UHD Faculty Senate

Senate: Michael Duncan, Ronald Beebe, Hsiao-Ming Wang, Michael Cavanaugh, Franklin Allaire, Maria Benavides, Alexander Bielakowski, Dexter Cahoy, Kristen Capuozzo, Stephanie Coleman, Prakash Deo, Isaac Elking, Krista Gehring, Angela Goins, Felicia Harris, Susan Henney, Pamela Hurley, Tahereh Jafari, Timothy Klein, Steve London, Jeffery Martz, Laura Mitchell, Mitsue Nakamura, Nathan Neale, Andrew Pavelich, Joseph Sample, Johanna Schmertz, Jace Valcore, Pat Williams, Julie Wilson, Ting Zhang.

Absent: Cynthia Lloyd.

Guests: Eric Link, Provost/VPAA; Jerry Johnson, AVP Faculty, Research, and Sponsored Programs; Michelle Moosally, AVP Programming and Curriculum; Pat Ensor, Library Director; Lucy Bowen, Executive Director Academic & Student Affairs; Darlene Hodge, FS Admin; Kevin Buckler, FAC Chair/Professor; Sheryl Sellers, Student/Dateline Correspondent; Candace TenBrink; Assistant Professor; Akif Uzman, Dean of CST; Katharine Jager, Associate Professor/Chair of Gen Ed.

Call to order: The Senate was called to order at 2:30 pm by Senate President Michael Duncan.

Minutes

April 7th Zoom Senate minutes were passed unanimously.

Reports

Dr. Duncan introduced Provost Link to give an update to Senate.

Provost Link thanked Senate for the time during a busy meeting. The first item he wanted to mention was the upcoming departure of our own Dr. Faiza Khoja. Dr. Khoja was offered the position of Dean of the College of Business Administration at Texas A&M Central Texas. She has decided to take the position and will leave at the end of June. It is bittersweet for UHD as we are so proud of her, but we are sad in her leaving UHD and the Provost's office after being a fixture for us for so long. She has been instrumental in UHD's success over the past few years and we know that she will be successful in her new position. We get to keep her for a couple of more months, and we will have formal goodbyes (COVID willing) which we will announce soon. Please. If you have a chance, send her a note of congratulations and let her know how much you will miss her at UHD.

Provost Link also mentions the enrollment numbers for Summer/Fall. With hard work from all the enrollment teams from the university, we are doing great. Compared to the census point of last summer on headcount (the official day of record), we had 6682 students last year and we have 4743 students already registered now with the census day weeks away. Semester credit hours (SCHs) for the summer at census last year were 39,204, and we are already at 31,611 SCHs now (80%). The fall number are very difficult to compare because of the PeopleSoft switchover last year, but we already have 3,579

students registered for the fall. The SCHs numbers look pretty good too. We also released our official fact sheet for the spring semester which shows the spring 2020 semester headcount up over 2019 (up 0.8% and SCHs up 2.1%). Five straight semesters of growth.

We are still in discussion for spring commencement, according to Provost Link. We are looking at several alternatives. The President will make the call, but we are looking at virtual ceremonies, postponements, combined ceremonies, etc. With respect to helping students and faculty with technology, we have distributed 310 computers to students and 174 to faculty. We have a small number left. We are also talking about a return to campus plan. UH-System has a working group to examine the issue. It is composed of mostly individuals from UH-Main, but UHCL, UHV, and UHD have members too. Ivonne Montalbano is a member. They are looking for system solutions.

Provost Link indicated that UHD received the first installment of stimulus fund, about 4.7 million dollars. We should receive the other half in a few weeks. There are bunch of restrictions on how they can be used, so we are working with VP Jung to determine how they can be used. Hopefully, we can distribute these quickly.

If you have been following the governor orders or local directives, nothing in those changes our plans right now. All summer classes before July 1 are online while Summer III is up to the department/college (since changed to all summer classes online – note from Mike Cavanaugh for clarity). There are a lot of questions about the fall semester. There is no decision yet. We are examining the possibilities for the fall and will look at contingency plans for online. Universities across the country are setting up working groups to examine the options and it is likely that UHD will do something similar. The option that everyone is hopeful for is to go back to normal for the fall and that is Plan A.

Discussion and Questions occurred.

Q - Even if stay at home orders are lifted, many faculty and students should have the option to do their work online; right now, the science looks dismal for returning f2f. We need to make sure that there are online options for any and all required courses.
A – Provost Link replied that this is something the UH-System working group is looking at and something that Ivonne Montalbano has been working on – How can we be very careful and sensitive to family and individual circumstances in bringing people back to campus? We will probably have to allow managers to have a great deal of flexibility to work with individual staff members and devise specific plans for their units.

Q – What about conscientious objectors who would prefer to work/complete classes from home in the fall? We probably should allow them the opportunity based on their circumstances.
A – Provost Link said this is a valid concern and something that cabinet was discussing this morning. This is probably too early to have definitive answers, but several working groups, including the UH-System group will have to address these issues.

