



Texas Wesleyan University

Faculty Guide

August 2014

Texas Wesleyan University Faculty Guide

(August 2014)

Preface

Texas Wesleyan University operates under the By-Laws of the Board of Trustees as supplemented by the *Faculty Handbook* and *Student Handbook*. Each school of the University has guides for school specific issues: these guides—sometimes referred to as manuals or school handbooks—are subordinate to but shall be consistent with the documents noted above. Academic requirements and policies are outlined in the catalogs of the University. Additional publications of the business office and human resources outline additional guidelines, policies, and procedures.

This *Faculty Guide* is designed to give assistance to faculty in undertaking routine operations of the University. The *Guide* does not, in and of itself, determine policies of the University; rather it outlines the steps to be taken to implement policies which are outlined elsewhere.

For the convenience of the user, the *Guide* is arranged in terms of the broad areas of faculty responsibility—from getting started, to teaching, service functions, professional development and research, and general University information.

All forms mentioned in the *Guide* are available through the websites of the Provost Office or the Office of Student Records and Registration or as noted on those websites.

The *Faculty Guide* is an evolving document and is updated on a regular basis. Faculty members are encouraged to submit suggestions for changes to the Provost Office.

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1.

**Getting Started—
The Personal Issues**

1.1. The Hiring Process (Just so you will know!)

1.1.1. Full-Time Tenure-Track Faculty

All faculty positions of the University are specifically approved through the Office of the Provost and Senior Vice President. Employment decisions are coordinated between the dean of each school and the Office of the Provost/Senior Vice President.

Based on programmatic needs and planning recommendations of the respective schools, deans recommend replacement or new positions through the University planning and budget process. In those instances in which a retirement or resignation occurs outside of the planning and budget cycle, the deans will make a specific request with justification for either a replacement or a new position.

Once a position is approved by the Provost and President, the appropriate dean is sent a permission to hire letter which gives formal permission to proceed, outlines expectations for a national search, and provides a check-list for conducting the search. The University is committed to seeking faculty appointees from throughout the nation to ensure a breadth of faculty backgrounds. The University is further committed to taking appropriate steps to ensure diversity.

At the conclusion of the search process, the search committee recommends to the department chairperson and/or dean a list of one to three candidates which it would like to interview on campus. With the dean's concurrence and approval of the Provost/Senior Vice President, candidates are invited to campus for an on-campus interview. The interview schedule must provide an opportunity for all faculty candidates to demonstrate competence in the use of the English language, interact with students in the program, interact with potential faculty colleagues, review the benefits programs of the University, and meet with the Provost as well as the President. Under exceptional circumstances of scheduling, the candidates may meet with either the President or the Provost or his/her designee.

After on-campus interviews, the search committee solicits input from those who participated in the interview process and recommends one or more candidates through the department chairperson and/or dean. The dean will recommend a candidate to the Provost, and, after approval, the dean will make a verbal offer to the candidate.

After verbal acceptance of the verbal offer, the Office of Human Resources sends a written letter of offer. The candidate is asked to respond in writing to the written offer. Once a written acceptance is received a candidate will be sent a contract, although it must be understood that no contracts can be issued until after the Trustees have approved the budget. Such approval would normally occur at the spring meeting of the Board, usually scheduled in late April.

1.1.2. Temporary or Visiting Full-Time Faculty

The basic guidelines affecting tenure-track full-time faculty and temporary or visiting full-time faculty are the same as outlined in section 1.1.1 above. There are variations in the search process in that temporary or visiting appointments are usually made to meet emergency needs created by a last minute retirement, resignation, or otherwise determined vacancy. Temporary or visiting full-time appointments are subject to the limitations outlined in the *Faculty Handbook*. Temporary or visiting full-time faculty are assigned a mentoring committee which functions in much the same way as a tenure-committee.

Full-time temporary or visiting faculty have all of the privileges and responsibilities of tenure-track faculty.

Full-time temporary or visiting faculty appointments are for one year subject to renewal for two additional one-year terms. Renewal is not automatic nor is conversion of a temporary or visiting appointment to a tenure-track appointment. Should a line convert from a temporary or visiting line to a tenure-track line, there will be a national search. Holders of temporary and/or visiting appointments may apply through the national search process. There is neither a necessary advantage nor disadvantage to being the incumbent. Holders of temporary or visiting positions who prove to be successful candidates in a national search may request through their respective dean that service in a temporary or visiting position be credited toward tenure. It is not automatic nor guaranteed that such service credit will be granted.

1.2. Working at Wesleyan

1.2.1. Contracts and Employment

Once a written acceptance is received, full-time faculty appointees will be sent a contract, although it must be understood that no contracts can be issued until after the Trustees have approved the annual budget. New employees must provide certain information to the Office of Human Resources to verify employment eligibility. Please refer to the Office of Human Resources for further information regarding contracts and employment eligibility, personnel files, salary and compensation, payroll, benefits, sick leave/vacation, address information, and other issues directly related to employment. All faculty questions regarding contract errors, salary and compensation should be directed to the Deans Office.

1.2.2. Transcripts and Resume

All full- and part-time faculty must provide **original official** transcripts (those originating from the institution issuing them) to the Office of the Provost. Transcripts are to be provided for each college-level institution attended. Faculty members are encouraged to provide an up-to-date resume to the Office of the Provost as frequently as one is available but no less than once every two years.

1.2.3. Identification Card

Identification cards are needed to use the library, campus facilities and classrooms, as well as for security verification purposes. To obtain a University Identification Card, faculty should go to the circulation desk in the West Library. A picture will be taken and an ID issued. A separate identification card is required for Morton Fitness Center use.

1.2.4. Parking

Full-time regular employees are assigned a parking space on the main campus, which is reserved between 7 a.m. and 5 p.m., Monday through Friday. Employees must register their vehicle(s) and obtain a parking sticker from the circulation desk in the West Library. The parking sticker should be placed on the driver's side of the rear window. After registering your vehicle you may obtain a reserved parking space (for full-time faculty only) by filling out the form on the facilities website at <http://txwes.edu/facilities/parkingReservationForm.aspx>. Employees shall not park illegally or in another employee's parking space without permission. Employees who continually violate parking policies may be required to pay citations, may lose parking privileges, or may be subject to disciplinary action. Employees are not to allow students to park in their reserved parking space for any reason.

1.3. Initial and General Expectations

1.3.1. University Policies

It is expected that faculty familiarize themselves with the policies in the University's *Faculty Handbook*, *Student Handbook*, *University Catalogs*, and *The University Website*. Publications of the business and human resources offices—these publications contain general University policies that apply to the variety of aspects inherent to an institution of higher education including those policies that pertain to general employment expectations as well as to teaching and the classroom. Formal policies related to the faculty and guidelines for tenure are outlined in the *Faculty Handbook*.

1.3.2. Meetings

It is expected that all full-time faculty will attend meetings of the Faculty Assembly and meetings of committees to which they are assigned. Active participation is also encouraged. All committee meetings except those involving tenure, promotion, and grievances are considered open meetings for faculty.

1.3.3. Formal Convocation/Academic Regalia

The University has a formal academic convocation early in the fall semester. The specific date is announced through the Office of the President. It is expected that all full-time faculty will participate in the convocation. It is expected that you will wear appropriate academic regalia for the occasion. If you do not already own regalia, you may wish to rent regalia through the University bookstore.

1.3.4. Academic Advising

Full-time, tenured, and tenure-track faculty members serve as advisors to Wesleyan students. Each full-time faculty member is assigned advisees by the Office of New Student Programs or the Freshman Advising Office. While specific practice varies from school to school, advising folders are maintained on each student either in the office of the dean or in individual faculty advisor offices. It is the responsibility of each faculty member to post extended office hours prior to registration and during the normal advising period. It is possible for students to be advised on their course schedules at any time after the publication of course schedules each semester. Advisors should also be available at other times. For further information on advising and advising responsibilities, faculty should refer to section 2.4 in this Guide or contact the Advising Center, x5824.

1.3.5. Graduation/Robing/Hooding Ceremonies

All faculty members are expected to participate in the December and May graduation ceremonies. Appropriate academic regalia is required. Graduation ceremonies are currently held at Southwestern Baptist Theological Seminary in MacGorman Chapel. You will receive further information on the graduation ceremonies, including specific times and locations, through the Office of the Provost just prior to the event. Robing and Hooding will take place the day prior to graduation in Martin Hall. Students select a faculty member who has made a significant impact on their academic career to robe/hood them. You will receive further information on the ceremonies, including specific times and locations, through the Office of the Provost just prior to the event.

1.4. The Office and Campus Facilities

1.4.1. Office Space

All full time faculty are assigned an office through their dean. Keys to the office are issued through the office of the dean.

Each office is equipped with a minimum of a faculty desk, desk chair, a side chair, a file cabinet, and one bookcase. Additional furnishings are arranged through the office of the dean. Every full-time faculty member is provided with a desktop personal computer sufficient to handle campus backbone services and basic computing functions such as word processing. Additional computing needs—both hardware and software—should be addressed to the dean of the school (see section 1.4.4.).

Every effort is made to avoid sharing of offices to ensure privacy of work space and afford an opportunity for privacy in the advising of students and consultation with colleagues. In some instances offices will have to be shared simply because of a shortage of assignable office spaces.

Where possible, part-time faculty members are assigned offices for their use during the semester in which they are teaching.

1.4.2. Office Hours

It is the expectation that all faculty—full- and part-time—will hold office hours. The minimum number of office hours is equivalent to the number of classroom hours which an individual is assigned each week. You are asked to post your office hours on or near the office door; you are also asked to give the dean’s office a copy of your office hours for entry into “Colleague” or “Datatel”, Wesleyan’s administrative data network.

Under special arrangements, some faculty members offer office hours through their work in the Academic Success Center and the Freshman Advising Office.

1.4.3. Supplies

Office supplies are secured through the office of the dean or department chairperson as appropriate.

1.4.4. Computer Hardware, Software, and Technical Support

1.4.4.1. General

The University endeavors to provide each employee with the technology appropriate to his/her role with the institution. If additional technology items are needed/desired, contact the Technology Help Desk for assistance

Technology Help Desk

Phone: 817-531-4428

Email: helpdesk@txwes.edu

Website: <http://www.txwes.edu/it>

Basic productivity and system management software is pre-installed on all computer systems. Additional software may be requested for installation in University offices, work areas, classrooms and labs by completing the appropriate paperwork and gaining approval from the office of the dean and Information Technology (IT).

Training in the use of basic productivity software programs and classroom hardware may be requested through the Technology Help Desk.

The University maintains a public facing website. This website is managed by the Department of Marketing and Communications. The University also provides web space to individual faculty members who wish to develop and maintain sites for instructional purposes. For development and publishing information, contact the Technology Help Desk.

1.4.4.2. Technical Support

The University offers technical support for online classes and basic hardware and software troubleshooting assistance through the Technology Help Desk. Additionally, support and service requests can be submitted to Media Services, Administrative Systems, and Network Operations through the Technology Help Desk.

Support for online courses and technology related questions is available 24 hours a day, every day of the week. Support for office equipment is provided between the hours of 7:30 a.m. and 5:00p.m Monday through Friday. Support for classroom equipment is provided between the hours of 7:30 a.m. and 11:00p.m Monday through Friday. For assistance after hours or the weekend call the Technology Help Desk to reach an on-call technician.

1.4.4.3. Technology Purchases

Technology items identified on the approved University Technology Priority list will be purchased by the IT department using the University's technology budget. Items not identified/included on the approved priority list, may be initiated by school or departmental administrators, through the approved School or Departmental Initiator. Those items will be purchased with departmental funds. All new purchases are made through departmental funds.

All purchases follow the official ordering process (details are available on the Purchasing webpage) and should conform to identified standards (current standards are viewable on the IT webpage).

1.4.4.4. Responsible Use of Computer and Information Technology

The rapid growth of the materials and resources available for students and faculty via the internet, the incorporation of smartboards, Blackboard, social media and electronic resources in various curricula, and the availability of distributed information resources across a common network have caused Texas Wesleyan University to examine the many issues involved in the responsible use of information technology using institutional resources. Productive use of technological resources requires responsible behavior from all its users. Simply stated, the continued and efficient accessibility of computer resources is the responsibility of the entire campus community.

As a faculty member of the Texas Wesleyan University community, you have access to the computer facilities and networks on campus as long as you use these facilities in a responsible manner. The Texas Wesleyan University Acceptable Use of Information Technology Resources Policy and the Acceptable Use of Network Resources Policy present guidelines for responsible use of the information resources and networks at Texas Wesleyan University.

1.4.5. Telephone Service

Voice and long distance services can be requested through the Information Technology (IT) Department. Telephone handsets can be purchased through your college or department. IT can provide a list of recommended units.

Allow seven to ten business days to accommodate requests for new telephone service, or changes to existing service. Requests should be submitted using the "*Telecommunications Service Request Form*" located online at <http://txwes.edu/it/request-a-service/telecommunications-service-request-form/> or by calling the IT Help Desk at 817-531-4428.

Long Distance - Faculty may request a code to place long distance calls using the "*Log Distance Code Authorization Form*" located online at <http://txwes.edu/it/request-a-service/long-distance-code-request-form/>.

1.4.6. Mail Service

Faculty members may be provided a mailbox in the mailroom, which is located in the basement of the Eunice and James West Library. Mailboxes are generally provided by the school or department. Outgoing school-related mail should be given to the department or school secretary. Faculty may use the mailroom to mail personal items with sufficient postage. Stamps may be purchased at the mailroom. However, mailing of packages is discouraged.

1.4.7. Secretarial Support

The University provides clerical assistance through both full- and part-time staff of the University and through the work-study program. For each school of the University, there is at least one full-time staff member who will, to the degree possible, provide secretarial assistance. The provision of such assistance is subject to the availability of time, and priorities are established by the dean of the school or the immediate supervisor of the staff member. Assistance is limited to those projects which are directly related to the duties and responsibilities of the faculty member at the University. Staff assistance should not be used to meet civic or personal obligations.

