote of all faculty members in the college eligible to vote in college elections and voting.
 - b. If a vacancy occurs between college elections, the undergraduate committee of the college or the dean, if there is no such committee, shall appoint a faculty member to represent the college until the next election, at which time a representative shall be elected to fill the remainder of the unexpired term.
 - c. The dean of each college shall notify the council in writing at once if a vacancy occurs or a new faculty representative is elected, reelected, or appointed.
2. The students shall be appointed by the appropriate college committee on an annual rotating basis according to the following system of apportionment: 1 from the College of Liberal Arts & Social Sciences; 1 from C. T. Bauer College of Business or Natural Sciences and Mathematics; and 1 from Architecture, Engineering, Education, Hotel and Restaurant Management, Pharmacy, or Technology. Appropriate college committees shall be contacted at the end of the spring semester by the chair of the council.
 3. Administrative members shall serve as long as they hold the offices that entitle them to membership on the council, unless removed from the council for excessive absences. They shall continue to serve until their replacements have been named or their office eliminated.
 4. If questions arise, the council shall determine by majority vote whether procedures used to select members are valid and whether those selected to serve are eligible and qualified for membership. Those whose membership is in question shall not vote.

OFFICERS

- A. The council shall have a chair and a vice-chair who shall be members of the council.
 1. The chair shall be elected to a one-year term by the council from among its faculty members at the last regular meeting before final examinations in the spring semester and shall take office on August 15.
 - a. If the person who is elected chair has an unexpired term, the constituency that he or she represents shall select an interim representative to serve as a replacement for the chair while the chair is in office.
 - b. If the chair is elected or reelected at the end of a term, he or she will serve as an at-large member.
 - c. No member shall be elected chair for more than two consecutive terms.
 2. The duties of the chair shall be to
 - a. Determine the dates of and set the agenda for all regular meetings of the council.
 - b. Preside at all meetings of the council and its Executive Committee.
 - c. Appoint the chairs and members of all standing committees of the council no later than the first regular meeting of the fall semester.
 - d. Appoint the chair and members of *ad hoc* committees whenever necessary.

- e. Serve as an *ex officio* member of all standing and *ad hoc* committees of the council.
 - f. Notify the council in writing of any member who has been absent from either three consecutive meetings of the council or half the meetings of the council during a one-year period beginning August 15, and with the consent of a majority of the remaining members of the council at the next regular meeting of the council, declare that member's position on the council to be vacant.
 - g. Report directly to the Senior Vice President and Provost in writing and in a timely manner all actions of the council sending copies of the report to departments, schools, and colleges concerned.
 - h. Submit, no later than August 31, a written summary report of the council's activities for the previous twelve-month period to the Senior Vice President and Provost, President of the Faculty Senate, President of the Students' Association, academic deans, and members of the council.
 - i. Represent the council on other University bodies as appropriate and report their activities to the council.
 - j. Appoint the vice-chair of the council with the consent of the majority of the members of the council.
3. The chair shall be entitled to
- a. Call special meetings of the council and set the agenda for those meetings.
 - b. Participate in the discussions of the council at its regular and special meetings, unless prohibited from doing so by a two-thirds vote of the members of the council present and voting.
 - c. Vote during meetings of the council when the vote is by written ballot and in all other cases where the vote would change the result.
 - d. Appoint to standing committees representatives of the faculty, student body, or administration who are not members of the council, provided that a majority of each committee shall be composed of members of the council.
 - e. Appoint to *ad hoc* committees representatives of the faculty, student body, or administration who are not members of the council, provided that a majority of each committee shall be composed of members of the council.
4. The vice-chair shall be appointed by the chair of the council from among its members with the consent of a majority of the members of the council present and voting at the first regular meeting of the fall semester.
- a. The vice-chair's term shall end on August 14.
 - b. So long as the vice-chair is a member of the council, he or she shall be eligible for reappointment.
5. The duties of the vice chair shall be to
- a. perform the duties of the chair during the chair's temporary absence.

- b.** report all changes in council membership to the council in a timely manner.
- B.** If the office of chair becomes vacant, the council shall hold a new election to determine the successor. If the office of vice-chair becomes vacant, the chair shall appoint a successor with the consent of the majority of the members of the council present and voting at the next regular meeting of the council.