Q - Some schools are limiting class enrollments so that social distancing can be improved in classes. Is that something that UHD is looking at?
A – According to Provost Link, this is something that can be shared with the Deans and Chairs. It hasn't been brought up in any of the other meetings yet. We have limited space at UHD, with very few large rooms, so we would have to get very creative in ways to use this. It is much more complicated than just cutting the size of classes in half and hiring more faculty.

Another option is flipped classrooms, hybrid courses that provide online work for 50% and face to face for the other. Classes could be staggered so 5o% of the class meets on Tuesday and the other on Thursday.

Dr. Link said this is a possibility is an innovative post COVID world. We just need to find something we are all comfortable with.

That works for courses that meet twice a week. UE has classes that meet once a week.

We can use our different versions of classes to create different ways to meet.

Provost Link thanks the Senate for the time and says that we will end up being okay. We need to keep plugging away, be creative and innovative. He encourages everyone to read the email updates on COVID from the university as that is important information. It is also archived (https://news.uhd.edu/uhd-coronavirus-updates/). Please pay attention to those emails. Provost Link mentions that the university has a coronavirus@UHD.edu email address. If you have any question related to it, it will get funneled to the person we best think can answer the question. There are also a bunch of FAQs (https://www.uhd.edu/administration/emergency-management/coronavirus/Pages/Coronavirus-FAQ.aspx). Overall, there are resources and a lot of information out there for faculty and staff.

This situation is like our situation with our students. Sometimes they ask questions repeatedly about assignments and I think they should know theses things. However, every time, I patiently go over it again with them. It is the same thing with faculty and staff. They have all the info at their fingertips, but they are overwhelmed. What is happening in the fall, what is happening in the summer, and what is happening now? Please have patience with us too. Maybe even having a statement like "we need to be patient with students, faculty, staff, and administrators" due to the situation. It would not hurt.

Provost Link thanked the senator for the suggestion and appreciated the sentiment. This illustrated the value of the Q&A from the Senate.

I just want to say that some staff are concerned by recent furloughs at other universities. I know we don't have a crystal ball to make any promises but wanted to let you know the concern exists.

Provost Link said that Staff Council did ask about that. We do not have a crystal ball, but things do not look great for the state. Yesterday oil was -$37 a barrel. Things changes dramatically from day to day. I cannot tell you what things will look like two weeks from now, let alone six months from now. President Munoz has been very conservative with the budget, we are a commuter campus, with no Division I athletics, and all that helps soften the blow. We are in a much better position than other universities because of these factors. However, we do not know what the effect COVID will have on state revenue for UHD, so we are trying to be smart. This is why we instituted the hiring freeze. The administration decided not hiring at this point was preferable to hiring and then potentially having to let that person go. A tough decision but probably the correct one for the time being.

Dr. Katharine Jager came to Senate to present on draft resolution from the general education committee (see attached).

Discussion and Q&A on the resolution occurred.

Q – The Spanish courses are listed as writing intensive. The courses are conducted in Spanish, correct?
A – Dr. Jager said, at present, yes. The issue is in terms of assessment. The goal is to improve written fluency in Spanish, but we do not have enough people who can assess this (bilingual faculty). It is important to include it though.

Fluency of writing in Spanish will transfer to fluency in writing in English. Urban Education faculty can help with assessment.

You're missing PHIL 2310 from the list.

Dr. Jager indicated that the course will be included.

I like the idea. I am not sure if the writing intensive courses are the solution, especially if the goal is to make everything in the Language, Philosophy, and Culture (LPC) band of the core and the History band of the core writing intensive. We may be able to do that without the formal writing intensive designation. With LPC and History, that would meet the two additional writing intensive classes and we would not need any more courses.

Dr. Jager explained that LPC was included because it was the most obvious and History was included because it was responsible for written communication as part of assessment. There are other courses that address critical thinking or other metrics and including a writing intensive designation could be important. Our thought was that we could start with the courses that focus on written communication and expand from there. Providing more opportunities for students to develop their writing fluency is the goal.

I am not sure that 3,000 words is writing intensive. That comes to about 10-12 pages double-spaced. This would be less than a page a week, even if it were separate assignments.

Dr. Jager said 3,000 words would be the minimum and the hope is that most faculty exceed that number.

If a student comes to UHD as core complete, how/why would that take two additional courses from the core? This would need to be expanded beyond the core for those students.

Dr. Jager said it would need to be expanded for those students.

I like the idea of more courses being designated as writing intensive and more WI outside of the core. My concern is volunteer pilots and varying incentives (i.e., supplemental instructors, course releases, course caps, etc.). How would we assess the pilots with different incentive? Maybe we need a survey on what faculty and departments would value to set up these courses.