Secretaries support the deans' offices and some departmental offices. Support is available to individual faculty members in the form of duplication of tests, ordering of supplies, sending mail, placing book orders, and the like. Faculty should check with their school/department regarding school specific policies and available assistance.

1.4.8. Maintenance

University facilities are maintained on a regular basis. Should faculty members see a need for repairs or other maintenance of, e.g. a classroom or an office, they should notify their department administrative assistant, chair or dean.

1.4.9. Reservation of Facilities for Campus Organizations

Faculty may schedule classroom and non-classroom facilities for the use of University organizations by going on-line at <http://txwes.edu/facilities/>, click on the "Services" tab and then the "Room Reservations" link to see the online list for which offices to contact and/or forms to fill out for various facilities. For non-University organizations, modest fees are charged to enable the University to meet the costs of operation. Certain insurance coverage may also be required. For further information about the insurance requirement, please contact ext. 4286.

2.

Student Matters

2.1. Teaching—Classroom Management

2.1.1. General

The primary responsibilities of faculty at Texas Wesleyan University are to their students. Those responsibilities must be executed in a professional and ethical manner at all times in accord with the *Faculty Handbook*. Certain procedures having to do with attendance, registration, withdrawal of students, issuance of incomplete grades, and the like are part of University policies. The policies are outlined in the University catalogs, undergraduate and graduate. Procedures for implementation and information on how to access forms are outlined below.

2.1.2. The Schedule and Enrollment Procedures

2.1.2.1. Class Periods

The University offers the vast majority of its classes on a three-hour credit basis. Some classes with associated labs carry four hours credit; some classes such as applied lessons in music are offered for one-hour credit. For further discussion of course numbering and class credits, see the University catalog.

Classes are generally taught either on a three-day per week basis or a two-day per week basis. Weekend Classes are taught on Track A or B (alternating Saturdays and Sundays) or Track C (every weekend). Track A and B classes usually meet from 8:00 a.m. – 12 noon and from 1:00 – 5:00 p.m. Evening classes are available Monday through Thursday starting at 4:30pm. The most common times are 4:30-7:00pm or 7:00-9:30pm. Online classes are taught throughout the semester. **Faculty should contact the Office of Student Records for a listing of “acceptable” class periods.**

2.1.2.2. Enrollment Guidelines

The schedule of classes for the University is driven by program needs. As a general rule (subject to exceptions recommended by the dean and approved by the Provost), the following enrollment minimums apply during regular semesters: A freshman course (course numbered 1000) must have a minimum of 15 students to make; a sophomore course (course numbered 2000) must have a minimum of 12 students to make; a junior course (course numbered 3000) must have a minimum of 10 students to make; senior and graduate courses (4000 and above) must have a minimum of 8 students to make. Summer and May term courses must have a minimum of 7 students (excluding tuition waivers) to make. Summer and May term schedules are arranged through department chairs/deans and are under separate contractual arrangements for nine-month faculty. These enrollment minimums are reviewed annually by the Provost Council and the Provost/Senior Vice President.

2.1.2.3. Class Rosters/Rolls

Class rolls for 6th and 12th day are issued by the Office of Student Records and Registration. Class rolls are available online for faculty access and may also be issued by the deans’ offices. Faculty should access their class rosters through “RamLink” located on the Wesleyan home page.

Prior to the first day of class, preliminary class rolls are issued by the individual schools listing students enrolled at that time. It is critical that these rolls be checked against attendance on the 6th class day and submitted to the Office of Student Records so that accurate records can be generated and maintained.

12th day rolls (12th day rolls are issued after the 12th day of classes): These should be checked carefully and the original signed and returned to the Dean’s secretary by the deadline.

- Students not listed but attending class must go to the Office of Student Records and Registration and complete required registration procedures. Students not on the roll should not be permitted to continue attending class without bringing a copy of their class schedule and/or a completed and approved add/drop form to the instructor to add them to the class roll.

- Students listed on the class rolls but not attending should be DROPPED immediately from the class by the instructor using the Course Withdrawal Form. The Course Withdrawal Form may be preceded by the Warning Slip (optional).

Mid-term deficiency rolls and Final grades rolls are no longer issued by the Office of Student Records and Registration. For mid-term grades, faculty members should be maintaining records on attendance and academic progress sufficient to indicate which students are currently at the "D" or "F" grade level. Faculty will enter mid-term grades on RamLink (see Section 2.1.3.4. on Grading). ALL freshmen mid-term grades (not just deficient grades) are to be reported through RamLink. The Office of Student Records and Registration will notify students by email to check for any deficient grades.

Faculty should also run their own *Final grade rolls* and enter those on RamLink: www.txwes.edu. Final grade rolls should be filed in the dean's office, and the instructor keeps a copy.

Warning slip (optional): At the instructor's discretion, a warning slip notifying the student of excessive absences and pending withdrawal from the course may be completed and forwarded to the Office of Student Records and Registration. The Office of Student Records and Registration sends the warning to the student and the student has a grace period of seven days to respond to the instructor. If warnings are issued and the student does not respond within the specified time, faculty should follow the warning with an instructional withdrawal of the student.

The Warning slip may be obtained from the Office of Student Records and Registration and from the office of the dean.

2.1.2.4. Change of Schedule ("Drop/Add")

After registration has been completed, a student may change his/her schedule only during the drop/add period. Courses may be dropped or added only with the permission of the instructor (once classes begin) and major advisor using the "Change of Course" form. No course may be added after the first week of classes. Students may need to be reminded that their add/drop process is not complete until the form is turned in to the Office of Student Records and Registration.

The Change of Course form may be obtained from the Office of Student Records and Registration and from the office of the dean.

2.1.2.5. Attendance Policy

Unless otherwise noted on the syllabus, the attendance policy of the University is that noted in the catalog. On April 6, 2000, a report prepared for the Academic Affairs Committee by the Ad Hoc Committee on Attendance Policy was approved. This report included the following recommendations:

- that the deans enforce consistency from faculty on attendance policy, so that students can be certain of what constitutes an excused authorized absence and that the policy be enforced campus wide;
- that excuses concerning illness, emergencies, traffic delays, and other circumstances brought forth in a timely manner by students, will be accepted; and
- that no instructor course syllabus would place tighter attendance requirements on students than are presently outlined in the Catalog.

2.1.2.6. Withdrawals

Faculty Initiated Student Withdrawal from a Course: When a student has a number of unauthorized absences equal to the number of hours the class meets per week, the student may be dropped from the class roll by the instructor of the class. A student dropped by the instructor for excessive unauthorized absences will have a grade of "W" (withdrawal) recorded on her/his transcript. **A grade of "F" (failure) will be assigned if the withdrawal is after the date for receiving a grade of "W" as specified in the University catalog.** A student may be reinstated in the class with the consent of the instructor and the dean of the school in which the course is offered.

A student who has been absent from any regular examination and has satisfied the instructor that the absence was due to serious illness or other unavoidable cause may take a special examination at the discretion of the instructor concerned.

Student Initiated Withdrawal from a Course: A student may withdraw from a course during the period specified in the

University catalog and will have a "W" (withdrawal) recorded on her/his transcript. A grade of "F" will be assigned if the withdrawal is after the date to receive a grade of "W" as specified in the University catalog. Signature of the instructor and advisor acknowledging the withdrawal must be obtained on the withdrawal form.

Student Withdrawal from the University: A student who withdraws from the University (i.e. drops all courses) must secure the written approval of the Director of Financial Aid, Cashier, and the University Registrar. Withdrawal is not complete until the student's identification card has been returned to the Office of Student Records and Registration. A "W" (withdrawal) will be assigned to all classes in this case.

After the last day to drop, students may withdraw from the University; however, a grade must be assigned by the professor. The last day to receive a "W" is the last day to drop. A student who withdraws from the University without following the official procedure will be given the grade of "F" in all courses. A student who withdraws from the University is still obligated to pay the tuition and fees incurred at the time of registration.

A student may be dropped from the University when her/his instructors and the dean of her/his school determine that the student is not achieving passing grades in the academic work or for other sufficient causes, such as poor class attendance.

The appropriate withdrawal form may be obtained from the Office of Student Records and Registration and from the deans' offices. It is important for faculty to record the last day of attendance for students in that attendance patterns are tied to refunds, audits of financial aid, and audits of veteran's benefits. This may necessitate a regular attendance policy.

2.1.2.7. Students with Disabilities

Texas Wesleyan University complies with the Americans with Disabilities Act (ADA) and with Section 504 of the Rehabilitation Act of 1973 regarding its students with disabilities. Texas Wesleyan University also complies with Title IX of the Education Amendments of 1972 and does not discriminate against students on the basis of gender. It is the policy of Texas Wesleyan University that no student shall be denied access to or participation in the services, programs, and activities of the University solely on the basis of her/his disability or gender.

For information on accommodations for students with disabilities, please refer to the Policy on Students with Disabilities and Non-Discrimination on the Basis of Gender available in the undergraduate and graduate catalogs. Please note that disability accommodations should only be made in accordance with this policy.

2.1.3. Course Planning and Grading

2.1.3.1. Syllabus

Each faculty member is expected to develop a syllabus for each course taught, including internships, individual study, individual lessons, and laboratories that are not otherwise included in the course syllabus. The University format for course syllabi has been reviewed and approved by the Academic Affairs Committee, and faculty should follow the approved University syllabus template. Face to face and hybrid classes should follow the standard template; on-line courses should follow the on-line syllabus template.

It is the expectation that each faculty member will submit two copies of the syllabus to the office of the dean no later than by the first day of class. One of these copies will be shared with the library so that the librarians can be of better service to students who seek their assistance.

Instructors of Weekend University classes are reminded that weekend students pick up their syllabi prior the first class meeting. An assignment is usually due on the 1st day of class. Weekend instructors are to submit copies of class syllabi to the Weekend Coordinator or Provost Office by the announced deadline.

In developing your syllabus, it is expected that you will seek assistance from your colleagues as needed. It is also expected that you will consult with the professional library staff regarding special library needs (reserves, special collections, etc.) and also coordinate with IT and CETL for any special software or computing laboratory needs. Such

expectations need to be developed and coordinated well in advance to ensure that the University can reasonably accommodate all of your instructional needs.

Assistance on syllabus development is also available through the office of each dean and CETL; assistance on technological support and needs is available through the deans, CETL, and IT. For assistance with international dimensions of your course you may want to consult with the Director of International Programs.

A copy of the syllabus template and on-line syllabus template are available as Appendix 2.1.3.1.

2.1.3.2. Use of Human and Animal Subjects in Research

Any use of human or animal subjects in research must be approved through the Texas Wesleyan Institutional Review Board. Please also see policies outlined in sections 3.1.7.5 and 3.1.7.6.

2.1.3.3. Examinations

Examinations, as such, are not required at Texas Wesleyan University. Faculty must evaluate students, and all students must be made aware of their performance in a given class **prior** to the mid-point of a semester or term.

Faculty are encouraged to develop and use a variety of graded assignments including examinations, reports, oral exercises, in-class participation, team projects, and major written projects.

Faculty are asked to return graded materials in a timely fashion.

Final examinations should be given in accord with the published final examination schedule. Exceptions to this requirement can be made only with explicit permission of the dean.

Students documenting a schedule in which they would have three or more exams on a single examination day may be given an alternative time for the exam.

2.1.3.4. Grading

Grading policies must be clearly outlined in the syllabus distributed at the beginning of a term. Faculty should adhere to grading policies as outlined.

Faculty will run their own *final grade class rosters* and enter all final grades in Web Advisor (RamLink). The Office of Student Records and Registration will notify faculty of the due date for all grades. Grade rosters should be retained by the faculty members for their own records. These do not need to be returned to the Office of Student Records. The grades of graduating students will be needed earlier than those of other students.

Faculty members should enter their own grades—it is inappropriate to ask another staff member or a student worker to enter grades on Web Advisor.

Mid-term grades should also be entered on RamLink by faculty. Only grades of D or F are required with the exception of freshmen, and ALL grades must be submitted for these students. The Office of Student Records and Registration will notify faculty when these are due each semester. Faculty should run their own class rosters to aid in this process.

Grading Scale: Texas Wesleyan University uses a 4.0 grading scale. The complete scale is listed in the University catalog. Please note that faculty may not assign the grade of "W." A "W" represents an action and not a grade.

Pass/Fail: A student may take up to five **elective** courses (15 hours) at Texas Wesleyan with a grade of "P" or "F." Only general electives may be selected. The approval form must be completed, presented to the instructor of record, and submitted to the dean prior to registration. The form must then be submitted to the Office of Student Records and Registration at the time of registration. Forms submitted after this registration will not be accepted.

Pass/Fail forms may be obtained from the Office of Student Records and Registration.

Incomplete Grade: In order to assign a grade of "incomplete" (I), a faculty member must enter an "I" grade on Web Advisor. **An Incomplete Grade form must also be submitted to the Office of Student Records. The reason for the incomplete grade and the date the incomplete grade will be removed (see University catalog for date) must be stated on the form, and the signatures of both the student and the faculty member must appear on the form.** The grade of "I" will automatically change to an "F" if not completed by the designated deadline stated in the catalog. It is the responsibility of the faculty member to complete a Change of Grade form (see below) before the last day to remove an "I."

The Incomplete Grade form may be obtained from the Office of Student Records and Registration and from the deans' offices.

T-Grade: Students should be assigned a "T" for the semester at the time regular grade rolls are due ONLY if the course extends beyond the regular semester dates (e.g. study abroad or special topics courses). Regular letter-grades should be assigned using the grade-change form once the course has been completed. **Note: This grade is not to be used in lieu of an "I" (incomplete) but is to be given only to students in classes whose grades will not be available until after the regular semester ends.**

Grade Changes: Changes of grades are possible. When a grade is changed, a grade change form must be completed and signed by both the faculty member and the dean and then forwarded to the Office of Student Records and Registration. This form is given only to faculty, administrators, or permanent staff. No grade changes may be made after one (1) year from the time the grade was originally issued. Grade changes may only be processed by the Office of Student Records staff.