COMMITTEES

- A.** The council shall have three standing committees, each chaired by a faculty member of the council: The Core Curriculum Committee, the Degree Programs Committee, and the Academic Policies and Procedures Committee.
 - 1.** Each standing committee shall perform such duties as may be required by the council or its chair.
 - 2.** Each voting member of the council shall be a member of at least one standing committee, but the membership of no standing committee shall include more than two elected faculty representatives from the same college or more than one student representative.
 - 3.** The chair of each committee shall notify the chair of the Undergraduate Council in writing of any member assigned to committee who has been absent from either three consecutive regular meetings of the committee or half the regular meetings of the committee during a one-year period beginning August 15. The chair of the Undergraduate Council shall bring this matter to the attention of the council at the next regular meeting of the council and shall, with the consent of the majority of the remaining members of the council, declare that member's position on council to be vacant.
- B.** The council shall have an Executive Committee.
 - 1.** The chair of the Executive Committee shall be the chair of the council. The other members shall be the vice chair of the council, the chairs of the council's standing committees, and the Provost's deputy.
 - 2.** The Executive Committee shall meet before each regular meeting of the council.
- C.** The council may have *ad hoc* committees as necessary to consider matters clearly not the responsibility of a standing committee or the Executive Committee. No *ad hoc* committee shall continue beyond the term of the chair appointing it.
- D.** At its first regular meeting in March, the council shall elect a Nominating Committee by a plurality vote of those present and voting.
 - 1.** The Nominating Committee shall be made up of four members of the council, at least three of whom shall be faculty.
 - 2.** At the council's first regular meeting in April, the committee shall nominate at least two eligible members of the council to be chair of the council for the next year.
 - 3.** Action by this committee shall not preclude individual members of council from making additional nominations.
- E.** Committee chairs shall attempt to hold committee meetings when a majority of the committee members can attend and notify the members of the committee where and when meetings are to be held at least twenty-four hours before they begin.

- F. Members shall be regular in their attendance at meetings of their committees. One-half the membership of each committee shall constitute a quorum for the transaction of business.
- G. All committees of the council shall report in writing to the council.

MEETINGS

- A. The council shall hold regular meetings at least four times each fall and spring semester and at least once during the summer.
 - 1. The first regular meeting each fall and spring shall take place during either the first or the second week of classes.
 - 2. The chair shall announce in writing the dates of the semester's other regular meetings no later than the first regular meeting each semester and the date of the regular summer meeting(s) no later than the first regular meeting of the spring.
 - 3. During the fall and spring semesters, regular meetings shall be held on Wednesdays from three until five o'clock in the afternoon. Meetings that continue beyond that time shall be considered to be special rather than regular, from five o'clock until they end.
 - 4. At least forty-eight hours in advance, the chair shall notify the members of the council in writing where each regular meeting is to be held. In the absence of such notification, a meeting shall be considered to be special rather than regular.
- B. The council shall hold special meetings upon the call of the chair or upon a written petition of at least five members. The chair or members who call the meeting shall notify the members of the council where and when it is to be held at least twenty-four hours before it begins. If possible, special meetings shall be held on Wednesdays at three o'clock in the afternoon.
- C. Members shall be regular in their attendance at meetings of the council. Members who are unable to attend a meeting shall notify the chair as soon as possible. Members who are absent from either three consecutive meetings of the council or one-half the meetings of the council or its committees during a one-year period beginning August 15 may be removed from the council for excessive absences except that members who cannot attend any meetings of the council for at least one semester, but less than two semesters, may be replaced for that period by and from the constituencies which the absent members represent.
- D. At regular meetings of the council, the members who are present shall constitute a quorum for the transaction of business. At special meetings, one-half the membership shall constitute a quorum.
- E. Upon request of at least three of its members present and voting, the council shall postpone consideration of any proposal unless a spokesman for the proposal is present.
- F. No changes to either the Core Curriculum of the University of Houston or the undergraduate admissions requirements shall become effective during the academic year following their adoption by the Undergraduate Council, unless said changes have been received in writing for review by the council on or before the 1st of March except with the consent of at least two-thirds of the members present and voting at a regular meeting of the council.
- G. All meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, except where a contrary rule is provided by these bylaws.

ELECTIONS

- A.** All elections and matters voted upon shall be determined by a majority of those voting, except where these bylaws provide otherwise.
- B.** The election of the chair shall be by written ballot.
- C.** Upon the call of five or more members, any matter to be voted on shall be by written ballot.
- D.** There shall be no voting by proxy.

AMENDMENTS

- A.** These bylaws may be amended
 - 1.** At a regular or special meeting of the council by a two-thirds vote of members present, provided that a written notice of the amendment in the exact form in which it is finally adopted shall have been distributed to the members of the council at least five days in advance.
 - 2.** By written three-fourths vote of the entire membership of the council. Members shall have at least two weeks to cast their votes.
- B.** Unless it specifies otherwise, an amendment shall become effective immediately upon its adoption.

ADOPTION

These bylaws shall become effective when approved by two-thirds of the members of the council, the Provost, and the President of the University of Houston.

Appendix D

Bylaws of the Research Council (from pages 37)

PURPOSE

The Research Council is responsible for advising and making recommendations to the Vice President for Research (VP-Research) at the University of Houston on issues relating to research and scholarship.