According to Dr. Jager, the Gen Ed committee can run the Qualtrics to determine what everyone would like to see.

I don't like the idea of extra-core requirements.

To be clear, I do not disagree with the sentiment of the resolution.

Dr. Jerry Johnson stated that he is not sure that we can require students to take courses that are not required for their degrees.

In the past we had a cap on class enrollment for a Writing Intensive class. I think that would be the best incentive for faculty and the least cost.

We probably can make requirements within majors, but I don't think we want to.

We used to have WI courses in the majors before we moved to the core. Based on your definition, my course is writing intensive because students have two, five-page papers and are given opportunities to revise in addition to other regular writing. I give them feedback on their writing and you can tell whether they figured out their issues on the re-submission. In the majors, you can probably already find at least two "writing intensive" courses, without adding any. This is a good way to add outside the core.

Some majors already do require additional writing courses beyond the core.

We can if we extend the Core to include upper-division courses, such as a Cultural Diversity requirement.

Dr. Moosally said that she agrees with Dr. Johnson. There will be challenges in making a core requirement.   Andrew's point is one way to go--we mandate that two core areas are WI and all our native students will get them. She does not think we can mandate it for transfers though, unless it's beyond the core.

I thought we could not require extra courses if they come core complete. We can require extra courses in our own majors.

Right - core complete must be transferable.

I chaired the committee that took out the extra-core Gen Ed requirements years ago - faculty just didn't want them. It was unrelated to the new core.

Yes, Urban Ed does too. In Spanish and in English.

I'm not sure that the opposition to writing intensive was shared by all faculty.

Not universal, but it was a vote.

Dr. Jager said additional core requirements is tricky. The core exists outside of UHD, so we cannot change that, and students will come in core complete. One way around that is coming up with our own requirement regarding writing intensive courses. We can require them to take a specific number of writing intensive courses, and most of our students do not take those courses here (ENG 1301, 1302).

Q – Is the intent of the paragraph in section two to take upper division writing intensive courses in the major?
A – Dr. Jager stated it could be courses in the major or it could be the writing intensive courses listed if they are not core complete.

Dr. Jager said that the previous comment about these courses already existing is spot on. For this reason, we just need to identify them, designate them, and make sure students take them. For some students, they will go out of their way to avoid writing classes. However, we know that practice with writing is the only way to improve so we need to make sure they take these classes.

So, this could be a university graduation requirement, right? What would the mechanism be for making that happen?

We could agree to the designation and leave it to programs to decide if they're required.

Students will need this skill in the workplace. If we can make this process less painful for the students, it would turn out better.

UHD would need more writing center support. Editing writing in a way that helps the students get better is a huge faculty time commitment. If students aren't writing multiple drafts and edits that force them to improve, then doing lots of writing won't make them better writers.

Dr. Moosally explained that we have a "gen ed program" that currently is only the core. We can expand the gen ed program to require anything beyond the core--all students must complete the gen ed program to graduate. So, this would be as it was before--a "w" requirement. But if we do it this way, then the designation must be clearly defined and assessed consistently. If it is left to programs, then it should be assessed within the programs.

Dr. Jager further explained that the core comes from the Texas Higher Education Coordinating Board, while Gen Ed is a UHD entity. Gen Ed can expand beyond the core as they are separate things. Basically, this resolution is trying to find a way to designate certain courses as writing intensive while also requiring that UHD students need to take these in addition to being core complete.

This would make it a major change at UHD. I'm not ready to agree to it today.

I agree. This does need more discussion and a wider audience.

I am absolutely behind getting more writing out of students, and they absolutely need to be better writers than they are. The workload and support in helping students edit just needs a lot of thought.

Dr. Duncan suggests that senators digest the language and give feedback to Dr. Jager directly.

I think the 2 options Dr. Moosally mentions could be surveyed with department faculty, along with incentives. We should find out whether these writing intensive courses should be left up to the departments or to the Gen Ed. Rather than just examining what the senators think, asking all the faculty and chairs might be a good idea.

Dr. Kevin Buckler came to Senate to present a couple of policy changes that FAC has been working on (see attached). The first one presented was the policy on the Protection of Human Subjects.

Discussions and Questions followed.

Q – What is a degree granting department? Departments do not grant degrees.
A – Dr. Buckler explained that they wanted to focus on departments that had degree programs but wanted to distinguish from degree programs. In the College of Public Service, there are two departments, UE and CJSW. Each department gets two representatives. The language on degree granting will need to be changed.

Dr. Jerry Johnson mentioned that University College does not currently have a representative on CPHS. UC does grant degrees, but they do not have formal departments and they do not have tenure track members seated on committees like this. I'm not sure how the Senate wants to handle this, but I suspect the degree granting language was referring to the four colleges with T/TT faculty.