For grading instructions see attachment 2.1.3.4.

The Grade Change form may be obtained from the Office of Student Records and Registration or from the deans' offices

2.1.3.5. Student Initiated Grade Challenges

Students have a right to appeal grades as assigned by a faculty member. The right of appeal is basic; the appeal process is outlined in the Catalog.

2.1.3.6. Graded Materials

For each course taught, it is important for the faculty member to maintain a full record of written materials distributed to the class including syllabi, supplemental handouts such as study guides or revisions to the syllabi, examinations, and course records. These materials should be maintained for a minimum of one year after the course is taught and grades submitted.

When a faculty member departs from the University, it is important that copies of his/her grades and syllabi are left with the office of the appropriate dean. On rare occasions, a student will petition a grade after a faculty member has left the employment of the University, and such records are needed to deal equitably with all concerned.

Part-time faculty members should leave course records with their department chairperson or dean at the conclusion of each semester.

2.1.4. Student Petitions

Students have the right to petition for exceptions to requirements, course substitutions, and the like. They do not have the right to petition for changes in specific course requirements as outlined on the syllabus of the instructor. Substitution/waiver forms are available for course substitutions, etc. Any other concerns or petitions must be in the form of a letter addressed first to the dean of the school in which the requirement is administered. To appeal a decision made by the dean, students may send a petition to the Provost. Students who have already attempted to resolve an issue through the appropriate channels but who are dissatisfied may contact the Provost Office for a "written student complaint form" (available on-line through the search function on the Texas Wesleyan website.)

2.1.5. Course Evaluations

Texas Wesleyan University maintains a program of student-centered course evaluations. The evaluation process is coordinated through the Provost & deans' offices. Survey process for classes is as follows: Tenure-track, non-tenure track, and adjunct faculty must survey all of their courses, including online courses. Online courses have a separate evaluation process using an online form. Full-time tenured faculty must survey two courses representing a variety of their classes. However, all GEC courses must be surveyed regardless of faculty classification. For example, if a tenured faculty member is teaching four GEC classes, all four GEC classes must be surveyed.

The Provost Office provides evaluation coordination by preparing appropriate course assignment information and providing faculty and student evaluation forms. The Provost Office then receives the completed surveys from the deans' offices and coordinates processing of individual and summary reports for use by the faculty, deans, and Provost.

The primary use of the results of the course evaluations and any school-specific student evaluations is for faculty self-improvement of instruction. Ad Hoc Tenure committees and the deans will also use the results of student evaluations as part of the annual evaluation of faculty performance, merit pay, tenure, and/or promotion. The Deans and Provost will also use the student evaluation data as part of the on-going program evaluation and review process.

2.1.6. Peer Evaluation of Teaching

Texas Wesleyan also engages in peer observation of teaching on a regular basis. The primary purpose of peer observation is self-improvement. That is, the observations and evaluation process provide faculty an opportunity to reflect on their instructional style and practices so to enhance their teaching effectiveness. The process will also be used by the University to evaluate teaching effectiveness for the purposes of awarding tenure, promotion, and merit increases as well as evaluating and improving educational programs. For further information about the peer observation process, faculty should contact their dean's office.

2.2. Book/Supply Orders

2.2.1. General

Each faculty member is responsible for ordering appropriate books and/or supplies for his/her class or classes. To submit your request, use the online adoption tool at <http://www.bkstr.com/texaswesleyanstore/home>. In ordering books faculty members should be certain to anticipate other special needs such as but not necessarily limited to supplies for laboratories, art supplies, maps, computer supplies, and other instructional materials. It is important that faculty members turn in their adoptions on time to insure that books are available when classes begin. Turning in your adoptions on time also allows the bookstore to buy back books from students. Subsequently, the availability of used books for students to purchase increases.

Software procurement is addressed in 2.3.4. Information Technology Services

2.2.2. Book Orders

2.2.2.1. General

The Texas Wesleyan University Bookstore on the main campus is managed by Follett College Stores, Inc. The University's contract with Follett includes the following terms:

- Follett has exclusive rights to operate an on-campus bookstore.
- Follett has the right to use the University's name, logo, arms, and seal.
- The University shall not operate a bookstore in competition with Follett and shall not permit any person or other entity to do so. Competition includes the sale of textbooks on campus by any other group or person.
- The University receives revenue from Follett as a percentage of gross sales.
- New textbooks shall be sold at not more than the publisher's list price or a 25% gross margin.
- Prices on used textbooks shall not exceed 75% of the new textbook selling price.
- Faculty and staff shall receive a 10% discount on items priced over \$1.00 and not on sale.
- The University receives a 20% discount on supplies.
- Follett shall buy back used textbooks at 50% of the original retail price, if the book has been adopted for the upcoming term. Otherwise market value, if any, shall apply.
- The University shall notify Follett in a timely manner of the need for books and supplies.

A Rent-A-Text program is available to students; detailed information is available through the bookstore or at www.rent-a-text.com. Your textbook may also be available digitally through CafeScribe, our solution that provides students with another format for learning as well as a generally reduced price from the traditional print version of a textbook. Please refer any questions to the bookstore, or you may call Steve Roberts at x4286. Concerns about the bookstore should be addressed to the Office of the Provost, Debbie Cavitt and/or to the dean of your school.

To ensure timely receipt of instructional materials, it is very important to adhere to the deadlines for the submission of orders. It can often take considerable time to process the number of orders needed for a given semester. It is to the advantage of our students for the bookstore to receive and process orders in sufficient time to locate used copies of books whenever possible. It is also to the advantage of our students to have orders placed in a timely manner so as to enable them to re-sell books to the bookstore.

The bookstores on the main campus maintains an inventory of miscellaneous materials as well as University promotional materials. These items do not have to be specifically ordered. Should you have specific suggestions regarding materials to be ordered and/or supplies to be maintained, please let the dean or the manager of the bookstore know.

Faculty members who have written the text/manual for a Wesleyan course should contact the bookstore manager for distribution details.

2.2.2.2. Desk Copies

Links: Faculty, College Stores, Publishers, Student: A Faculty Guide to Ordering Textbooks and Other Course Materials, (copy available from the bookstore), specifies the following regarding desk copies:

“While the college store can help in a number of ways, the store is not responsible for providing desk or examination copies; this is the role of the publisher. The exception is when most or all of the books available to students are used copies, in which case the publisher may refer the request back to the college store.

For a desk copy of a book you’ve adopted, write to the publisher on your institution’s letterhead or use the Desk Copy Request Form . . . provided by your college store. Your store also has available the NACS Director of Publishers, which includes the addresses publishers prefer you use when requesting “comp” or desk copies. You will need it to include the title of the course, the term it will be used, the estimated enrollment, and your name and campus address. It is a good idea to mail or place the request online at the same time you submit your textbook requisition.

2.2.3. Supply purchases

2.2.3.1. Purchase Requests—General

All purchase requests are to be processed using Wesleyan’s purchase order system, which requires appropriate approvals and the issuance of a purchase order prior to the purchase of items. Failure to comply with the purchase order system may result in inappropriate delays in the receipt of an item, cancellation of the order altogether, or a charge to the individual placing the order. Faculty should contact their dean’s secretary or dean if purchase requests need to be placed.

Emergency or minor supplies may be purchased by faculty on a reimbursement basis and with explicit approval by the department chair or dean who oversees the budget. Reimbursement requests must be accompanied by receipts and an explanation. If you pay sales tax, you will not be reimbursed for those charges

Texas Wesleyan University is a tax-exempt entity. In those instances faculty purchase items for University use directly from local suppliers (with prior authorization from the department chairperson/dean), faculty should keep in mind that **sales tax should not be paid** because of Texas Wesleyan University’s tax status. Tax Exempt forms are available in the Business Office, online and can be sent to you through Campus Mail or you may pick one up when needed.

The “Texas Sales Tax Exemption Certificate” is available through the Business Office or Purchasing.

2.2.3.2. Laboratory Supplies

For those disciplines using laboratories which are discipline specific, supplies are ordered through departmental budgets in consultation with the department chairperson and the dean. Supplies should be used with care and with an eye to sound fiscal management. Supply shortages should be reported immediately to the department chairperson or dean. All laboratory supplies should also be ordered through the purchase order system or on a purchasing card.

For those disciplines using more generic laboratories (library, language labs, computer labs), supplies are generally ordered through the directors of those units. Specific needs should be brought to the attention of the individual directors.

2.3. Instructional Support Services

2.3.1. Library Services

The professional librarians of the University work in an instructional partnership with the classroom faculty. Maintaining this partnership is integral to a successful instructional enterprise.

Each school has a librarian liaison who may work directly with the faculty in matters of collection development, periodical collection development, and other matters of library services.

All faculty are encouraged to work with the librarians in the development of library resources for syllabi.

All faculty are encouraged to work with the collection development librarian to recommend specific titles which are not currently available and which will enhance the collection. To facilitate that process, *Choice* cards, which represent recently reviewed new books, are circulated through the deans to the classroom faculty.

All faculty are encouraged to suggest serial titles which they deem appropriate to the collection. The professional librarians regularly review the serials holdings to determine which journals to delete and which to add. The process is coordinated through the deans.

Although all entering new freshmen are required to take ASE 1111, "Freshman Success Experience," transfer students are not always afforded the opportunity to work with the library staff on information access skills and research strategies. Faculty are encouraged to work with the bibliographic instruction librarians to develop a discipline or course specific orientation to the information resources of the library.

To place course material on reserve, the West Library Reserve Request Form is available on-line at <http://westlibrary.txwes.edu/sites/default/files/pdf/ReserveForm.pdf>. For further information, please contact the library directly.

2.3.2. Copying Privileges/Considerations

Faculty should speak with their school or departmental administrative assistants regarding best practices for generating copies within their school or campus location. Copy machines are available in most buildings which house faculty members. Additionally major jobs can be directed through the department or school office to the University copy center, located in the library basement. Copies made throughout campus are charged back to the appropriate school or department.

Faculty should be familiar with copyright issues in higher education and are encouraged to consult with the Center for Excellence in Teaching, ext. 5818, or a University librarian for information.

2.3.3. Multimedia Equipment

The University offers some classroom and multimedia equipment that can be used for instructional support, beyond the many classrooms equipped with Smart Boards and Smart Lecterns. Included are TV and VHS or DVD players, Digital Camcorders and tripods, slide projectors, LCD projectors, PA Systems and numerous other pieces of audiovisual equipment.

To reserve media equipment, call the Technology Help Desk, 817-531-4428 or complete the online reservation form at <http://txwes.edu/it/request-a-service/media-request-form/>

Equipment should be reserved two business days prior to an event to ensure resources are available. In some instances, classrooms are permanently equipped with audiovisual equipment. Such equipment is maintained by Classroom Support, a division of IT. *If the equipment in a classroom is not working properly, call the Technology Help Desk for assistance: 817-531-4428.*

Media Services also maintains and supports the Multimedia Center located at B-21 in the basement of the Eunice and James L. West Library. This facility includes a video studio, a video production control room, and an audio/podcasting studio. Other services include: audio and video duplication, editing, and podcast production. To request these services call 817-333-1258 or submit a Media Request Form at <http://txwes.edu/it/request-a-service/media-request-form/>

2.3.4. Information Technology (IT) Services

2.3.4.1. Computing Laboratories

Open use computers are available on the first and second floors of the West Library. These computers are available to students during the library's operating hours.

Computer laboratories are available on campus to provide access to information technology resources for Texas Wesleyan students and employees. Contact the Technology Help Desk (x4428) for locations.

Departmental Teaching Labs are located throughout the campus. These labs are for instructional use and are operated by academic departments. Each Departmental Teaching Lab may be scheduled for classes or special events that require access to computing technologies by contacting the Office of Student Records: 817-531-4414.

Faculty can request specific software packages for each Departmental Teaching Lab by completing a Lab Software Installation Request form (available on the IT web site) several weeks prior to the start of a semester. Any new purchases must be made through departmental funds. They must also follow the University official ordering process (details are available on the Purchasing webpage) and should conform to identified standards (current standards are viewable on the IT webpage).

2.3.4.2. Technology Planning and Budgeting

Technology budgets are generated using information from each department's Strategic and Assessment plan. Each department identifies the specific technology needed to accomplish its objectives for the year within its Strategic and Assessment plan. Those items are then extracted, prioritized, and forwarded to the appropriate dean or supervisor each October.

For assistance determining the technology needed to accomplish specific strategic goals, please contact the Technology Help Desk: 817-531-4428.

2.3.4.3. Computer Replacement Program

The University regularly replaces vintage and obsolete computers, printers, peripheral devices, and classroom technologies. This replacement program is designed to ensure that technical resources at Texas Wesleyan are adequate and able to function within the evolving network environment and instructional equipment is able to meet the demands of modern education.

If a computer, printer, peripheral device or classroom technology item stops functioning, please contact the Technology Help Desk.

2.3.4.4. Remote and Web Access

IT provides remote access to some Wesleyan data networks and Web applications for the purpose of supporting instructional, research, and administrative activities.

Remote access, through the Internet, is available for: Blackboard, RamLink (aka WebAdvisor), and Outlook Web Access (employee email).

2.3.4.5. Classroom Technology

Media Services is responsible for the continual upgrade and maintenance of the University's classroom technology. In keeping with University strategic goals, Media Services will install and upgrade classroom technology and provide training for instructors on best practices for using the technology.

Media Services is not responsible for scheduling classes in rooms with technology. To learn which classrooms have technology and to request to teach in a technology-enhanced classroom, please contact the Office of Student Records.

If classroom technology is faulty or not working, please contact the Technology Help Desk to report the issue.