The Research Council's specific responsibilities include:

- A. To administer the internal grants program: Structure the program each year in light of available resources, prepare and issue the call for proposals, coordinate the proposal review process, and recommend awards to the (VP-Research).
- B. To administer the Research Excellence Award: Establish guidelines, issue the request for nominations, oversee the activity of the selection committee, and recommend awards to the (VP-Research).
- C. To develop and recommend policies relating to the conduct of research and scholarship at the University.

MEMBERSHIP

- A. Representation on Research Council: The Research Council shall consist of a fixed distribution of members representing a) tenure-line faculty from degree-granting units, b) research faculty, c) centers and institutes, d) the Honors College, and e) graduate research students. The by-laws will be reviewed at least every five years for changes by the membership of the council.

Research Council representatives will be selected as follows:

1. One member from each degree granting unit, plus two additional members from the College of Liberal Arts and Social Sciences, plus two additional members from the College of Engineering, plus two additional members from the College of Natural Sciences and Mathematics (no two members shall be from the same academic department), one member of the Graduate and Professional Studies Council and one member of the Faculty Senate. Frequently, Research Council members will also be members of the Graduate and Professional Studies Council or of the Faculty Senate and those persons can serve the liaison function, reducing the faculty membership. Selection of the representative simultaneously serving on the Research Council and the Graduate and Professional Studies Council will alternate annually between the two Councils.
2. A member representing the Honors College.
3. A member representing the research faculty. This position could be filled by an individual working in or out of a Center or Institute.
4. A member representing the collective body of Research Centers and Institutes. This individual could be a member of the research faculty or the tenure-track faculty.
5. A staff member representing the Office of Research Policies, Compliance and Committees in the Division of Research in a non-voting, *ex-officio* capacity.

6. The Vice President for Research in a non-voting, *ex-officio* capacity.
 7. A graduate student member appointed by the Student Government Association in a non-voting capacity.
- B. Selection of Members:
1. College faculty members are selected by their respective colleges according to college bylaws for a three-year term. The number of representatives from each college is specified in Paragraph A and should be on a rotating basis such that approximately one-third of the members are replaced each year.
 2. The Vice President for Research shall provide a mechanism for selection of a Research Faculty member representative of research faculty.
 3. The representative of the Centers and Institutes will be selected from the collective body of Research Centers and Institutes as recommended by the Council on Research Centers and Institutes coordinated by the Vice President for Research.

OFFICERS

The Council shall have a Chair and a Vice Chair who shall be members of the Council.

1. The Chair and the Vice Chair shall be elected by the Council for a one-year term from among those members who will be returning to the Council the following year, at the last meeting of the Spring term. They shall assume their offices at the conclusion of the Spring term. Usually, the Chair will be in his/her last year and Vice Chair in his/her next to last year on Council while serving in their offices. The Vice Chair is a strong candidate for the Chair the following year.
2. The duties of the Chair are:
 - a. In consultation with the incoming Council, to set the dates for the meetings of the Council. Traditionally, meetings have been set on designated Fridays of each month that do not conflict with University holidays and teaching breaks.
 - b. To set the agenda for the meetings of the Council.
 - c. To preside at all meetings of the Council.
 - d. To appoint the chairs and members of the committees of the Council as described under Section IV of these Bylaws.
 - e. To notify the Dean of the appropriate College of the resignation of any member or the extended or frequent absences from the Council Meetings of any member (see Paragraph V - F) and request assurances that either the member will attend or that an appropriate replacement shall be selected.
 - f. To assure that the approved minutes of the Council, including its actions, are transmitted to the Vice President for Research in a timely manner.
 - g. To serve as member of the Esther Farfel Award Committee.
 - h. To appoint the members of the University Research Excellence Award Committee and then serve as chair of the committee. The committee is usually chosen to

represent the colleges of the nominees. When possible, previous winners of the Research Excellence Award are given preference to serve on the committee.

3. The chair may:
 - a. Call special meetings of the Council and set the agenda for those meetings.
 - b. Participate in the discussion of the Council at its meetings, unless prohibited from doing so by a vote of two-thirds of the members of the Council present and voting.
 - c. Vote during meetings of the Council.
 - d. With the approval of the Council, appoint non-Council members to the committees of the council.
4. The Vice Chair shall serve as Chairman of the Internal Grants Committee. This committee, with the approval of the Council, is responsible for the administration of the formal Internal Grants Programs of the University. The Vice Chair shall perform the duties of the Chair during the Chair's temporary absence. If the office of the Chair or Vice Chair becomes vacant, the Council shall hold a new election to determine the successor.

COMMITTEES

A. Standing Committees:

1. The Committee on Centers and Institutes is chaired by a member of the Research Council. It is responsible for providing a review of all Centers and Institutes on a rotating basis and making recommendations to the Provost regarding their viability. Additionally, the Committee on Centers and Institutes has the responsibility for making recommendations for approval (or disapproval) to the Vice President for Research.
2. The Research Awards Committee is chaired by the Vice Chair of the Research Council. This committee makes funding recommendations for the internal grants programs. The committee may be composed of members of the Research Council and/or supplemented by other faculty appointments outside the membership of the Research Council.
3. The Research Excellence Awards Committee is chaired by the Chair of the Research Council. Members are appointed by the Research Council Chair in conjunction with the Vice President for Research after the nominations are submitted. Appointments to the committee usually come from previous Research Excellence Awards winners and faculty in areas which represent the nominations.