Q – What was the rationale from changing from college to department? My concern is that the committee would be too large, especially when it comes to full board reviews.
A – Dr. Johnson said that larger universities that seat larger CPHS committees actually have multiple committees. An example is that UH has two independent review committees so that full board committees will not be so large. Our CPHS could define a full board review as one member from each department as a full board. We don't have to specify that in policy and that is something the committee can work out.

Q – How can we appoint faculty to service in the summer?
A – We brought this up with FSEC last year. Most universities acknowledge that this is just one of those committees that must do work in the summer. Otherwise, everything, research wise, stops. We will have to figure this out. I have been offering stipends to members to get non-full board reviews done over the summer, but we have been seeing an increase of full board reviews over the summer too.

Q - Are we saying that we are not defining full board reviews? Are we absolutely sure that "full board" is not defined in federal law? It's concerning that a concept that is entrenched in federal requirements isn't defined in policy.
A – Dr. Johnson said he will double check to make sure his answers are accurate.

Dr. Buckler then went over the lecturer policy to define senior lecturer and have a mechanism for obtaining it.

Dr. Duncan mentions that with the limited time, if you have comments, please email them to Dr. Buckler or use the link in the email that was sent to all faculty. The deadline is May 1st.

Dr. Beebe gave a quick update on the election results (see attached). He said we did fairly well with the COVID circumstances.   We need to run 10 special elections for the fall. Those empty seats tend to be things that don't start up immediately in the fall, so we are in good shape.

Dr. Deo made a motion to adjourn the meeting and Dr. Schmertz seconded the motion. Meeting adjourned at 4:02 pm.

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1. PURPOSE

1.1 Charge

The Committee for the Protection of Human Subjects (CPHS) is charged with reviewing and approving all research projects affiliated with or conducted at the University of Houston-Downtown (UHD) involving human subjects. Members of the committee review projects with the goal of ensuring that research is conducted in a manner that is morally and ethically sound so as to provide for the safety, health, and welfare of research subjects, to ensure that research is compliant with all relevant federal and state laws and regulations, ~~as well as provide for the safety, health, and welfare of research subjects.~~.

> **Commented [BK1]:** Rationale. To clarify that the authority of the CPHS is to apply the provisions of federal and state law and regulation in determinations on applications.

1.2 Regulatory Requirements

In order to meet the requirements of human subject research review as required by Title 45 Code of Federal Regulations (CFR), UHD vests this responsibility of human subjects research in the Committee for the Protection of Human Subjects (CPHS) and adopts the rules of the CFR in the establishment of its policies and procedures. Changes to Title 45 Code of Federal Regulations Part 46, Protection of Human Subjects (45 CFR Part 46) shall constitute a revision to this policy statement as well as to any operating procedures guiding the activities of the CPHS. [Any reference to subsections (§) in this policy refers to the subsections of 45 CFR Part 46 unless otherwise noted.]

2. DEFINITIONS

2.1   ~~There are no definitions associated with this policy~~The definitions for this policy are those specifically adopted in the "Definitions for purposes of this policy" section of the 45 CFR 46 (46.102), and in the definitions sections of any other relevant federal and state law or regulation.~~.~~

> **Commented [BK2]:** Rationale. To clarify that the definitions of state and federal law and regulation is to guide the work of the CPHS.

2.2   Cooperative research projects are those research projects that involve more than one institution.

3. POLICY

3.1 Federal Requirements

According to Title 45 Code of Federal Regulations Part 46, Protection of Human Subjects, the CPHS shall maintain and publish specific policies and procedures that will be followed in the review of research involving human subjects. The policies and procedures of the committee shall be maintained in the committee's Operating Policies and Procedures for the Committee for the Protection of Human Subjects.

3.2 Adjustments to Policies and Procedures

Changes to the committee's policies and procedures must be approved by the majority of the members of the committee while meeting in a quorum.

3.3   Jurisdiction

Any research, scholarly, creative or educational study that involves human subjects in which the data will not be exclusively used or reported for internal purposes only, falls under the jurisdiction of the CPHS. Studies involving human subjects in which the data will be presented externally to UHD, whether by presentation or publication, must obtain CPHS approval prior to initiation of the study and collection of data.

If it is unclear whether the proposed research involves human subjects or is subject to review by the CPHS, investigators should seek guidance from the chair of the committee.

The committee shall review all subsequent changes in the approved protocol to ensure compliance with state and federal regulations. Any substantial changes in the protocol, emergence of problems, or development of hazardous conditions involving human subjects must be reported immediately to the CPHS committee chairperson by the responsible investigator.

Investigators do not abdicate ethical and legal responsibility merely by complying with this policy. It is the responsibility of the principal investigator to obtain clearance from the CPHS prior to the initiation of any research activity involving the use of human subjects. Failure to do so may result in charges of research misconduct (as per PS 06.A.07- Misconduct in Research, Scholarly, Creative, and Government Sponsored Activities Policy), institutional restrictions on research activities, as well as potentially endangering all future federal funding to the University.