If there is no technology in the classroom, faculty can request technology components for temporary use in the classroom. Items for checkout include laptops, projectors, video/DVD players, TV's and audio equipment as well as Lecture Capture. Contact the Technology Help Desk or make a reservation online at <http://txwes.edu/it/request-a-service/media-request-form/>.

2.3.4.6. Online and Web-assisted Courses

Technical support for online courses is provided through the University's service partner, Blackboard Student Services. To request technical support or report an issue, please contact the Technology Help Desk, 817-531-4428 (ext. 2). You may also login to the user portal to live chat with a support specialist, log a help ticket, and access help videos at <http://bbsupport.txwes.edu/>.

The Center for Excellence in Teaching and Learning (CETL) provides course development, instructional and assessment support, and training for online and web-assisted courses at the University. Online and web-assisted courses are delivered through the Blackboard Learning Management system. The CETL also provides faculty development in areas such as student-centered pedagogy, scholarship, productivity, and instructional technology use.

Faculty who are interested in teaching an online or web-assisted course can contact the CETL to discuss the process for developing an online or web-assisted course. Contact the CETL via email, cetl@txwes.edu, or visit the website at <http://www.txwescetl.com>.

2.3.4.7. Telecommunications

IT acts as an intermediary between Wesleyan and vendors who provide telecommunications services to the University. IT has the ability to provide additional office telephone lines, move telephone lines to new campus locations and change office phone numbers upon request.

To request an add, move or change to your current phone service, complete and forward the Telecommunications Service Request form (available through the IT web site) to EJW B-32.

2.3.4.8. Technology Infrastructure

IT is responsible for the continual upgrade and maintenance of the University's technology infrastructure. In keeping with University policies, IT will generate and submit budget requests for infrastructure upgrades and maintenance and review proposed hardware and software purchases to ensure compatibility with existing systems.

2.3.5 Room Assignments

Initial classroom assignments are handled by the Office of Student Records staff, in conjunction with the deans' offices. Faculty requesting a change in room assignment, either for the entire semester or for a single day, should consult with their dean prior to submitting the request to the Office of Student Records. Note that faculty must be Smartboard "certified" in order to be assigned a Smartboard equipped room.

All classrooms are University classrooms. While every effort is made to schedule space as near to the office of a faculty member as possible, there may well be times when one's instructional responsibilities are met in a classroom that is in another building not contiguous to one's office.

Supplies for your classroom may be obtained through your dean's office, including chalk or markers as appropriate. Special needs such as maps should also be arranged through your department or dean's office.

2.4. Academic Advising

2.4.1. Advising at Wesleyan

Advising is a multi-faceted activity. At one level, advising is schedule planning. Most students need some assistance with issues of course selection, degree progress, and the completion of graduation requirements. While it is the ultimate responsibility of the student to be familiar with and adhere to catalog requirements for their specific programs, it is the advisor's responsibility to assist students and to work with students regarding their academic progress.

Advisors also have a mentoring responsibility which may include but is not limited to helping students to obtain special assistance through the Academic Success Center, the Freshman Advising Office, the Library, the Counseling Center, or the International Programs Office. This responsibility may also include assisting the student to obtain help in financial aid, with the registrar's office, or with other University offices. The mentoring relationship also includes career counseling and referral through Career Services for purposes of resume development, job placement, and internships.

The advising relationship is considered an extension of one's teaching responsibilities and thus integral to the faculty relationship with the University. Freshman students are advised in the Freshman Advising Office and then assigned an advisor in their major after the first year. Transfer students are assigned an advisor in their selected major upon acceptance to the University. These are generally assigned alphabetically by student last name.

2.4.2. Freshman Advising Office

All freshmen must be advised by the Freshman Advising Office. Full-time faculty members provide help with making decisions about academic courses, careers, or changing majors in cooperation with other student life and academic services. The Freshman Advising Office is located in room 203 on the second floor of the West Library, where dates and hours of operation are posted.

2.4.3. Change of Advisor

Students, except freshmen, may change their advisor at any time with the permission of their new advisor and with notification to the Office of Student Records and Registration. Advisor change forms are available on the web and should be submitted to Student Records. The new advisor should contact the dean's office or former advisor for the student's advising file. The Freshman Advising Office is available to assist students who wish to change advisor or major and will help students get connected with faculty in the appropriate school.

2.4.4. Advising Periods

It should be noted that it is possible for students to be advised for course scheduling at any time after the publication of the annual schedule. It is the responsibility of the faculty member to post extended office hours prior to registration and during the normal advising period. It is recommended that faculty members post an advising schedule on their door with dates and times of availability during the week prior to and the week of registration with spaces for students to sign up for appointments. While advising is an on-going activity, and while schedule planning, ideally, should be done well in advance of registration, most students contact their advisor just a few days prior to or on the day of registration for schedule planning. Therefore, it is critical that faculty be available during these times.

Faculty should go to Ramlink and run their advisee degree audits to determine what courses are lacking. This is an excellent tool for use when advising. Degree Audits are accessed by logging on to Ramlink and selecting Student Education Plan. Enter the student ID and choose option "Evaluate Program".

E-Advising is a Web Advisor tool that allows faculty advisors to evaluate and complete degree audits with students through an electronic worksheet. When students place a course on their worksheet, the course displays for the advisors to review and approve in Ramlink. This approach fosters student responsibility for their academic progress thus providing additional time for the advisor to mentor his/her advisee. The advising process using the E-Advising tool for faculty and

students can be found at the E-Advising website along with tutorials and print resources. <http://txwes.edu/academics/titleiii/advising.aspx>

2.4.5 Degree Requirements, Degree Planning & Progress

2.4.5.1. General

The University catalogs outline degree requirements. The Registrar monitors compliance with those requirements and works closely with the deans and the Office of the Provost.

Students are expected to take primary responsibility for their own degree planning. Most students necessarily rely heavily on the advice of their faculty advisor. It is important that at each advising session, students and faculty discuss the progress of the student toward her/his degree.

Students are generally obligated to complete all requirements as specified in the catalog in effect at the time of initial enrollment. However, they may elect a more current catalog. To do so, they must complete a “Catalog Change Form.”

The Catalog Change form is available from the Office of Student Records and Registration and online.

Students are encouraged to use the online catalog but may purchase a printed copy for \$5.

2.4.5.2. Degree Plans (Degree Audit)

Faculty will work with advisees and help them keep their degree plan current and accurate. Until a student reaches 91 hours, he/she is encouraged to obtain his/her degree plan from the web (Ramlink) and work with the advisor to maintain accuracy. Transfer students should check their degree plan on the web once all transfer credit has been posted. After a student has completed 91 hours, the Office of Student Records will prepare and issue an official degree plan. Degree plans reflect a student’s progress toward his/her degree and indicates courses lacking in the GEC, in the Major, and in the Required Related category. These Degree Plans may be accessed on Ramlink and run for faculty use in advising and should be used in verifying a student’s progress toward graduation. Faculty should feel free to contact Student Records with questions they may have on these audits. Log in to Ramlink and select Student Education Plan. Enter the student ID and select Evaluate Program. The **Faculty Academic Advising Guide** provides information regarding faculty advising tasks and responsibilities. <http://txwes.edu/academics/advising.aspx>

2.4.5.3 Final Degree Plan (Application for Degree)

Once a student has applied for graduation, a final official degree plan will be processed and issued to the student. (Education majors should apply two semesters prior to the semester of graduation.) This plan lists all courses shown on the student transcript and those courses still to be completed for graduation. This process should be completed before the student registers for the final semester.

2.4.6. Course Schedules

The University issues a one-year schedule of classes and has a two-year rotation schedule of classes available. The schedule begins with the Summer semester of one year and continues through the May term session of the following year. The schedule is developed on the basis of recommendations from the deans and is processed through the Provost Office in consultation with the Office of Student Records and Registration. Changes to the schedule are made only in consultation with the dean and should be for programmatic reasons. Changes in the time that a course is offered, the instructor of a course, and the room assignment for a course are all made through the offices of the deans. The deans are responsible for communicating information on changes to the schedule to the Office of The Provost.

Individual schools and/or programs may have a tentative schedule worked out well beyond the published two-year schedule.

2.4.7. Advising Issues

2.4.7.1. General

Texas Wesleyan University degree requirements and competency requirements are outlined in the Undergraduate and Graduate catalogs. Faculty should become familiar with these requirements.

2.4.7.2. Transfer Credit

Wesleyan encourages transfer students. The transferability of credit is guided by the general proposition that credit offered in transfer must be from a regionally accredited institution of post-secondary education. A second general guideline is that the University has a competency based general education program, and an underlying concept is that a student must have demonstrably achieved the competency outlined as a requirement for Wesleyan. That competency can, at times, be measured through content that differs from one institution to another. The University also maintains specific transfer articulation agreements with several institutions. In addition, the Office of Student Records and Registration maintains equivalency guides indicating which courses offered by other institutions are appropriate for transfer to Wesleyan. For special cases the registrar works closely with the deans to determine whether a particular course can be transferred and is applicable to a student's degree. For international students, the International Programs Office works closely with the registrar and deans. Texas Wesleyan students who wish to take course elsewhere while pursuing a degree with the University must gain prior approval to do so. They must complete a "Request for Enrollment at Another University" form and seek approval from their major advisor and dean. This form must be forwarded to the Office of Student Records to place in the student's academic records.

2.4.7.3. Mathematics Placement

The Mathematics Placement Test must be taken by students without College Algebra or its equivalent prior to initial registration. Students should contact the Academic Success Center for scheduled testing dates.

Placement in MAT 0300, MAT 0301, or MAT 1302 is determined by performance on the Accuplacer Mathematics Placement Test. Full time students who have completed 15 hours cumulative must enroll in one of these courses each semester until completion of their general education mathematics requirement. Part-time students taking more than one course fall under this requirement after completing 30 semester hours cumulative.

Part 1 – Elementary Algebra – a score of 62 or less places the student in MAT 0300 Beginning Algebra; 63 or higher and the student is placed in MAT 0301 Intermediate Algebra. Since the test is adaptive, the student could be moved to Part 2, College Level Math. A score of 64 or higher on this test places the student in MAT 1302 or MAT 1304.

2.4.7.4. English and English Placement

One of Wesleyan's competency requirements is communication proficiency. Part of meeting this requirement is the completion of basic English courses. All students who have not earned college credit for ENG 1301 are required to take the Accuplacer English Placement Test. Students should contact the Academic Success Center to schedule testing.

Student must score a 6, 7, or 8 to place into ENG 1301; a score of 5 takes the student to the Sentence Skills section of the test. A student must score 80 or better with their 5 on the essay to place into ENG 1301. A score of 4 and below places the student in ENG 0300 or into the Linguistic Diversity Bridge Program (see below).

2.4.7.5. Reading and Reading Placement

Studies have shown that students who do not read and comprehend well have difficulty reading and understanding college-level textbooks. The Accuplacer Reading Placement Test must be taken by all freshman students with an SAT verbal score below 530, or the equivalent ACT score. This exam consists of questions of two types: reading comprehension and sentence skills. Students who score below a 78 must enroll in a developmental reading course or the Linguistic Diversity Bridge Program (see below).

A score of 77 or less places the student in RDG 0301. If the student places into RDG 0301, he/she is blocked from taking reading intense courses such as: BIO 1321/1121, HIS 2301/2301/2322, PSY 1301, and POL 2311.

2.4.7.6. Developmental Program

Texas Wesleyan's Developmental program provides an opportunity for students with assessed deficiencies to receive appropriate developmental courses in order to prepare for college level coursework. The Developmental Program offers courses in math, reading, and English. New students are given the Accuplacer, a computer generated test that is adaptive to the student's ability level, to determine placement. There are exemptions: a score of 530 on the verbal SAT or equivalent ACT (combination score of 46 on English and reading) or a score of 4 on the EngLang/Comp AP Exam exempts a student from the English placement test. A score of 600 or above on the SAT mathematics or 28 or above on the ACT exempts a student from the math placement test. Transfer students are exempt from the English and math Accuplacer if they have taken and passed ENG 1301 and College Algebra and are exempt from the reading Accuplacer if they have 31 or more hours.

Courses in the Developmental Program include:

ENG 0300 Composition and Grammar: Designed to prepare students for ENG 1301, this course addresses grammar, punctuation rules, and essay writing.

MAT 0300 Beginning Algebra: Designed to assist students in preparing for Intermediate or College Algebra.

MAT 0301 Intermediate Algebra: Designed to assist students in preparing for College Algebra.

Wesleyan also offers a Summer Bridge Math Program for students placing into MAT 0301 Intermediate Algebra. The program is a three week course, Monday – Friday, 9:00am-12:00pm that allows students to get a jump start on their math before beginning their fall semester. The course is offered at a reduced rate and the textbook is provided. The course is intense and attendance is mandatory.

RDG 0301 Reading Techniques: Designed to improve basic reading skills through individualized development of comprehension vocabulary, study skills critical reasoning, and relationships among ideas in written material. Students not passing must take an additional developmental reading course. Students are restricted from taking certain courses until their reading deficiency has been cleared.

Placement in the Developmental Program is outlined in sections 2.4.7.3-5.

For ALL developmental courses, a student must pass the course with a C or better to move to college level courses. There are no final grades of D. Any grade below a C will be entered as an F and the course must be repeated.

2.4.7.7. Linguistic Diversity Bridge Program

Non-native speakers of English who do not meet placement exam expectations as outlined for the Developmental Program above are placed into a bridge program specifically designed for linguistically diverse students. In the initial semester of the Bridge Program, students will enrolling 6 selected college credit hours along with 6 non-credit hours to improve reading and writing skills. Depending on the results of subsequent testing, students will continue in the Bridge Program with select college-level courses through the semester following. After successfully completing the Bridge Program and followed by the Developmental Program in Reading and Writing, if applicable, or through a qualifying score on an approved assessment, the student may enroll full time in college-level courses. Students may at any time produce a score form an approved assessment documenting college-readiness in Reading and Writing.