B. Ad Hoc Committees:

The Chair of the Council shall appoint Ad Hoc Committees (and their chairs), as needed, to help formulate and develop issues discussed by the Council. The chairs of the ad hoc committees shall be members of the Council, but the other committee members need not be. The chair of each ad hoc committee shall be prepared to report on the activities of the committee at each Council meeting when called upon by the Chair. At the end of the academic year or when the charge of the committee has been accomplished, the chair of the committee shall prepare a written report of the committee's activities and submit it to the Chair of the Council.

MEETINGS

- A. The Council shall hold regular meetings during the Fall and Spring semesters. The Chair shall announce, in writing, the dates of the meetings.
- B. Should the need arise, the Council may hold special meetings upon the call of the Chair or the written petition of at least five members. The Chair or members who call the meeting shall notify the members at least one week in advance of the meeting.
- C. Members who are unable to attend a meeting shall notify the Chair as early as possible.
- D. At meetings of the Council one-half the "active membership", i.e., voting members currently in good standing (see Paragraph F), shall constitute a quorum.
- E. All meetings shall be conducted according to *Roberts Rule of Order, Newly Revised*, except where a contrary rule is provided by these Bylaws.
- F. Members shall be regular in their attendance at meetings of the Council. Members who are absent from either three consecutive regularly scheduled meetings of the Council or one-half the regularly scheduled meetings of either the Council or its committees during a one-year period beginning with the first day of the Fall Semester (as defined by the University Class Schedule) may be removed from the Council. The administrative officer of the unit represented will be contacted for replacement. An exception can be made for members who cannot attend any meetings of the Council for an entire semester due to a time conflict or absence from the campus. They may be replaced for that period by the unit they represent.

ELECTIONS AND VOTING

- A. All elections and matters voted upon shall be determined by a majority of those voting, except where these Bylaws provide otherwise. Upon the call of five or more members, the vote shall be by written-ballot.
- B. There shall be no voting by proxy.
- C. Ex-officio members may participate in discussion but do not have voting privileges.

AMENDMENTS

- A. These Bylaws may be amended in two ways:
 - 1. At meetings of the Council by a two-thirds vote of the members present, provided that written notice of the proposed amendment shall have been distributed to the members of the Council at least one week in advance.
 - 2. By a three-fourths mailed ballot vote of the entire (voting) membership of the Council. Members shall have at least two weeks to cast their votes.
- B. Unless it specifies otherwise, an amendment shall become effective immediately upon its adoption.

Appendix E

University of Houston Promotion and Tenure Grievance Procedures

(from pages 67 and 68)

On a promotion or tenure matter the following procedures for grievance shall be followed:

- A. In his/her written appeal or grievance to the Grievance Committee, the faculty member shall set forth in detail the nature of the grievance and shall submit factual material pertinent to his/her case. By filing, the faculty member consents to the Grievance Committee having access to those materials and documents in the dossier it deems relevant to the proceedings.
- B. Should the faculty member allege that there were procedural discrepancies in the process concerning the promotion and/or tenure decision, the committee shall decide whether or not to recommend reconsideration by the Provost, with the understanding that the committee shall not substitute its judgment for that of the review bodies. If the University Grievance Committee recommends reconsideration by the Provost, the committee shall indicate in what respects it believes the initial consideration may have been inadequate. If the committee decides that adequate consideration has been provided, its decision shall be considered final. Any committee decision shall be reported in writing and transmitted promptly to the faculty member, the department chair, the college dean, and the Provost. In all actions resulting from a recommendation to reconsider, the decision of the Provost shall be final.
- C. If the faculty member alleges that violations of academic freedom significantly contributed to a decision not to grant him/her tenure, the committee shall decide whether or not there should be a formal hearing. If the committee decides in favor of holding a formal hearing, the matter will be heard in the manner set forth below in the section on "Dismissal of Faculty Members with Tenure and Special or Probationary Appointments Before the End of the Specified Term of Appointment," except that the faculty member making the *grievance* is responsible for stating the grounds upon which s/he bases his/her allegations, and that the burden of proof shall rest upon him/her. If s/he succeeds in establishing a *prima facie* case, it is incumbent upon those who contributed to the decision not to reappoint him/her to come forward with evidence in support of the decision. If the committee decides against holding a formal hearing, its decision and the reasons therefore shall be stated in writing and transmitted promptly to the faculty member, the department chair, the college dean, the Provost, and the President.

For additional information: call the Office of the Provost, 713-743-9101.