3.4   Committee Membership

Committee members shall be appointed for three-year terms, starting at the beginning of the academic year, by the Provost. One third of the committee membership shall be appointed each year, so that the committee always has approximately two-thirds of its members with at least one year's service on the committee.

The research enterprise at UHD is not confined to the 9-month, Academic year. CPHS committee responsibilities span the 12-month calendar year. All CPHS committee members are expected to conduct all CPHS activities, including CPHS application reviews, throughout the 12-month calendar year for the duration of their three-year service term.

The committee's faculty membership shall be tenured or tenure-track faculty. Faculty membership on the CPHS shall include twoone representatives from each degree granting college. In An additional, two faculty representatives shall be appointed from departments with significant research agendas utilizing human subjects in addition to the two faculty representatives from the colleges department.

Non-faculty membership on the committee shall include at least one non-scientific university staff member and one community representative not associated with the university.

Two additional positions on the committee shall include the Director of Sponsored

Programs and a representative of the Provost's Office. The representative of the Provost's Office shall serve in an ex-officio capacity and have no voting rights.

The CPHS, in conjunction with the Faculty Senate for faculty appointments and Staff Council for the non-scientific staff appointment, shall advise the Provost at the end of each spring semester of its membership needs and its recommendations as to appointments for the coming academic year. The committee shall also make recommendations to the Provost, in conjunction with the Faculty Senate and Staff Council, on replacement of members who have resigned from the committee. The chair

and the chair-elect are elected at the beginning of the academic year if the need exists. The chair must have served at least one year on the CPHS.

3.5   Consultation

The committee may, at its discretion, invite individuals with expertise and competence in special areas to assist in the review of complex research issues.

3.6   Cooperative Research

~~Cooperative research projects are those research projects that involve more than one institution.~~ In the conduct of cooperative research projects, each institution is responsible for safeguarding the rights and welfare of human subjects and for complying with this policy. With approval of the CPHS, an institution participating in a cooperative research project may enter into a joint review arrangement, rely upon the formal review of another qualified human subjects committee, or make similar arrangements for avoiding duplication of effort.

Research projects in which the primary investigator is not a current UHD faculty or staff member must obtain a UHD faculty sponsor to serve as a Co-investigator and sponsor for research projects involving human subjects at UHD.

3.7   Records

The University of Houston-Downtown's Committee for the Protection of Human Subjects shall prepare and maintain adequate documentation of the committee's activities, including the following:

1. Copies of all research proposals reviewed, scientific evaluations, if any, that accompany the proposals, approved sample consent documents, progress reports submitted by investigators, and reports of injuries to subjects.

2. Minutes of the committee meetings which shall be in sufficient detail to show attendance at the meetings; actions taken by the committee; the vote on these actions including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of controversial issues and their resolution.

3. Records of continuing review activities.

4. Copies of all correspondence between the committee chair acting on behalf of the CPHS and investigators.

5. A list of committee members and their dates of service to the CPHS.

6. Written policies and procedures of the committee outlining the review system (Committee for the Protection of Human Subjects Operating Procedures).

7. Statements of significant new findings provided to subjects.

Commented [BK7]: Rationale. Moved to the definitions section.

Commented [BK8]: Rationale. To clarify that when an external person or entity seeks approval to use UHD students or employees as human subjects, that person or entity must have a UHD faculty co-investigator or sponsor.

The Committee shall ensure that records are retained in a manner consistent with UH-System, state, and federal regulations.

3.8   University Review

Research covered by this policy that has been approved by the CPHS may be subject to further appropriate review and approval or disapproval by officials at the university (for example, review by the Office of Sponsored Programs). However, officials of the university may not approve research that has been disapproved by the CPHS. (§ 46.112)

4. PROCEDURES

There are no additional procedures for this policy.

5. EXHIBITS

~~There are no exhibits associated with this policy.~~

PS 06.A.07- Misconduct in Research, Scholarly, Creative, and Government Sponsored Activities Policy

6. REVIEW PROCESS

Responsible Party (Reviewer): ~~President~~ Assistant Vice President for Research & Sponsored Programs

Review: Every three years on or before November 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 06/21/04

8. REFERENCES

Title 45 Code of Federal Regulations Part 46, Protection of Human Subjects

1. PURPOSE

This Policy Statement (PS) describes the titles and ranks used in non-tenure and non-tenure track academic appointments at the University of Houston-Downtown (UHD). Full and part-time non-tenure and non-tenure track appointments are made using titles and ranks appropriate to the academic mission and programs of UHD.

2. DEFINITIONS

The following definitions are relevant to academic appointments:

2.1 Faculty: The faculty at UHD consists of full-time tenured or tenure-track faculty members, full-time faculty members who are employed in non-tenure and non-tenure track positions, and part-time faculty members employed in non-tenure and non-tenure track positions.