This program consists of the following Writing and Reading courses, with placement determined by approved assessment:

RDG 0311 Reading I for non-native speakers is an introductory course to develop reading processes and skills. This course is intended to transfer the existing reading background from the students' first language into English.

RDG 0312 Reading II for non-native speakers is designed to extend reading processes and skills and emphasizes academic language along with discipline-specific vocabulary and text structures.

WRT 0311 Writing I for non-native speakers is an introductory course targeting writing process and skills. Writing, including grammar, syntax and vocabulary, will be learned through application in the context of meaningful writing. This course emphasizes the interrelatedness of listening, speaking, reading and writing through multiple opportunities to use language in a writing workshop.

WRT 0312 Writing II for non-native speakers addresses writing processes and skills. Academic writing is emphasized throughout this course with ample opportunities for application.

Any first-year or transfer student placed into any Bridge Writing and/or Reading course must enroll in ASE 1311 Academic Success Experience: the Culture of College in the first term, to replace ASE 1111 Freshman Success. Students placed into Bridge Program courses may also enroll in selected college-level General Education Curriculum Courses.

Placement into any Bridge Program course does not prevent registration in developmental or college level mathematics courses, per the results of an approved assessment.

Students who do not successfully complete the Bridge or Developmental Program sequence or score college-ready on an approved assessment must repeat the most recent Bridge or Developmental Program course(s).

A withdrawal of any kind from a Bridge and/or Developmental Program courses will result in an automatic withdrawal from all active college-level courses, in absence of a qualifying score on an approved assessment reflecting college-level ability in Reading and Writing.

2.4.7.8. Academic Success Courses

To assist new freshmen to become familiar with Texas Wesleyan University and to be more successful in their academics, Texas Wesleyan has designed an Academic Success Experience (ASE). The ASE program is under the direction of the Office of the Provost with the assistance of the Dean of Freshman Success.

ASE 1111 (Freshman Seminar) is the first course in this program and is required for all first semester freshmen, freshmen transfer students and all conditionally accepted students. This seminar course centers around issues related to the transition from high school to the University. Campus orientation, college level study skills, and other transitional issues will be covered. Transfer students are also encouraged to participate in this comprehensive course.

ASE 1112 is required for freshman students placed on academic probation following their first semester. This class explores the various causes of academic probation and addresses strategies to regain adequate academic standing. Failure to enroll in ASE 1112 as required may result in administrative withdrawal from the University.

ASE 1113 (Ram Rebound) is a course required of any non-freshman student placed on academic probation. (Freshmen may enroll in ASE 1113 in lieu of 1112 with permission of the Dean of Freshman Success.) This course will address the various barriers to academic success, explore individual goals, strengths, and personal issues, as well as promote the development of time management strategies, study skills, critical thinking, and problem-solving abilities related to academic performance.

ASE 1311 is a mandatory course for non-native speakers of English placed into the Linguistic Diversity Student Bridge Program and is taken in place of ASE 1111. This course is designed to address issues related to the successful transition to the American system of higher education. Campus orientation, college level study skills, and other transitional issues are covered, with expanded content related to American higher education and culture including U.S. classroom expectations.

ASE 2111 (Transfer Success Experience) is an optional one hour course for all transfer students designed to address issues relating to the successful transition from college to Texas Wesleyan University. Topics covered include: campus orientation, University policies and procedures, available campus resources, charting your course toward a degree, academic integrity and other pertinent University information.

2.4.7.9. Substitution or Waiver

When a student seeks approval for a change in the degree plan from the requirements stated in the catalog, a substitution or waiver form must be completed. The student, the student's advisor, the dean, and the Registrar must sign this form before it can be processed and included in the student's permanent file.

If the course substitution or waiver involves a General Education Curriculum degree requirement, the dean in whose school the requirement resides is responsible for approving the request. If the substitution or waiver does not involve a General Education Curriculum requirement, the dean in whose school the student's major resides is responsible for approval.

The following guidelines will be followed to evaluate requests for approval of course substitutions for the General Education Curriculum Humanities requirements:

A proposed course must demonstrate that it incorporates all of the following elements in its catalog description, its syllabi, and other requested course material before it qualifies.

1. The proposed course must involve synthesis of bodies of knowledge across the liberal arts with personal experiences. The proposed course must be demonstrably interdisciplinary.
2. The proposed course must be demonstrably writing intensive. The proposed course must incorporate extensive written requirements using values analysis.

The Substitution form may be obtained from the Office of Student Records and Registration, from the office of the dean or online at: <http://txwes.edu/academics/registrar/online-forms/>

2.4.7.10. International Student Full Load Requirement

International students attending Texas Wesleyan University in F-1 student visa status are generally required to enroll in and successfully complete a full course of study every Fall and Spring semester, defined as 12 credit hours for undergraduates and 9 for graduates. Summer term is a default vacation with coursework optional provided the student plans to resume full-time study the following Fall.

International students are nonetheless subject to the same academic guidelines required from all students, and should not receive any leniency with regard to attendance or other classroom policies. Therefore, withdraw international students for non-attendance without hesitation and per normal policy. International students are aware of the full-time enrollment mandate and must therefore take independent measures to ensure compliance with these requirements.

2.4.7.11. Transcript Requests

Students may order official or unofficial transcripts by mailing a request to:

Office of Student Records and Registration
Texas Wesleyan University
1201 Wesleyan
Fort Worth, Texas 76105

The University partners with a transcript ordering service to produce student transcripts. Transcripts must be ordered online through the website. The link may be accessed online at <http://txwes.edu/academics/registrar/transcripts.aspx>. The transcripts fee is \$7 per copy for paper and \$5 for electronic format, pdf version. Checks are not accepted. Allow 3-5 days for processing. Allow additional time if ordering transcripts during registration periods or graduation. The fee for USPS Express Mail is \$30 per address, in addition to the cost of the transcript, and includes next day service.

2.4.8. Registration

Registration is an on-going process at Texas Wesleyan University and is coordinated through the Office of Student Records and Registration.

Registration takes place about one month before the end of the preceding semester. Late registration takes place a few weeks before the semester begins and continues through the first week of the semester (there is a late fee of \$110 for returning students).

Web registration is now available for all students EXCEPT freshmen and probationary students. All new students must register on campus but may register online the following semester. Freshmen register in the Academic Success Center, and probationary students must register in the Office of Student Records. Advisors must have the “advising hold” removed from the student’s record once they have advised them before registration can occur on the web. The hold is removed by the Dean’s secretary. Registration dates are published on the Registrar’s webpage each semester.

Registration may also be completed in the Office of Student Records and Registration on the third floor of the Oneal-Sells Administration Building. Specific locations, times and schedules are published on the Wesleyan web site (see Student Records webpage). <http://txwes.edu/academics/registrar/registration-information/>

Students are allowed to register according to their class level beginning with seniors first. Prior to registration, students must meet with their advisor to plan a course schedule and obtain advisor approval. All parts of the course schedule must be completed and signed by the advisor. The advisor retains the top copy in the student advisement file.

Student schedule cards may be obtained from the Office of Student Records and Registration and from the dean’s office. Each advisor will have copies available during registration.

2.4.9. Change of Schedule (“Add/Drop”)

Students may change their schedule during the “add/drop” period. To do so, a change of course form must be completed and signed by the course instructor (once classes begin) and the academic advisor who is responsible for informing the student of the effects of the change on completing prerequisites, progress to graduation, financial aid status, as well as other academic consequences. The instructor's signature for a drop indicates that notice has been given by the student. Faculty should note that add/drop forms need to be approved and processed quickly during the first week of class to avoid unnecessary charges to the student. The student must complete the drop process by filing the form with the Office of Student Records and Registration. A "DP" is assigned if the drop is executed prior to or on the last day to drop published in the academic calendar. After that date, a grade of F is assigned.

The Change of Course form may be obtained from the Office of Student Records and Registration and from the office of the dean.

For information regarding University/Course Withdrawals: See section 2.1.2.6.

2.4.10. Overload Schedules

Any undergraduate student taking 19 hours or more in the long term or 9 hours or more in a summer term must complete an overload form prior to registration. (Graduate student overload is 10 hours or more in a long term and 7 hours or more in the summer term, and the graduate student follows the same procedure as the undergraduate student.) The student's advisor must sign the Overload form recommending to the dean that the student be allowed to carry the overload and the overload must be approved by the dean. Normally, a student should have at least a 3.0 GPA. Each case is handled on an individual basis. A student who is on academic probation should not be allowed to carry an overload.

The Overload form may be obtained from the Office of Student Records and Registration and from the office of the dean, or online at: <http://txwes.edu/academics/registrar/online-forms/>

2.4.11. Independent (Directed) Study

Students may request to undertake an independent educational experience. A student may take an independent study/research course for one to four hours credit at the junior or senior level. This study/research should be of significance and worthy of the appropriate amount of credit. Such a course should be approved only if the course covers materials or deals with subject matter that is not otherwise dealt with in the curriculum. This may represent a new and developing area of knowledge within a discipline; it may be an interdisciplinary approach to a topic of special interest to the student; it may be selected readings on a focused topic which goes beyond the regularly offered curriculum.

Faculty should not agree to offer independent study without consulting with the department chair or dean first and without having an explicit understanding of the expectations of an independent study before the student actually registers.

Independent study courses should have a complete syllabus which outlines the requirements and the basis for grading. The syllabus must be acknowledged by both faculty and student and a copy filed in the office of the dean and in the Office of Student Records and Registration.

It is the student's responsibility to initiate and complete the necessary paperwork, including obtaining a signature from the faculty member who agrees to supervise the study. An independent study/research course is not considered as part of the faculty member's teaching load. The course will be listed as "Independent Study" on the student's transcript.

The Independent (Directed) Study form may be obtained from the Office of Student Records and Registration and from the office of the dean.

2.4.12. Conference Course

A conference course is taught by an instructor to an individual student. A student may enroll for a conference course only with approval of the instructor of the course, the department chairperson if appropriate, and the dean of the school in which the conference course is offered, and the University Registrar. Approval is normally given only when the following requirements are met: (1) a conference course may be taken only in the last regular semester of summer term before the graduation of the student; (2) the course requested must be required for graduation; (3) the course is not scheduled to be taught that semester or term; (4) there is a conflict in schedule between two required courses during the last semester or term before graduation; (5) the student must be enrolled in one or more regular courses in the University.

An additional fee, dependent upon the number of credit hours, is charged for conference courses.

The course is listed just as it is in the catalog on the student's transcript. The semester in which the course is to be completed should be listed on the conference form.

The Conference Course form may be obtained from the Office of Student Records and Registration.

2.4.13. Summer Courses and Interterm Courses

Texas Wesleyan University offers opportunities to take courses throughout the calendar year. The summer session is an opportunity for students seeking a year-round education to take courses meeting unique Wesleyan requirements; upper level courses, both required and elective; graduate level courses including those which prepare them for full admission to a graduate program; and courses which meet other needs of the student.

Students seeking a fast-track degree are particularly encouraged to take advantage of the summer offerings as an opportunity to earn a degree in a shorter period rather than the customary four to five year degree cycle. Summer courses are generally taught by the full-time faculty of the University. Lower level general education courses are offered, but the University does not emphasize those courses nor can it guarantee that all lower level courses will be offered in a given summer session.

The summer session offers courses in a variety of formats designed to suit the family and work responsibilities of our students. The basic format is the five-week course which is offered from June 1-early July or July-early August (the actual dates vary from year to year) and allows students to enroll in up to eight credit hours. The University also offers a range of special courses that vary in length. These include Weekend courses, interterm courses, intensive three-week seminars, field-based courses and other opportunities. Students may enroll in the special courses in addition to their enrollment in the regular summer session.

Faculty who consider offering an interterm course should work with their department chair/dean.

2.4.14. Auditing Classes

Students may choose to audit a class. To do so, they must request permission of the instructor and complete the audit form during the first class period. The student takes the completed audit form to the Office of Student Records and Registration. The student will be registered as an audit student and pays an audit fee. There is no tuition waiver allowed for auditing a class.

The Audit form can be obtained from the Office of Student Records and Registration and from the office of the dean.

Students may not change from credit to audit or audit to credit after the end of the drop/add period of a class.

2.4.15. Study Abroad Program Participation

Texas Wesleyan University recognizes the importance of developing students to their full potential as individuals and as members of the world community. Accordingly, Texas Wesleyan University offers a number of courses annually with a significant faculty-led study abroad component usually conducted during an adjacent intersession break. Texas Wesleyan University students may additionally explore semester and year-long programs offered through outside institutions and third-party providers under the advisement of the International Programs Office.

Students interested in studying, traveling, interning, or volunteering abroad should contact the International Programs Office for further information.

Faculty interested in leading a study abroad course should contact International Programs at studyabroad@txwes.edu for further information.

2.4.16. Internships

Internships are graded academic experiences that provide students with the opportunity to put classroom learning into practice. The assignments vary from one to two semesters, from half- to full-time, and from paid to voluntary. Internships are open to students of all majors, provide work experience directly related to their major field of study, and generate academic credit.

The Internship Program is coordinated through each dean's office or department chair's office, depending upon the school. Each academic department maintains a faculty coordinator whose responsibility is to determine a student's eligibility for participating in the program and to monitor the student's progress.

Forms are available on the Registrar's website. <http://txwes.edu/academics/registrar/online-forms/>

2.4.17. Enrolling at Another College

Students may enroll concurrently at another college while attending Texas Wesleyan University. There are some restrictions on which courses may be taken at another institution: the catalog outlines such restrictions. A student who wishes to enroll in another institution concurrently should complete the "Request for Enrollment at Another College" form prior to enrollment.