Appendix F

UH General Grievance Procedures (from pages 67, 69)

The faculty member initiating the grievance (hereafter referred to as "grievant") must file a written statement of the grievance with the Chair of the University Grievance Committee. The statement of grievance must contain the following information:

- A. The names of the parties involved in the grievance.
- B. Specific issues and actions upon which the grievance is based.
- C. The desired outcome or remedy.
- D. Documentation supporting all charges involved in the grievance.

Upon receipt of the grievance, the Chair of the Committee forwards a copy of the grievance to the Provost.

The Grievance Committee shall decide whether or not the evidence submitted in support of the complaint warrants a detailed investigation or a formal hearing. If the Committee decides against holding a formal hearing or conducting a detailed investigation, the decision and the reasons thereof shall be stated in writing and transmitted promptly to the faculty member and the Provost.

If the Grievance Committee decides that the evidence submitted warrants a detailed investigation or formal hearing, the Chair provides a copy of the grievance and documentation to the persons named as parties in the grievance (hereafter referred to as "respondents"). Upon receipt of the grievance, the respondent prepares a response and submits to the Committee any materials relevant to the case within a time frame identified by the Committee, but no later than thirty days from receipt of the grievance.

The Grievance Committee conducts the detailed investigation or formal hearing in accordance with its procedural rules. The investigation or hearing may be conducted by the Committee as a whole or may be assigned to a subcommittee. All such subcommittees shall be responsible and report to the University of Houston Grievance Committee. A quorum of the hearing committee is required during all deliberations.

Any member of the Committee who is directly involved in the grievance or who has been a member of a previous committee involved with the case is not eligible to serve on the hearing committee.

The hearing committee is responsible for conducting its investigation or hearing in a timely manner, to be established during the formulation of the procedural rules. The Chair of the hearing committee is responsible for scheduling any necessary oral testimony.

The grievant and respondent may be accompanied by an advocate who may assist the grievant or respondent in presenting the case or response to the Committee. If an advocate is appearing for any party in the grievance, all parties shall be allowed to have their advocates present during their testimony. It is the responsibility of the grievant or respondent to communicate with their advocates about Committee proceedings. The proceedings shall be conducted as follows:

- A. A formal hearing begins with the grievant's testimony. Testimony by additional witnesses is determined by the Committee on a case-by-case basis. The hearing committee hears testimony of each party separately. The grievant and respondent may request that witnesses give testimony on their behalf.
- B. If a person is not available to testify, the Chair may request written testimony.
- C. Both the grievant and the respondent may present to the Committee a list of questions that they would like the Committee to ask the parties not present. These questions will be asked in subsequent testimony as outlined above.
- D. All testimony given before the Committee is recorded on audio tape. During the course of the proceedings, these tapes are placed on file in the office of a Committee member, who will be designated by the Committee. Upon request, copies of these tapes will be made available for review by the grievant, respondent, and Grievance Committee members.
- E. The grievant and respondent may review all testimony and additional documentation given in a grievance hearing and prepare a written response. Written responses must be forwarded to the hearing committee Chair by the time specified by the Committee.
- F. If further investigation is needed, the Committee may request additional documentation or testimony. All parties will have an opportunity to respond to such additional information by the Committee's specified time.

Upon completion of all testimony and responses, the Committee meets to deliberate. The Committee is responsible for preparing a report of findings and recommendations.

If heard by a subcommittee, the report is first submitted to the Grievance Committee for approval. The Grievance Committee Chair promptly transmits the report of findings and recommendations to the Provost with copies to the grievant, respondent, and other principal parties. The report shall set forth the findings of fact, conclusions, and recommendations. The complete grievance file and tapes of the proceedings are also forwarded to the Office of the Provost, where they are kept for two years before being destroyed. The Provost considers the advice of the Grievance Committee and makes an independent ruling on the case.

The grievant and/or respondent may, by written request, have the opportunity to present the case to the Provost. The Provost's decision shall be final. The Provost shall transmit the final decision and the supporting reasons to the faculty member, the University of Houston Grievance Committee, the President, and other principal parties in the dispute.

Should the grievance remain unresolved, the faculty member shall, at his/her request, be provided an opportunity to present his/her case to the Provost. That decision shall be final. The decision and the reasons supporting it shall be transmitted by the Provost to the faculty member, the University of Houston Grievance Committee, the President, and other principal parties in the dispute.

Appendix G

Grievance Policy and Procedure for Graduate, Professional, and Post-baccalaureate Students (from page 69)

The following university-wide policy and procedure, for graduate, professional, and post-baccalaureate (PB) students, apply to the redress of grievances concerning academic and instructional matters and other issues for which there are no other existing grievance procedures.

- A. Every effort shall be made by the graduate/professional/PB student and the faculty member(s) involved to settle their differences amicably and informally to redress the grievance. If appropriate or necessary, the department chair shall participate in this informal effort to resolve this grievance. Students in colleges and schools where graduate programs are not administered by a department shall have an alternative person (i.e. Associate Dean, program director or an appropriate designee) to resolve the grievance.
- B. In the event that an informal resolution is not possible, the graduate/professional/ PB student may petition the department chair or the alternative (Associate Dean, program director or an appropriate designee) by filing a formal written complaint within 10 working days after the decision is mutually made that the grievance cannot be settled informally. The letter should provide details regarding the complaint and redress sought. After receipt of the letter, the department chair or alternative must respond in writing within the time specified according to the department's or program's established procedures for dealing with such matters.
- C. In the event that either the grievant or the respondent is unsatisfied with the outcome of the departmental level process (items A and B above), that party may petition the dean of the college against which the grievance is held or the dean's designee-by filing a formal written petition. The dean of the college must respond in writing within the specified time according to the college's established procedures for dealing with such matters. The dean's response must include an explanation for his/her decision.
- D. If either the grievant or the respondent is unsatisfied with the outcome of the college level process, that party may file an appeal seeking university level review by the Graduate and Professional Studies Grievance Committee (GPSGC) which is under the purview of the Dean of Graduate and Professional Studies. This appeal must be in writing, explaining the party's position, and filed with the Dean of Graduate and Professional Studies within 30 calendar days of the final disposition at the college level. The appeal may designate as respondents any of the following persons: (i) the college dean or designee who issued the decision at the college level; (ii) the departmental chair who issued the department's decision or the alternative; and (iii) the original faculty member or committee members giving rise to the grievance. In the absence of a designation, only the faculty member or committee members will be respondents. The appeal must include a concise statement of the outcome desired by the appellant.

Review at the university level shall be for the purpose of determining

- (i) Whether the appealing party was given a reasonable opportunity to be heard at the departmental and college levels and (ii) whether the college's decision was reasonably reached. Procedural violations which would not affect the substantive result or are not substantially prejudicial to either party are not grounds for appeal.

Upon receiving a written appeal, the Dean of Graduate and Professional Studies will review the reports from the department and college processes and will, within 10 working days, determine whether to return the grievance to the department or college, reject the appeal,

or refer the appeal to a committee. If the dean decides to refer the appeal to a committee, the dean will notify the chairperson of the Graduate and Professional Studies Council (GPSC), who will appoint a committee (GPSGC) within 10 working days of receiving such notification.

The GPSGC will consist of two graduate/professional students and three faculty members, none of whom will be from the respondent's department or program or from the department or program in which the grievant is enrolled. The faculty members will be appointed by the chair of GPSC on an ad hoc basis. The chair of GPSC will also select the student members from a pool of graduate students provided by each of the colleges. The chair of the committee will be elected by the members of the committee members. All members of the committee will have voting privileges. The GPSGC will review the appeal file and may also request other documents as it sees fit.

Within 30 calendar days of being formed, the GPSGC should schedule a hearing with the interested parties. This deadline may be extended at the GPSGC's discretion upon written request of a party or upon stipulation of all parties. No record of the hearing will be required and the deliberations will be completed with reasonable speed. If a recording is made (at the discretion of the committee), it should be made available to all parties. Counsel for each of the parties involved may be present with that person, but will not be allowed to speak at the hearing. Expert resources should be available to the committee in an advisory capacity as needed. The GPSGC will report its recommendations in writing to the Dean of Graduate and Professional Studies within 10 working days of the hearing, who will make a decision within 10 working days following their receipt. The Dean of Graduate and Professional Studies will forward a copy of this decision in writing to the parties, to the dean of the college in the event s/he is not a party, and to the GPSGC. Any party may file, within 10 working days of notification, a written appeal of the decision to the Senior Vice President for Academic Affairs and Provost. The Provost may conduct a plenary review. The Provost's decision, presented within **30** working days, will be final.

- E. A graduate/professional student with a pending grievance regarding academic issues, if employed in a graduate student appointment, will retain privileges and salary, subject to a review of the individual situation by the department or college.

*In cases where the college does not have departments, the college level grievance policy and procedure replaces that of the department or program.

Guidelines for Graduate/Professional/PB Grievance Hearings

- A. The GPSGC may set time limits for each party to present its case.
- B. The GPSGC may request a representative from the university's General Counsel's office to attend as an observer.
- C. Notification of the hearing schedule to all parties must be done in writing. Either hand delivery or certified mail with return receipt requested will be used. The hearing schedule may be revised by the chairperson in her discretion, upon motion of a party or on the committee's own motion.
- D. Any information provided to the GPSGC by a party will be provided by that party to all other parties prior to or simultaneously with providing it to the GPSGC.

See pages 143-150 for infractions covered by Academic Honesty Policy.

Appendix H

Dismissal Hearing Procedures (from page 75)

If the Provost determines to undertake dismissal proceedings, the proceedings shall be governed by the following provisions:

- A. The faculty member shall have the right to a hearing before an *ad hoc* faculty hearing committee appointed by, but not from, the Grievance Committee in consultation with the President. Service of notice of the hearing with the specific charges in writing shall be made at least 20 working days prior to the hearing.
- B. Members deemed disqualified for bias or interest may remove themselves from the case, or may be removed at the request of either party, disqualification to be determined by the remaining members of the committee.
- C. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him/her, or asserts that the charges do not support a finding of adequate cause, the hearing committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record.
- D. The hearing committee may hold joint pre-hearing meetings with the parties in order to simplify the issues, effect stipulations of facts, provide for the exchange of documentary or other information, and achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.
- E. The hearing shall be public or private, in accordance with the faculty member's wishes. If the faculty member declines to express a preference, the committee shall exercise its judgment as to whether the hearing should be public or private.
- F. The burden of proof that adequate cause for termination or dismissal exists rests with the university.
- G. During the proceedings the faculty member shall be permitted to have an academic adviser or counsel of his/her own choice. At the request of either party or the hearing committee, a representative of an appropriate educational association shall be permitted to attend the proceedings as an observer.
- H. An accurate record of the hearing or hearings shall be taken and the official transcript shall be made available to the faculty member, without cost, at the faculty member's request.
- I. The hearing committee shall grant adjournments to enable either party to investigate evidence about which a valid claim of surprise is made.
- J. The faculty member shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration shall cooperate with the hearing committee in securing witnesses and in making available documentary and other evidence.
- K. The faculty member and the dean, department chair, and university officers involved with the dismissal proceedings shall have the right to confront and cross-examine all witnesses. Where those witnesses cannot or will not appear, but the committee determines that the interests of

justice require admission of their statements, the committee shall identify the witnesses, disclose their statements, and if possible provide for interrogatories.

- L.** In the hearing of charges of professional incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.
- M.** The hearing committee shall not be bound by strict rules of legal evidence, and may admit any evidence that is of probative value in determining the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.
- N.** The findings of fact and the decision of the committee shall be based solely on the hearing record.
- O.** Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the proceedings by either the faculty member or administrative officers shall be avoided as far as possible until the proceedings have been completed.
- P.** Pending a final decision by the hearing committee, the faculty member shall be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself/herself or others is threatened by his/her continuance. Before suspending a faculty member, and pending an ultimate determination of his/her status through the institution's hearing procedures, the administration shall consult with the Grievance Committee concerning the propriety, the length, and other conditions of the suspension. A suspension that is intended to be final is a dismissal and shall be treated as such. Except in extreme circumstances, the salary of the faculty member shall be continued during the period of suspension.
- Q.** If the hearing committee concludes that the case for dismissal has not been justified by the evidence in the record, it shall so report to the President. If the committee concludes that the case for dismissal has been established, it shall recommend either dismissal or, if it believes it more appropriate, a lesser academic penalty. In the latter case, it shall provide supporting reasons for its judgment.

Appendix I

Drug and Alcohol Abuse Prevention Policy (from page 158)

Federal Regulations require that the following information be made available to all employees.

Policy

It is the policy of the university that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any university

There are millions of employed individuals whose job performance and productivity are adversely affected by the progressive dependence on drugs or alcohol. As many as 20% of all college students use chemical substances and drugs at a level of concern to themselves and others. Some estimate that 70% of the working population and 90% of college students consume mood-altering chemicals of some type, and the cost to the United States economy is estimated to be more than \$26 billion per year.

A. Definitions

The following terms are important for purposes of expressing the university's policy on a drug-free workplace.

1. **Controlled Substance** means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Texas Controlled Substances Act [Texas Health & Safety Code, §481.001 et seq.].
2. **Contract** means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
3. **Conviction** means finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
4. **Criminal drug statute** means a federal or nonfederal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.
5. **Employee** means an individual receiving a salary, wages, other compensation and/or stipend support from the university.
6. **Federal agency or agency** means any United States executive department, military department, government corporation, government-controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.
7. **Grant** means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance that provides services

instead of money; or other assistance in the form of loans, loan guarantees, interest subsidies, insurance; or direct appropriations or any veteran's benefits to individuals, i.e. any benefit to veterans, their families, or their survivors by virtue of the service of a veteran in the Armed Forces of the United States.

8. **Grantee** means a legal entity that applies for or receives a grant or contract directly from a federal agency.
9. **Illicit drug use** means the use of illegal drugs and the abuse of other drugs and alcohol.
10. **Student** means an individual registered or enrolled for credit or noncredit in a course or program offered by the university or any of its units.
11. **University activities** means an activity officially sponsored by the University of Houston.
12. **Workplace** means the physical boundaries of the university and facilities owned or controlled by the university.

B. Philosophy

The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the university community. The university is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the university community. The university is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the university community. In addition, the university is committed to enforcing the provisions of the Drug-Free Workplace Act of 1989 and believes that these acts and their implementation regulations provide a proper framework for the drug and alcohol abuse policies of the university.

C. Health Risks

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment of higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can lead to dependence. Sudden cessation of regular alcohol use is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16–24 year age group.

Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, "underground" chemists modify the molecular structure of certain illegal drugs to produce analogs known as "designer drugs." These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X).

Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine (PCP) cause delusions, hallucinations, and impaired perception.

Cocaine

Cocaine stimulates the central nervous system. Cocaine use can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Sharing contaminated needles and syringes for injecting cocaine can spread the AIDS virus, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. "Crack," or "freebase rock," is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia.

Marijuana (Cannabis)

All forms of cannabis can result in negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system: marijuana smoke contains more cancer-

causing agents than tobacco smoke. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

Hallucinogens

Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or "flashbacks," can occur even after use has ceased.

Users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders—depression, anxiety, and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure.

Depressants

The effects of depressants are in many ways similar to the effects of alcohol (which is itself a depressant). Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

D. Penalties for Violation of the Policy

The university policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at university-sponsored events held off campus protects and supports the employees and students of the University of Houston. Therefore, any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at university-sponsored events held off campus will be subject to disciplinary action (up to and including suspension, suspension without pay, and termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee, the Department of Human Resources, and the Counseling and Psychological Services. Further information concerning disciplinary action and appropriate procedures for employees is available from the Department of Human Resources (713-743-5770) and for students from the dean of Students Office (713-743-5470). In addition, there are penalties under Texas and federal law.

E. Employee and Student Assistance Programs

The University of Houston Counseling and Psychological Services offer the following drug and alcohol abuse information, counseling, rehabilitation, and assistance programs and services:

1. Information and Referral

All members of the university community are eligible to consult with the professional staff of the Counseling and Psychological Services regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. It also maintains a collection of resource materials pertinent to issues of drug abuse. In addition, the Wellness Center provides education on alcohol and/or drug abuse and related concerns for the university community.

2. Individual Counseling

Individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely CAPS will make a referral for alcohol and drug addiction. This service is available to students at no charge. Faculty and staff are able to receive short-term EAP evaluation and referral for such services.

3. Group Counseling

There is an Alcoholics Anonymous (AA) chapter which meets regularly. Details are available from the Wellness Center. This service is free to University of Houston students, faculty, and staff.

4. Psycho-Educational Programs

On a periodic basis, group programs focusing on the development of strengths and skills related to the effective management of drug related problem areas are offered by the Counseling and Psychological Services and the Wellness Center. These programs are open to University of Houston students, faculty, and staff at no charge.

5. Employee Assistance Program (EAP)

Counseling and Psychological Services provides services to University faculty and staff which include information, referral, evaluation, consultation, and short-term problem solving.

6. Mutual Health Groups

Individuals are assisted in forming groups like Alcoholics Anonymous and Alanon and information concerning these groups is maintained for dissemination to interested persons.

7. Houston Council on Alcoholism & Drug Abuse

Offers short-term counseling for anyone affected in any way by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step program (AA, Alanon, NA, CA, etc.) and/or appropriate treatment. Their address is 3333 Eastside. Telephone: 713-743-5454 or 713-942-4100 or visit (<http://www.council-houston.org/Public/index.asp>).

F. Application of Policy

The Drug and Alcohol Abuse Prevention Policy is supported by a drug-free awareness and alcohol education program available to the faculty, staff, and students of the university. Specific compliance and reporting items enumerated below (items 2, 3, 4, 5) are applicable to all persons employed on federal contracts and grants.

In support of this policy, the university:

1. Has established a drug-free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace, the university's policy of maintaining a drug-free workplace and a workplace which prohibits the illicit use of alcohol, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug and alcohol abuse violations.
2. Will provide each student and employee a copy of this policy. In addition, all faculty, staff, and students will be notified of this policy through appropriate publications.
3. Will notify each university employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of the policy and must notify his/her supervisor and the Department of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
4. Will notify the appropriate federal agency within ten days after receiving notice of criminal drug statute conviction of any university employee engaged in performance of the grant or contract.
5. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay, or termination.
6. Will make a good faith effort to maintain an environment that complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.
7. Will conduct a biennial review of its programs to assess their effectiveness, determine what changes need to be made, and ensure the uniform application of sanctions to employees and students.

G. Implementation

Implementation of this policy is a joint responsibility of the Department of Human Resources, the Office of Contracts and Grants, the Police Department, the Office of Financial Aid, and the Division of Student Affairs. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to students and employees. In addition, the university is committed to monitoring and assessing the effectiveness of this program. A biennial review of the program will be undertaken to determine its effectiveness and implement changes to the program if they are needed and ensure that its disciplinary standards are consistently enforced.

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