2.2 Tenure-Track Positions: The following ranks are considered part of the tenure track: instructor, assistant professor, associate professor, and professor.

2.3 Non-tenure & Non-Tenure Track Faculty Employees: These faculty members include individuals who hold non-tenured and non-tenure track appointments of limited duration, such as appointments for a single semester, and appointments for non-re-occurring service. Non-tenure and non-tenure track faculty include: lecturers and senior lecturers, adjunct faculty, research associates and clinical faculty, visiting faculty, and graduate assistants.

3. POLICY

3.1 Commitment to Diversity: This policy statement incorporates the provisions of PS 02.A.20 Affirmative Action Policy and PS 02.A.21 Equal Opportunity Policy, which applies to all employees and employment applicants. The University of Houston-Downtown is committed to a diverse academic environment that prepares students to meet the challenges of the twenty-first century workforce.

3.2   Commitment to Quality: The University is committed to recruiting and employing the most highly qualified individuals available for all academic appointments.

3.3   Commitment to Procedures: The University of Houston-Downtown will appoint faculty members in accord with the procedures established in all relevant UHD policy statements and University of Houston System Administrative Memorandum 06.A.09 Academic Personnel Policies.

3.4   Titles and Ranks Used in Non-Tenure and Non-Tenure Track Academic Appointments: Non-tenure and non-tenure-track academic appointments are considered time-limited appointments. An initial appointment will not exceed one year, except in special cases as approved by the dean of the appointing college. A renewed appointment to a non-tenure and non-tenure track academic position shall be for a specified period of time not to exceed three years. An initial or a renewed appointment may be made with or without compensation and cannot be converted to a tenure-track position without utilizing the process of an open search as outlined in PS 10.A.13 Faculty Employment Policies. Instructional time served in a non-tenure and non-tenure track position will not be counted toward tenure if the non-tenure and non-tenure track faculty member is later hired to a tenure track position. Faculty serving in a non-tenure and non-tenure track position may not constitute the majority of any departmental or college committee unless specifically designated. All individuals holding non-tenure and non-tenure track appointments will receive UHD identification cards and will have access to UHD computer facilities, the library, athletic facilities, and parking.

The following non-tenure and non-tenure track academic titles/ranks may be used for academic appointments at UHD:

3.4.1   Adjunct Faculty: This title is given when a qualified person from business, industry, government, private practice, or another institution of higher education is appointed to teach a course or participate in the instructional processes for a department or program. Adjunct faculty are not assigned rank (assistant, associate, or full). Adjunct faculty must meet minimum departmental requirements for professional, experiential and/or scholarly preparation and requirements of any accrediting agency. Adjunct faculty will possess a strong record of professional experience and/or teaching, or strong preparation and/or potential in teaching, in areas of need for a particular department.

3.4.1.1   Adjunct faculty will be hired according to written procedures outlined by the hiring department and in accordance with PS 10.A.22 Adjunct Policy. Adjunct appointments will be made for a semester or term.

3.4.1.2 The performance of adjuncts will be evaluated according to written procedures outlined by the hiring department and in accordance with PS 10.A.22 Adjunct Policy. Adjuncts are not eligible for merit pay increases.

3.4.1.3 Adjunct appointments may be renewed based on favorable evaluation and departmental need. There is no guarantee of continued appointment for adjunct faculty.

3.4.2 Lecturer: To meet instructional needs, lecturers are appointed to augment and complement the instructional goals of a department. Lecturers are full-time, non-tenure and non-tenure track faculty who are not assigned rank (assistant, associate, or full). Lecturers will possess a strong record of teaching and expertise in the teaching area. Lecturers are responsible for 100% FTE teaching or the equivalent per semester. Under special circumstances a portion of a lecturer's instructional assignment may include other academic or service activities. Lecturers are provided office space and other support for instruction.

3.4.2.1 Lecturer positions must be filled via the use of open searches as outlined in PS 10.A.13 Faculty Employment Policies, with the exception of the emergency process defined in Section 3.4.3.2.4. Lecturers must meet minimum requirements for professional, experiential and scholarly preparation for teaching in the discipline and any accrediting agency requirements. Lecturers will possess a strong record of teaching and/or professional experience in areas of need for a particular department. Lecturer appointments are determined by instructional need, and generally are for one academic year.

3.4.2.2 The performance of lecturers will be evaluated annually in the area of teaching and service according to the specific duties outlined in the appointment letter. Performance evaluations of lecturers will be carried out according to written procedures outlined by the hiring department and in accordance with procedures outlined in PS 10.A.21 Lecturer Policy. Lecturers may be promoted to the title of Senior Lecturer as per section PS 10.A.21 Lecturer Policy3.4.3.3 below.

3.4.2.3 Lecturer appointments may be renewed based upon favorable annual evaluations and departmental need. There is no guarantee of continued appointment for lecturers.

3.4.2.4   A lecturer may be hired on an emergency basis to meet the educational needs of a department until a formal search may be conducted. These lecturers may be hired without a formal search, at the discretion of the department chair and appropriate dean. These lecturer appointments are for one academic year only and cannot be renewed without a search process. These lecturers may apply for other available positions for which they are qualified with no guarantee of continued employment.

3.4.3   Senior Lecturer: This title is reserved for exceptional lecturers who have served the University as a lecturer for more than ~~three~~ five consecutive years with consistently high performance evaluations. A lecturer who has been at UHD for more than ~~three~~ five consecutive years and wants to be considered for the senior lecturer shall follow the procedures established in PS 10.A.21. ~~title must write a letter to the department chair requesting such consideration. The chair will consult with the faculty from the lecturer's discipline and make a recommendation to the dean regarding the candidate's request.~~ Senior lecturers are non-tenure and non-tenure track faculty that are not assigned rank (assistant, associate, or full). Senior lecturers are responsible for 100% FTE teaching or the equivalent per semester and service to the department as appropriate to the discipline. Under special circumstances a portion of a senior lecturer's instructional assignment may include other academic activities such as grading, tutoring, assistance with instructional technology, course development, service on committees, or advising. Senior lecturers are provided office space and other support for instruction as is usually accorded to full-time faculty.

3.4.3.1   Senior lecturer appointments are determined by ~~instructional~~ programmatic need, and ~~may~~ shall be provided as a ~~three~~four-year, renewable contract.

3.4.3.2   The performance of senior lecturers will be evaluated annually in the area of teaching and service according to the specific duties outlined in the appointment letter. Performance evaluations of senior lecturers shall proceed in accordance with PS 10.A.21 Lecturer Policy.

3.4.3.3   Senior lecturer appointments ~~may~~ will be renewed based upon favorable annual evaluations ~~and departmental need~~. There is no guarantee of continued appointment for senior lecturers. A contract of a senior lecturer may be revoked in the event of dismissal for cause, bona fide financial exigency, the elimination of programs, a n d retirement or resignation.

Commented [BK1]: Rationale/Justification: FAC conducted meetings with Faculty Senate Lecturers and a virtual town hall with all Lecturers invited. A consistent comment was that the 3 year period is too short. The 5 year mark was vetted by email to Lecturers and no opposition was offered.

Commented [BK2]: Rationale/Justification: It would be a bit odd to have the process for application established here. FAC concluded a better approach and one that is in line with other UHD policy (rank process is listed in R/T policy and not in the tenured and tenure-track appointments policy) would be to establish the process for the promotion in the Lecturer Policy.

Commented [BK3]: Rationale/Justification: "Instructional need" makes it sound too class and schedule specific. If need is to be part of the process, it should be based on overall programmatic need.

Commented [BK4]: Rationale/Justification: The word "may" leaves discretion to apply it in some instances but not others. Is this the current vision?

Commented [BK5]: Rationale/Justification: FAC felt that three is too short a period for the longer contract that is awarded on the basis of the promotion.

Commented [BK6]: Rationale/Justification: FAC felt that the word "may" is too loosely stated and would lead to unwanted disparity in implementation across the departments. Moreover, renewals of the extended contract should be based on favorable annual evaluations and provide for additional security for the senior lecturer. The last sentence is protection for the institution an unforeseen event, misconduct, etc.

3.4.4 Clinical Faculty: The appointment of clinical faculty supports academic programs with special programmatic or research needs such as client or field-based programs, or specialized laboratory assistance. Clinical faculty will have

substantial experience in non-instructional discipline-appropriate contexts, at minimum a master's degree, and other requirements established by the hiring department. Clinical faculty members are expected to be active practitioners in their field who bring to the curriculum current perspectives and practices in their field.

3.4.4.1 All Clinical faculty positions must be filled via the use of open searches as outlined in PS10.A.13 Faculty Employment Policies. Clinical faculty must meet the specific requirements for professional, experiential and scholarly preparation outlined by the hiring department. Clinical faculty are non-tenure and non-tenure track faculty who may be assigned with the ranks of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. Individuals at each rank will have experience and expertise necessary for their instructional responsibilities assigned by the department. Clinical faculty appointments are determined by instructional need, and generally are for one academic year. All aspects of the appointment of a clinical faculty member must be approved by the Provost/VPAA. Appointments may be with or without compensation and are typically made for one academic year, but longer or shorter appointments are possible.

3.4.4.2 The performance of Clinical faculty will be evaluated annually in the area of teaching and professional responsibilities according to the specific duties outlined in the appointment letter. Performance evaluations of Clinical faculty occur according to a rubric and guidelines established by the hiring department. Clinical faculty members may serve on (but not chair) thesis committees or departmental committees at the option of the department.

3.4.4.3 After a minimum of six years of continued employment, Clinical faculty at the rank of instructional, assistant or associate may be promoted to the next academic rank. Promotion of Clinical faculty is predicated upon continued high performance evaluations, a recommendation of the departmental rank and tenure committee, department chair, college dean, and Provost. Promotion of clinical faculty will occur according to a rubric and processes established by the hiring department. Clinical faculty cannot be hired in a department until the department has developed promotion and evaluation rubrics and processes for Clinical faculty and these have been approved by the dean.

3.4.5   Visiting Faculty: Visiting faculty appointments are non-tenure and non-tenure track appointments typically made for one year that may be renewed for additional years at the discretion and approval of the faculty and chair of the relevant department and dean of the relevant college. Visiting faculty cannot be converted to tenure-track positions (PS 10.A.01 Rank and Tenure System; PS 10.A.13 Faculty Employment Policies) although they may apply for posted tenure-track positions. Time served as visiting faculty does not count toward tenure at UHD. Visiting faculty may be appointed to honor their accomplishments as a scholar, artist, or professional, to complete or assist with the development of research or creative projects (for external funding or otherwise), or for the purposes of teaching. Any activities of a visiting faculty member do not accrue toward a tenure-track position at UHD.

    3.4.5.1   Visiting faculty must possess appropriate academic credentials in the form of a terminal degree or comparable distinguished record of accomplishment.

    3.4.5.2   Visiting faculty will have teaching, research, and/or other duties as described in the appointment letter.

    3.4.5.3   Visiting faculty may be a paid employee of the university or may not receive remuneration from or employment at the university.

    3.4.5.4   Visiting faculty's performance will be evaluated according to a rubric and processes established by the hiring department and approved by the dean.

3.4.6   Faculty-in-Residence (includes Artist-in-Residence, Writer-in-Residence, Scholar-in-Residence, or Executive-in-Residence): These honorary titles are reserved for distinguished individuals such as artists, writers, scholars, or executives who have recognition in their fields. The appointment of a distinguished scholar, writer, artist or executive to one of these titles and their subsequent presence on campus is designed to inspire students, faculty, and community constituents to greater creativity and innovation. Individuals holding any of these non-tenure and non-tenure track titles may teach, meet with students and faculty, and give lectures, readings, demonstrations, or performances for the University and greater Houston community as described in the appointment letter. The purpose of the position is to provide an extra measure of experience and insight to students, faculty, and community members.

3.4.6.1 Faculty-in-Residence appointments are non-tenure and non-tenure track appointments that may be for up to one year, and may be renewed for additional years based on favorable annual evaluation, faculty support, and departmental need, as approved by the President. Appointments to these positions are made by written agreements that specify expected duties, remuneration (if any), employee benefits, office and other work space, and other University support. Non-compensated appointments are paid at adjunct rates for any courses taught. There is no guarantee of continued appointment for Faculty-in-Residence. Time spent as a Faculty-in-Residence does not accrue toward a Tenure-Track appointment at UHD.

3.4.6.2 Faculty-in-Residence appointments are reserved for distinguished individuals recruited from outside the University faculty.

3.4.6.3 UHD faculty members who have developed a national or international reputation for professional accomplishments may hold a Faculty-in-Residence appointment at another institution with the approval of the President.

3.4.6.4 The performance of Faculty-in-Residence will be evaluated annually in the relevant area according to the specific duties outlined in the appointment letter. The performance of Faculty-in-Residence will occur according to a rubric and guidelines established by the hiring department. Faculty-in-Residence cannot be hired in a department until the department has developed evaluation rubrics and processes for Faculty-in-Residence and these have been approved by the dean.

3.4.6.5 Faculty-in-Residence may serve on (but not chair) thesis committees or departmental committees at the option of the department.

3.4.7 Research Associate: A research associate is a non-tenure and non-tenure track appointment employed to perform specific research or administrative duties associated with a grant or contract and employment is contingent upon the continuation of the funding source. Research associates will normally have fulltime appointments in support of scholarly/creative activity. A Research associate is a non-tenure and non-tenure track employee who is eligible for employee benefits and access to UHD facilities. The position is renewable based on favorable annual evaluation and departmental need.

3.4.7.1 Research associates usually hold a doctoral degree; however, a highly qualified individual with a master's degree may be employed in such a position.

3.4.7.2 Research associates perform duties designed to meet the goals of a research grant or contract. The grant or contract can be awarded externally or allocated internally.

3.4.7.3 Research associates' performance will be evaluated according to a rubric and processes established by the hiring department and approved by the dean.

3.4.7.4 Research associates may serve on (but not chair) thesis committees or departmental committees at the option of the department.

3.4.7.5 Research associate appointments may be renewed based upon favorable annual evaluations and departmental need. There is no guarantee of continued appointment for research associates.

3.4.8 Graduate Assistant: Graduate assistants are non-tenure and non-tenure track registered graduate students in good academic standing who work up to 20 hours per week during the academic year in support of the educational mission of the University. Graduate assistants are paid a monthly stipend. