Introduction

The Texas A&M University-Commerce Faculty Handbook provides current, new, and prospective faculty members a convenient guide to useful information that supports faculty success and engagement at the university, including: (a) summaries of the most important Texas A&M University System policies and university procedures as they apply to faculty at A&M-Commerce; (b) faculty rights, responsibilities, and duties; and (c) a variety of resources and services for faculty. The text of the Handbook includes links to official system policies and university procedures, as well as to resources available on the A&M-Commerce website. This Handbook is meant to serve as a guide for all faculty members, regardless of rank and tenure status: full-time and part-time, tenured and non-tenured, academic professional track, clinical track, ad interim, adjunct, and graduate assistants with teaching responsibilities.

This Handbook is not a contract between the university and members of its faculty; it is only a guide. The official policies and procedures of the system and the university will govern the topics addressed, and form part of the essential employment understandings between faculty members and the university. This Handbook supersedes any prior Faculty Handbook.

The information contained in the Handbook is subject to change as a result of action by federal and/or state governments, the Board of Regents of the Texas A&M University System, and the administration of Texas A&M University-Commerce. Consequently, the Handbook should be considered a living document that will be revised as laws change, and policies, procedures, and practices evolve.

Because procedures are continually updated faculty members should always examine the full and current policies and procedures that concern them. Faculty members wishing to see the formal statements may follow the links provided in the text of the Handbook or consult the websites for the Texas A&M University System Policies or the A&M-Commerce Rules and Procedures. Questions and comments concerning any information in the Handbook should be directed to the Office of the Provost and Vice President for Academic Affairs.

Faculty members should also be familiar with university publications such as the Undergraduate Catalog, Graduate Catalog, Schedule of Classes, Student Guidebook, and the university’s Strategic Plan.

Right to Modify: The university president or designated other administrator may modify the timelines or procedures set forth in this Handbook in extraordinary circumstances and for good cause shown, in order to achieve full and fair evaluations or resolution of disputes. This may include situations in which new information arises during a process or procedure, where the designated timelines cannot be met, where modification is required to comply with federal, state, or local law, or other extraordinary circumstances. The president or designated administrator may also resolve under this paragraph any disputes about which internal process or procedure applies in a particular case. Any such modifications to process or procedures or resolutions of disputes about applicable process shall be final and communicated to the parties in writing (Academic Impressions, 2015).