The Request for Enrollment at Another College form may be obtained from the Office of Student Records and Registration, from the office of the dean or online at: <http://txwes.edu/academics/registrar/online-forms/>

2.4.18. Inclement Weather University Closing

Decisions regarding the closing of the University for inclement weather are made for the entire University and are not made for or by each unit of the University. Faculty, staff, and students may check the Texas Wesleyan University web site, www.txwes.edu, and the following radio and television stations to receive University closure information due to inclement weather:

FOX 4 Channel 4
KXAS Channel 5
WFAA Channel 8
KTVT Channel 11
WBAP 820 AM

The Emergency Alerts system notifies faculty, staff and students of emergency situations and closings via home and cell phones, text messaging and email. You can update your information and select to receive text message alerts at ramlink.txwes.edu with your general contact information.

Announcements will be made on the above stations and via WEMS after 5 a.m. weekdays for closures during the week. Weekend closures and class cancellations may be announced on the preceding 10 p.m. newscast and/or the morning of the closure. A recorded announcement will be available through the switchboard (817-531-4444).

Classes canceled because of inclement weather may necessitate scheduling additional class days. These make-up days will be announced through appropriate campus publications and to the faculty and staff within two weeks after the classes have been cancelled.

University offices may open with limited services to assist students who are living on campus. The opening of these offices will be on an individual case basis and may include food service, the library, and the Brown-Lupton Campus Center.

2.5 Academic Student Support Services

2.5.1. General

Texas Wesleyan University's Academic Support Services are dedicated to promoting learning, personal development, and retention of all Texas Wesleyan University students by providing academic support and opportunities for enhanced learning.

The Office of New Student Programs, the Academic Success Center, the Freshman Advising Office and Developmental Education are all centrally located on campus in the Eunice and James L. West library to facilitate student access and one-stop-shopping. These offices, as well as Career Services, the Academic Success Experience, the Office of Student Records and Registration, and the International Programs Office come under the umbrella of Academic Support Services under direction from the office of the associate provost. The Counseling Center and Disability Services report to the Dean of the School of Education.

2.5.2. The Academic Success Center

The Academic Success Center (the Center), x4219, offers several types of academic assistance provided by staff, faculty, and student tutors. Tutoring is available by appointment or on a walk-in basis in math, writing, business disciplines and various natural and social sciences. Individual academic assistance and disability accommodations are also provided by the learning specialist/director. Academic skills workshops are conducted on campus throughout the semester. Study carrels, laptops and group study areas are also available for current undergraduate students. Faculty are encouraged to refer students to the Center for academic support.

2.5.3. Freshman Advising Office

The Freshman Advising Office, x5824, provides support and advising for all freshman students. The advising team is committed to linking students with a successful academic experience by providing one-on-one assistance and aiding students toward attaining their academic and personal goals. The Advising Office also provides training and support for faculty to ensure the quality of academic advising.

2.5.4. Career Services

Career Services gives guidance to students planning their careers or major selection, students seeking employment or internships, and alumni in career transitions. The mission of Career Services is to endow Wesleyan students with the skills necessary to make informed career decisions, to enable them to manage career transitions successfully, and to be committed to education, training and life-long personal development.

Career Services provides guidance to students while they are evaluating their academic interests and major possibilities by providing interest and personality assessments, personal counseling, and career information. Career and employment services are available to students and alumni and include resume samples and critiquing, employer networking opportunities and career fairs, computerized job search strategies and job postings via email, access to CareerLink (online job board) and mock interviewing.

The office is located in the north wing of the Brown-Lupton Campus Center. For more information, call 817-531-6512 or email careerservices@txwes.edu.

2.5.5. The Counseling Center and Disability Services, Glick House

The Counseling Center, x4859, offers a broad range of personal counseling services without fee. A licensed counselor is available to assist students as well as faculty and staff with personal and interpersonal problems. Students have an opportunity to explore their concerns in a private, confidential meeting. When feasible, group meetings may be formed to help students cope with specific problem areas. Substance abuse intervention and treatment are available through the Glick House Counseling Center. For those students who may benefit from resources in the community, referrals will be made to appropriate agencies and/or professionals.

The Director of Counseling, Michael Ellison, coordinates disability accommodation evaluations. Students who have a physical or mental impairment that substantially limits a major life activity can apply for accommodation according to the policies and procedures for students with disabilities as outlined in the *University Catalog*. Faculty with questions regarding a disability accommodation should contact Dr. Ellison.

2.5.6. Academic Success Experience

The Academic Success Experience program assists new freshmen in becoming familiar with Texas Wesleyan University and to be more successful in their academics. ASE 1111 (Freshman Seminar) is the first course in this program and is required for all first semester freshmen, freshman transfer students and all conditionally accepted students. This seminar course centers around issues related to the transition from high school to the university. Campus orientation, college level study skills, and other transitional issues are covered. ASE 1112 is required for freshman students placed on academic probation following their first semester. This class explores the various causes of academic probation and addresses strategies to regain adequate academic standing. ASE 1113 (Ram Rebound) is a course required of any non-freshman student placed on academic probation. This course will address the various barriers to academic success, explore individual goals, strengths, and personal issues, as well as promote the development of time management strategies, study skills, critical thinking, and problem-solving abilities related to academic performance.

ASE 2111 (Transfer Success Experience) is an optional one hour course for all transfer students designed to address issues relating to the successful transition from college to Texas Wesleyan University. Topics covered include: campus orientation, University policies and procedures, available campus resources, charting your course toward a degree, academic integrity and other pertinent University information.

2.5.7. New Student Orientation and Mentorship Program

To facilitate students' adjustment to college studies and the Wesleyan campus, all new students are invited to participate in a special orientation program preceding fall registration. A general orientation program is also available for transfer and new first-year students entering spring semester. New students receive more specific information about orientation dates and times after admission to the University.

The Mentorship Program has also been established to provide guidance to incoming students as they make the transition from high school to college or as a transfer from another institution to Wesleyan. Such guidance provides a solid foundation and affords students the opportunity to make connections and be successful.

The New Student Orientations and the Mentorship Program are coordinated by the Director of Advising & New Student Services, housed in the Freshman Advising Office and reached at 817-531-5824.

International students also participate in an international student orientation addressing their specific needs, including an orientation to immigration regulations and adjustment to living and studying in the U.S. This program is directed by the International Programs Office.

New students receive continuing orientation to the university through the Academic Success Experience courses.

2.5.8. International Programs Office

Through the recruitment, admission, and continuous support of international students, as well as the coordination of study abroad programs and leadership in campus internationalization efforts, the International Programs Office, x5868, develops programs instrumental in educating Texas Wesleyan University students as members of the world community.

The International Programs Office coordinates faculty-led study abroad programs, administers the International Studies minor, maintains insurance for international students, monitors international students' academic progress, and acts as a liaison for faculty regarding international and study abroad student concerns. The International Programs Office will additionally plan and coordinate any future or existing international faculty or student exchanges. Contact the International Programs Office (x5868) with any questions.

2.5.9. Office of Student Records and Registration

The mission of the Office of Student Records and Registration is to serve students efficiently and effectively by providing secure, efficient storage of permanent student records and maintaining the integrity of the University catalog. Major student services provided by this office include registration, course schedule changes, changes in address and major/degree, enrollment verification, official transcripts, grades, degree plans, and graduation audit. Student Records staff also assist students, faculty and administration in the interpretation of catalog policies. This office is represented on the Academic Affairs Committee in an effort to assist with continuous additions, deletions and changes to the Wesleyan academic curriculum and to study proposed changes for enhancement of University policy. The Office of Student Records and Registration endeavors to provide a personable and caring atmosphere to all students when addressing their individual questions/concerns.

3.

Faculty and Academic Matters

3.1. Faculty Matters

3.1.1. The Faculty Position

For information regarding faculty rank, the graduate faculty appointments and assignments policy, annual reports and evaluations requirements, sabbaticals, promotion and tenure, service, and other matters relating to the faculty position, please consult the *Faculty Handbook*.

3.1.2. University Scholars (Endowed Professorships)

The *Bebensee University Scholar Professorship* was created in 1996 through a bequest from the Leo Robert Bebensee Estate to honor Mr. Bebensee as a life-long educator. The Bebensee University Scholar is an individual with the potential to set a model for good University teaching and research and to foster those attributes in his/her colleagues.

The *McCann University Professorship* was established in 1996 through a bequest from the Ralph and Sue McCann Trust. The McCann University Professorship is designed to celebrate faculty strength by allowing for enhanced professional development.

Guidelines are available from the Provost Office.

3.1.3. Faculty Workload Assignments

The faculty of the University are expected to engage in teaching, professional development, scholarship and service. The specific manifestations of each of these may vary with the school or program. It is the responsibility of the dean to assign professional tasks within this general framework. Considerations regarding faculty workload are outlined in the *Faculty Handbook*.

For faculty teaching in the undergraduate programs, the expectation is that of teaching 12 semester hours per fall and spring term or its equivalent, while for faculty teaching in graduate programs, the expectation is 6-9 semester hours per fall and spring term depending on contract terms (see “Responsibilities of Appointed Graduate Faculty” in section 3.1.3.1., below) For graduate faculty on twelve-month contracts (e.g. Counseling), the expectation is to teach no more than two graduate courses during any semester in an academic year.

Graduate faculty also are expected to advise/supervise student practicums and research as well as produce scholarly work that meet standards of their profession. For faculty in the Graduate Programs of Nurse Anesthesia, the workload assignments include a minimum of two classes, advising, and research with the last resulting in peer-reviewed publications suitable for the standards of the professional school.

3.1.3.1. Graduate Faculty Appointments and Responsibilities Policy

Preamble

In keeping with its stated mission and with its strategic plan, Texas Wesleyan University continually reviews and improves graduate programs. Graduate programs include those in education, counseling, business and nurse anesthesia. The University publishes a separate graduate catalog. The University is guided by the SACS *Principles* regarding graduate programs and graduate faculty. To that end, the University has adopted the following guidelines for the appointment and responsibilities of graduate faculty.

There are two categories of graduate faculty: appointed graduate faculty and contributing graduate faculty. All graduate courses at Texas Wesleyan University are taught by graduate or contributing graduate faculty members.

Appointment

- a) Only full-time tenured or tenure-track faculty of the University or faculty of the Graduate Program of Nurse Anesthesia are eligible to be appointed to the graduate faculty.
- b) To be appointed to the graduate faculty, an individual must:
 - 1. Be nominated by his/her dean and/or the Program Director, after review by the appropriate school- or program-based faculty committee consisting of graduate faculty. The Committee on Graduate Programs reviews the nomination process. Nominations are then sent to the Provost who in turn makes the appointment. The nomination shall consist of a letter in which the nominator summarizes the nominee's graduate teaching assignments, academic preparation qualifying him/her for the appointment, and summarizes the instructional quality and professional development of the nominee. The letter must include a demonstration or documentation of the commitment to the academic community, the institution served, their students and their academic discipline. The nomination letter should be accompanied by the most recent faculty appraisal form and recent vitae.
 - 2. Have an earned terminal degree (or ABD with satisfactory progress) in the discipline or disciplines of the graduate courses being taught or must otherwise meet accreditation guidelines. It is expected that the candidate meet the "18 hours in a field" guideline and/or have clinical and/or unique qualifications.
 - 3. Demonstrate successful teaching in the discipline.
 - 4. Demonstrate intellectual activity at the graduate level, or show progress towards intellectual activity at the graduate level. Intellectual activity will be determined by each School.
 - 5. Hold the University rank of Assistant Professor or higher or the title of administrative faculty in the Graduate Program of Nurse Anesthesia.
- c) The appointment process and appointments are reviewed by the Committee on Graduate Programs (see Section 7.9 of the Faculty Handbook).
- d) Appointments to graduate faculty are for five years. The appointments are renewable upon review by his/her Dean/Program Director, the appropriate school- or program-based faculty committee consisting of graduate faculty, and the committee on graduate programs. Review initiates in the 4th year of the appointment.
- e) Members of the graduate faculty will be dropped from the graduate faculty roster if they have not taught a graduate course within five years.

Responsibilities of Appointed Graduate Faculty

- f) Members of the graduate faculty shall be eligible for membership on graduate committees, able to vote on issues affecting the graduate programs of the University, and assist the deans and the Office of the Provost in developing policies appropriate to the graduate programs of the University.
- g) In light of the special responsibilities (such as but not limited to additional time for preparation, added research responsibilities, increased one-on-one attention to graduate students) associated with graduate instruction, for full-time faculty appointed to the graduate faculty, a full load will be considered to be a maximum of seven (7) courses per year. For the purposes of this policy, any course above the 4000 level will be considered a graduate course.

Responsibilities of Appointed Graduate Faculty

- a) Members of the graduate faculty shall be eligible for membership on graduate committees, able to vote on issues affecting the graduate programs of the University and assist the deans and the Office of the Provost in developing policies appropriate to the graduate programs of the University.
- b) Graduate Faculty (teaching only Graduate courses) should have a **maximum load** of 6 courses (9 month (3/3) or 12 month (2/2/2) faculty).
- c) Graduate faculty teaching undergraduate courses who teach one or more graduate course(s) will receive a 1 course release in the semester in which the graduate course(s) is/are taught by the faculty member unless otherwise arranged with the Dean.
- d) In light of added release for teaching graduate courses, higher research and publication expectations are inferred along with other implied activities such as, but not limited to: additional time for course preparation, grant writing, mentorship/supervision of graduate students, clinical practice, and supervision of theses, dissertations, and student research papers.

Contributing Graduate Faculty

Full time, adjunct, and/or part-time faculty, called contributing graduate faculty, may be invited or assigned to teach graduate courses on a semester by semester basis. The invitation or assignment is made by the dean of the school and a school-based faculty committee, and the process is reviewed by the Committee on Graduate Programs.

* Approved by the Academic Affairs Committee, April 16, 1998 and revised December 9, 2000, revised March 2004, revised September 2005, revised November 2011

3.1.4. Annual Reports & Evaluations

Texas Wesleyan University faculty are evaluated annually by the dean through the Annual Appraisal Process based on the *Annual Report by Faculty* and student evaluation results. All full-time faculty are expected to submit an annual report through their department chairperson and to the dean of the school. These annual reports are to follow the format outlined in the *Faculty Handbook*.

Faculty performance assessment merit criteria were implemented at Texas Wesleyan University beginning with the 2005 calendar year following the annual *Faculty Performance Appraisal* cycle with salary increase considerations for the 2006-2007 academic year.

The purpose of the performance assessment merit criteria is to ensure clarity in the criteria used to reward faculty performance; to reward faculty performance that exceeds normal contractual expectations; and to encourage improved instruction, professional development, and institutional and community service supporting University strategic goals.

Criteria for meritorious performance will include consideration of teaching or librarianship, intellectual activity/scholarship, service to the University and community, and other meritorious effort.

Faculty participation in the annual performance assessment system is through the annual *Faculty Performance Appraisal* conducted by the dean each spring, the preparation of the *Annual Report by Faculty for the Dean* as mentioned above, and review of the student course assessment.

Specific timetables for the annual reports and the performance assessment for each school and/or program as applicable are made available through the office of your dean.

The annual evaluations follow a prescribed format and include an opportunity for self-evaluation, a listing of instructional tasks and achievements, and a listing of professional development, university service, and community service. The annual evaluation is discussed with the individual faculty member and is reviewed by the dean before submission to the Provost for review. The President may also review individual faculty evaluations.

Signed copies of the annual review are returned to the dean for distribution to individual faculty.

All faculty engage in a formative evaluation process through student course evaluations. This process is discussed in the *Faculty Handbook*.

In years when an individual faculty member is eligible for and has applied for tenure and/or promotion, the schedule for evaluations will be altered to allow ample time for review by appropriate University wide committees and ultimately for decision by the Board of Trustees.

Copies of the format for annual review documents are available through the office of the dean.

3.1.5. University Service

3.1.5.1. Expectations

It is the expectation of faculty that they will engage in reasonable university service which includes but is not limited to service on standing committees, service on ad hoc committees, service on special task forces, academic advising, and outreach to the community.

Such service is an important part of the annual evaluation process. Summary of such service should be included in the individual faculty report submitted through the department chairperson to the dean in January of each year.

3.1.5.2. Committee Assignments

Standing committee assignments are made through the chairperson of the faculty council/faculty assembly. The faculty council coordinates the process in the spring of the year and attempts to honor the individual wishes of faculty for service. Faculty members desirous of serving on a particular standing committee should notify the elected chair of the faculty council/assembly.

Ad hoc committees are created at the discretion of the President and/or Provost and typically deal with special situations not otherwise covered in the provisions of the Faculty Handbook. Selection of members for ad hoc committees is usually on the basis of providing an inclusive forum for discussion and draws on the perceived expertise of those invited to serve.

Task forces are usually presidential or vice presidential initiatives designed to discuss and recommend actions regarding a particular task or issue. Task forces are dissolved at the completion of the task.

While faculty members are encouraged to participate on committees, faculty must also be cognizant of the demands of successful committee participation. All faculty are encouraged to balance committee participation with other instructional demands, scholarship activity, and professional growth opportunities.

3.1.6. Community Service

Community service is encouraged by all in the Wesleyan community. Faculty, staff, and students are urged to participate in a range of voluntary activities from discipline specific associations to those related to the Methodist and/or other church affiliations to those reaching the larger community.

Participation in community service will vary with each faculty member and with the life cycle of the faculty member. It is the expectation that faculty will, however, engage in a level of volunteer service appropriate to them and in keeping with the Wesleyan mission.

Faculty participating in community service should recognize that they are representatives of Wesleyan.

It is important to keep the department chairperson and/or dean notified of this participation and the opportunities which your individual participation may provide for Wesleyan as a whole. Although individual faculty may choose to report more often, the usual method of communicating community service is the individual annual report submitted by faculty.

3.1.7. Professional Growth and Development

3.1.7.1. Expectations

Texas Wesleyan University adheres to a philosophy that encourages lifelong learning among its students, faculty, and staff. It is the expectation that faculty will undertake professional development on their own initiative. In keeping with accreditation guidelines, a reasonable portion of the cost of professional development is the responsibility of the individual faculty member.

Professional development may take the form of work within one's discipline; application for and follow through on grants, both programmatic and research; networking with professionals from other colleges or universities or with practitioners as appropriate; and travel to/from conferences both within the discipline and on more generic issues such as faculty roles, rewards, and teaching.

A reasonable program of professional development should be sensitive to the instructional demands of the individual and will necessarily have an ebb and flow character to it. Faculty are encouraged to develop a plan for professional development and to consult with his/her dean regarding the opportunities for completion of that plan.

Successful and documented professional development is a specific part of the annual review of faculty as conducted by department chairpersons and the deans and as reviewed by the Provost/Senior Vice President.

3.1.7.2. Bass Grants

The University maintains a fund to encourage professional development. The fund includes an endowment which is the result of a generous donation from the Richardson Foundation and Bass Family. This endowed fund is supplemented by money allocated from the operations budget in the Office of the Provost.

All faculty are encouraged to apply for Bass Funding. Deadlines are determined by each school. Priority is given to professional development in which there is direct evidence of instructional benefit. For conference travel, higher priority is given to those presenting at a conference as opposed to those who are attending only.

Bass Funds are limited. The Provost Council reviews the guidelines on an annual basis to make every effort to ensure fairness and equity in the use of these funds.

Bass Grant request forms are available from the provost and deans' offices.

3.1.7.3. Sam Taylor Fellowship Fund

The will of the late Sam Taylor set aside income from a portion of his estate to provide funds for the continuing education and development of faculty members of the United Methodist colleges and universities in Texas. Grants may be used for graduate study or post-graduate research. Recipients of the fellowships are expected to submit programs that will contribute to the improvement of the quality of intellectual, community, or religious life of the State of Texas and the nation. Full-time faculty are encouraged to apply. Funds are limited, and, therefore, competitive. The Division of Higher Education of the United Methodist General Board of Higher Education and Ministry has responsibility for administering the endowment.

The Texas Wesleyan University deadline for applications is August 1.

Complete guidelines and instructions are available in the Provost Office.

3.1.7.4. McCann Student Academic Development Fund

The McCann Student Academic Development Fund uses the proceeds from the McCann Endowment to support student professional development projects including, but not limited to, student participation in conferences, support for instructionally related projects including study abroad programs, and support for special opportunities for which other funding might not be available. The fund is not intended to be used for student activities such as the Student Government Association or other activities which are supported through student fees.

McCann Student Academic Development Fund guidelines and application forms are available from the deans' offices and from the Provost Office.

3.1.7.5. Use of Human Subjects in Research

Any research involving human subjects must receive prior approval from the Institutional Review Board. The Texas Wesleyan IRB is an administrative body established to protect the rights and welfare of human research subjects enrolled in research that is: (1) conducted by or under the direction of any Texas Wesleyan employee or student in connection with Texas Wesleyan responsibilities or studies; (2) conducted using any Texas Wesleyan employees or students as subjects or using any Texas Wesleyan property or facilities; or (3) conducted using Texas Wesleyan's non-public information to identify or contact human research subjects or prospective subjects, regardless of sponsorship. Only projects that qualify as *research* and use *human subjects* come under the jurisdiction of the Texas Wesleyan IRB. The decisions about whether or not a project qualifies as research, qualifies as exempt, or qualifies as using human subjects must be made by the IRB; the IRB will be happy to provide an official statement about a project's exemption from review.

The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by both the federal regulations and local institutional policy. Except for projects which are

approved as exempt from further review, all approved research projects are subject to continuing review and approval by the IRB at least annually or more often as specified by the IRB Chair.

The University Institutional Review Board: Initial Proposal form, Proposal Submission Checklist, DHHS IRB Registration Verification, and OHRP Federal-wide Assurance Notice are available in the Provost Office as well as accessible from the IRB website: <http://www.txwes.edu/irb/index.htm>

3.1.7.6. Use of Animal Subjects in Research

Research involving animal subjects must protect the participants' health, safety, and dignity. Animals must be maintained in *vivaria* that meet or exceed relevant animal care standards. No project involving unnecessary physical or emotional pain or harm will be approved. Appropriate anesthesia must be employed during any painful procedure. If animals will be euthanized at the conclusion of the research, the process must be done as swiftly, painlessly, and respectfully as possible. The researcher is responsible for the appropriate disposal of euthanized animals. The researcher is responsible for adherence to the federal regulations that govern the care and treatment of animals for research provided by the Animal and Plant Health Inspection Service, a Division of the United States Department of Agriculture and in accordance with the Animal Welfare Act of 1966.

*For more information access the APHIS Division on the USDA's website:
http://www.aphis.usda.gov/animal_welfare/index.shtml*

3.1.8. Research/Grant Assistance

Texas Wesleyan University offers assistance to faculty in developing both governmental and private (foundation and corporate) grants through our Office of Grants and Research. All grant activity requires approval of the department chair, dean, the Provost, and the Director of Grants & Research. It is expected that all grant activity supports the mission of the University. The Office of Grants & Research also offers assistance in preparing/editing proposals. Additionally this office provides training opportunities on grant writing and grant implementation in both a one-on-one setting as well as small group workshops.

The final review and approval of grant requests involves the Office of the Provost, the Business Office, the Grants Office, and, occasionally, the President. Faculty should allow two weeks for full review prior to a deadline for submission. Federal grants submitted through Grants.Gov are uploaded by the Director of Grants & Research Office, who serves as the Authorized Representative of the University.

The indirect cost rate to use for inclusion in all grant requests and for reimbursement of University Facilities and Administrative (F&A) costs is 37.30% (subject to change--please contact the Office of Grants & Research Office for the current indirect cost rate).

Pre-Proposal Approval Routing Forms are available from the Director of Grants & Research; please contact the Grants Office as soon as you are ready to discuss and pursue any external funding opportunities. Please note: any research involving Human Subjects must comply with and be approved by the University's Institutional Review Board.

3.1.9. Travel

The University encourages professional travel and, to the extent authorized by the deans or through the Bass grants, will reimburse faculty for that travel. In addition to Bass Grants, the deans have some travel money that can be allocated to professional development. Application is made directly to the deans. For information regarding travel approval, arrangements, and reimbursements, faculty should consult *Money Matters*, a publication of the business office. A copy of *Money Matters* is available in each dean's office. For more information to please contact Caron Patton at ext 7557.

3.2. Academic Program Development/Proposals

3.2.1. Catalog Changes

Minor changes to the catalog (e.g. correction of typos or awkward wording) should be called to the attention of the department chair or dean who should copy the page in question, mark the change, and send it to the Office of Student Records and Registration.

Proposals for program changes, new courses, and/or new programs should be developed in consultation with the department chair or dean and require acknowledgement of the dean who presents the proposal to Academic Affairs. A description of the proposed course/program and a justification should be prepared and relevant endorsements obtained. *The Proposal Guidelines for Academic Programs* and the *Curriculum and Course Change Request* form should be used in preparing proposals. It is particularly important to work with the library to ensure that library holdings will support the proposed new program. New courses should be outlined using the Texas Wesleyan syllabus content form (Appendix 2.1.3.1.).

The affected catalog pages should be copied and changes indicated and submitted with the proposal.

The Proposal Guidelines for New Academic Programs and the Curriculum and Course Change Request form are available from the deans' offices or the Office of the Provost and online at <http://www.txwes.edu/provost/Forms.htm>

3.2.2. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Texas Wesleyan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, and doctoral level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 (web site: www.sacscoc.org) only for questions, comments, or issues related to the accreditation of Texas Wesleyan University.

Program accreditation includes:

- AACSB International: The Association to Advance Collegiate Schools of Business
- Accreditation Council for Business Schools and Programs
- Commission on Accreditation of Athletic Training Education
- Council on Accreditation of Nurse Anesthesia Educational Programs
- National Association of Schools of Music
- State Board for Educator Certification/Teacher Education Agency
- University Senate of the United Methodist

3.3. University Activities and the Faculty

3.3.1. Student Life & Athletics

The faculty of the University is encouraged to remember that Wesleyan exists for the education and growth of its students. Through advising, effective instruction, service as mentors, service as advisors to student organizations, participation in student activities, attendance at student activities such as athletic events, intramural activities, art exhibits, concerns, plays, or other activities we encourage our students.

Participation on the committees of student life and athletics is an effective way to ensure that the University is looking to educate the whole person, and faculty participation is encouraged.

The faculty is admitted free to all athletic events.

The faculty is also welcome to join the Morton Fitness Center. At the Morton Fitness Center, we strive to create an easy and fun environment for all our members. The Morton Fitness Center is fully equipped with a weight room, cardio room, studio, locker room, and showers, as well as various fitness equipment that caters to the individuals' fitness needs.

3.3.2. Student Organizations

Service as advisor to a student organization is a particularly good way to serve the University, and faculty are strongly urged to serve as advisors. For information on how to serve as advisor to an organization, faculty should contact the Office of Student Life.

3.3.3. Fine Arts Events

The Music and Theatre Arts departments provide a variety of visual and performing arts events for the campus and community. Highlights of each season include theatre and musical theatre productions, musical concerts and recitals, and art exhibitions. A professional faculty of performing and visual artists and experienced educators supports student growth in a context of collaboration and an atmosphere of energy and creativity. The result is an artistic season of integrity celebrating the cultural life of our University and community-all within the context of a liberal arts program.

Faculty receive discounted rates at events sponsored by the fine and performing arts.

3.3.4. Volunteer Wesleyan

Professors may contact student life for volunteer opportunities through our Coordinator of Student Activities, Leadership and Volunteerism at 817-531-6522.

Student Life currently has two main Philanthropic events throughout the year: Heart Walk and Relay for Life. For more information, please contact Student Life. There are always other volunteer opportunities in the area.

3.3.5. University Advancement

3.3.5.1. General

The Office of Advancement is the organizational home for development, alumni relations, major gifts, annual fund, foundation grants, University events and advancement services. As such the office plays an integral role in the life of faculty at the University.

3.3.5.2. Gifts to the University

All gifts to the University, whether "in kind" or "in cash," are to be recorded through the Office of Advancement. Faculty learning of the opportunity to receive a gift should contact the Office of Advancement and coordinate the receipt of the gift through that Office.

3.3.5.3. Faculty/Staff Giving

Texas Wesleyan University encourages faculty and staff to support the University through gifts to the Wesleyan Fund and other projects and funds as appropriate to the individual member of the faculty and/or staff. The Advancement Office will sponsor Wesleyan Fund activities for the faculty and staff and will distribute pledge cards throughout the year. Gifts to the Wesleyan Fund are not mandatory, however all University employees are encouraged to make a gift to the University. Individuals wishing to make a gift to the Wesleyan Fund or another campaign (scholarships, capital projects, a department or program) may do so through payroll deduction.

3.3.5.4. Alumni Relations

The Office of Alumni Relations manages all contacts with alumni of the University. The single most important aspect of those contacts are the faculty and staff who have worked closely with the students when they were in attendance at the University. Faculty are thus encouraged to work directly with the Office in furnishing information about former students, new addresses of former students, and other pertinent information. Faculty are also encouraged to participate in alumni activities such as the Fall Medal Dinner, the President's Honors Concert, Reunion Weekend and Robing.

3.3.6. Special Occasions

3.3.6.1. General

A special part of Wesleyan is its traditions including Convocation, Awards Day, Robing, Hooding, Graduation, the Willson Lecture Series, and Lessons & Carols.

3.3.6.2. Convocation

Formal convocations of the University community are held at the beginning of each semester. Convocations are scheduled and organized through the Office of the President. Suggestions for topics or issues to be addressed should be sent to the Office of the President or to the Provost/Senior Vice President. The fall convocation often includes an update on the "state of the University." The spring convocation is an opportunity for a more focused discussion of issues pertinent to the on-going life of the University.

3.3.6.3. Awards Day

Each spring semester, the University honors its students through Awards Day. Outstanding academic performance and student leadership awards are given. The event is coordinated through the Events Coordinator who works closely with the Provost Office and deans.

A number of student organizations have special honors banquets in addition to Awards day.

3.3.6.4. Robing & Hooding

A special ceremony of the Wesleyan community is Robing. From the time that Wesleyan was founded in 1890, a strong bond has united the members of the faculty with members of the student body. This close relationship has developed because of the desire of the faculty to teach more than the subject matter and because Texas Wesleyan University students have wanted to learn and understand the beliefs, philosophies, and attitudes of the instructors and the professors. Throughout the more than 100 years of the University's history, it has been recognized that if the student is to receive an

education and if the faculty is to maintain an appropriate perspective on that process, this relationship must be special and honored.

The Robing Ceremony, an academic convocation that had its beginning in 1927, expresses this warm and interdependent relationship between faculty and student. By asking a faculty member to vest him or her, the graduate acknowledges the importance of this crucial interpersonal process. Hooding is a similar ceremony created to accommodate graduate level students.

The ceremony has made significant contribution to the rich heritage of the University; it is a vital part of the concluding activities of the student's educational experience at the University. The Robing and Hooding Ceremonies are coordinated through the Office of the Provost. Students eligible for graduation and thereby participation in the ceremonies may select a person who has been meaningful to them for vesting of the Robe/Hood at the ceremony preceding the graduation program. Persons to vest the student must be eligible to wear academic regalia. Persons eligible for Robing include all faculty, full or part-time, and staff who hold faculty rank. Persons eligible for Hooding include graduate faculty.

The Robing Ceremony is held the Friday morning before graduation at 11:00 AM for undergraduates. An additional ceremony, the Hooding Convocation, is conducted the Friday evening before graduation at 6:00 PM for all graduate students.

3.3.6.5. Graduation Ceremony

The University holds a formal graduation ceremony for the spring and fall semesters. The timing of these ceremonies is dictated by the timing of the end of the semester and the availability of suitable space. Commencement is currently held at Southwestern Baptist Theological Seminary in MacGorman Chapel.

Coordination of commencement activities is through the Office of the Provost/Senior Vice President and the Office of Student Records and Records. Questions or suggestions should be directed to the Office of the Provost/Senior Vice President.

Walking: The University recognizes that under very rare circumstances an undergraduate student may plan to graduate in the May ceremony but may not have completed the last requirements for graduation. Students in this situation may petition to "walk" for spring term only. Students who have not completed the graduation requirements may petition to the office of their dean to "walk" (participate in the graduation ceremony). The final decision regarding "walking" rests with the Provost.

Such petitions must demonstrate the following:

1. be within two courses (6-8 credit hours) of completing graduation requirements;
2. have previously met all 1000/2000 level requirements and all general education courses;
3. have a 2.0 GPA at the time of petition;
4. demonstrate that there is a plausible non-academic reason beyond their control which prevented completion of all requirements (institutional error, for example);
5. recognize that this is available for spring graduation only and that the actual graduation date as listed on the graduation diploma will be the graduation following the documented completion of all requirements;
6. approved petitioners may be able to participate in both the robing and graduation ceremony although a faculty member may elect not to robe students who have not completed their requirements;
7. are entitled to a letter from the Director of Student Records and Registration/Provost certifying that they have completed all requirements once, in fact, final requirements are met. This may occur prior to the actual graduation date entered on the diploma.

Under no circumstance will a student receive a diploma prior to the completion of **all** requirements from the University.

The policy does not apply to graduate students.

3.3.6.6. Willson Lecture Series

The annual Willson Lectures at Texas Wesleyan University are made possible by a gift from the late Mavis Terry Willson and the late J. M. Willson of Floydada, Texas.

In 1946 the Willsons provided an endowment to bring outstanding speakers to the campus. Through the years, these speakers have delivered messages that have challenged and inspired thousands of Texas Wesleyan students and faculty members.

3.3.6.7. Lessons and Carols

The Polytechnic United Methodist Church hosts an annual program called "Lessons and Carols." The program involves students, faculty, staff, and church members for the Wesleyan campus community as a way of celebrating the Advent/Christmas season before the end of the fall term in early December. The program incorporates music and readings related to the season. This event is coordinated through the Office of Religious Life (Chaplain) and staff at Polytechnic United Methodist Church.

3.3.7. Communications

The Office of Marketing & Communications produces or coordinates all publications and all printed materials intended for external audiences (including the *Wesleyan* magazine), oversees all advertising and marketing, and manages our relationships with the media. Faculty and staff should refer media inquiries and any ideas for media coverage opportunities to the Office of Marketing & Communications. Additionally, printed materials must be ordered through the Office of Marketing & Communications to ensure brand unity and cost control. You can find the project intake process at txwes.edu/communications. The Marketing & Communications office has a listing of faculty and staff and their fields of expertise to offer to media outlets when relevant stories occur, and faculty/staff should be certain that their areas are included on that list. For more information please call 817-531-5810.

3.3.8. Religious Life

The Religious Life Office (Office of University Chaplain) oversees religious programs and activities on campus for students, faculty, and staff. All religious organizations are approved through this Office and include current programs: Religious Life (United Methodist/ecumenical programs of University Chapel and Common Meal, service learning, and annual Christmas Party for Poly United Community Center), para-church ministries, and denominational-based ministries. Common Meal meets on Tuesdays at 12:15 p.m. in PUMC 312 and University Chapel is Thursdays at 7:00 p.m. in the Baker Building. Each year the Religious Life Office sponsors the Willson Lecture Series. For more information, see: www.txwes.edu/campus-life/religiouslife

4.

University Administration Matters

4.1. University Organization

4.1.1. University Organizational Structure

The governance of the University is vested in a Board of Trustees, as provided in its 1890 charter. The Board delegates the authority to conduct the business of the University to an executive committee. The executive committee meets as necessary. The full Board of Trustees meets in regular session (usually twice per year) and at such other times as may be needed. The Board elects the president of the University and determines University policy.

The president has the authority to develop the organization necessary to carry out the activities of the University.

The president is the chief executive officer of the University and is directly responsible to the Board. The president is responsible for overseeing all programs and operations of the University within the guidelines and the policies established by the board. The president, provost, the vice presidents and others that he or she may appoint make up the president's or "executive" staff. The executive staff, associate vice presidents, academic deans, chair of the faculty council and others as may be appointed comprise the membership of the president's council or "senior staff." Both groups meet regularly to consider the policies and administration of the University. In the absence of the president, he or she shall appoint a vice president to preside at University meetings and functions. The president determines the composition of the president's staff or the president's council.

The provost and senior vice president directs the overall academic programs including academic student support services of the University. The vice president for enrollment and student services develops and manages the enrollment plan and student life activities and services for the University and supervises the athletic director. The senior vice president for finance and administration oversees the University's budget and administrative processes. The vice president for university advancement is responsible for University development, public and University relations, institutional advancement and alumni activities. The vice president for marketing and communications is responsible for the University marketing plan and communications area.

The Schools of Arts and Letters, Business Administration, Education, and Natural & Social Sciences have academic deans who oversee and administer their respective academic programs. The Graduate Programs of Nurse Anesthesia has a director who reports directly to the Provost.

4.1.2. Communication Channels

Unless otherwise noted in the *Faculty Handbook* or *Faculty Guide*, inquiries of procedure, notification of problems, and the like, should in the first instance be communicated to the department chair, where applicable, and/or to the office of the dean of your school. The office of the dean serves as your link to the University and will assist with determining which office should be contacted regarding various matters and will assist with making appropriate arrangements as required. In certain instances, it is obviously appropriate to contact a University office directly. For instance, Human Resources should be contacted with questions regarding employee benefits and Security regarding parking.

4.2. Planning, Assessment, and Budgeting

4.2.1. Planning

Texas Wesleyan University operates under a plan driven budget. The approach is in keeping with mandates of the Southern Association of Colleges and Schools, our regional accreditor, and is reviewed through the University planning committee each year.

Planning has two major components. The institutional strategic plan is the blueprint for the University and outlines the major goals of the University in terms of program initiatives, enrollment strategies, facilities planning and fund raising. Coordination of institutional strategic planning is through the President's Office.

In addition each unit of the University—department, program, or service unit—has a unit plan. The unit planning process is a bottom-up planning process in which active faculty participation is encouraged. You should contact your department chairperson or dean to get a copy of the latest plan for your particular unit. The University uses a web based assessment management system (Taskstream's AMS).

4.2.2. Assessment – Institutional Effectiveness

The University must continuously assess what it is doing and ask whether or not we are achieving the desired outcomes. This is a fundamental commitment of our accreditation process. In the language of the Commission on Colleges, this is called "institutional effectiveness."

The institutional "Evaluation and Assessment Plan" directs the University's assessment efforts although the types of assessment are determined at the unit level and takes several forms.

All faculty are expected to benefit from course based assessment and to make every effort to engage in continuous improvement of instruction and student learning. Course based assessment must include direct assessment of student learning and student opinions and may also include a number of other means which can be developed in consultation with colleagues, department chairpersons, and the dean. As an institution we must document that we are using the results of such assessments to improve our instruction.

Assessment also takes the form of academic program assessment and review. Academic program assessment involves annual outcomes assessment as well as periodic and focused academic program self-study audits and review. Where possible and appropriate, programs may use external accreditation as a form of program review.

Schools have also developed alumni surveys and take advantage of other assessments such as but not limited to scores of students on professional admission exams, the bar passage rate, job placement, or graduating senior interviews. The results of these assessments can and should be used to improve the programs.

Many programs have advisory committees including community-based practitioners who advise us on program development and improvement. The recommendations of these advisory groups are used to inform the planning process.

The Office of Institutional Research publishes an annual *Fact Book* which summarizes University and program specific data which serves as a means of assessment. The Office of Institutional Research is also developing University wide surveys that can reveal useful institution-wide information that can be used in improving our programs.

As part of our institutional accreditation efforts we must engage in continuous assessment. We must also document that we are using the results of assessment to improve our entire operation. The University uses a web based assessment management system (Taskstream's AMS) to facilitate the coordination and documentation of Outcomes Assessment. All faculty are given access to their department's planning and reporting.

In addition to the annual learning outcomes assessment process and periodic program assessments through self-study audits, Texas Wesleyan University has instituted an "Academic Program Review Process." All University programs are assessed on a regular 5-7-5 year cycle in order to facilitate good decisions regarding the mix of programs that the

University will offer in the future. The primary goal is to continually work toward enhancement of the academic programs offered at Texas Wesleyan and move the University forward into a future with more focused resources.

The Office of the Provost regularly holds training and information sessions regarding outcomes assessment and related requirements.

4.2.3. Budgeting

4.2.3.1. General

The University budgeting process builds on planning and assessment. The process begins with the issuance of the planning and budgeting schedule in the summer. Those, along with relevant information documenting the planning and budget performance of the unit, are used to prepare the request for the coming fiscal year.

Updated plans and budget requests are submitted by department chairpersons in the fall semester through both the annual outcomes assessment and University planning processes; the deans and directors submit updated plans and budget requests by December 1 of each year. All new initiatives and positions should be requested as part of the normal budget process, and meet the December 1 deadline. Those are collated and summarized in the Office of the Provost.

After appropriate budget hearings, the final budget is presented to the senior staff, the Finance and Audit Committee of the Board of Trustees, and to the full Board. There is a vote on the University budget at the spring meeting of the Board.

Budget information is available to department managers in the summer after the beginning of the new fiscal year.

4.2.3.2. Expenditures against Budget

The fiscal year for the University begins June 1 of a given year. All expenditures are charged against the current fiscal year budget. Only those authorized to expend funds may do so, up to their approved dollar spending limit.

Individual faculty may have authorization for expenditure subject to review by a department chairperson or dean.

All expenditures must use the purchase order system (see section 2.2.3.1.). Budget managers are responsible for fully coding expenditures to the appropriate account code and ensuring the availability of funds prior to submitting a purchase requisition. Purchase requisitions that exceed the amount of the available budget or contain incomplete account numbers will be denied.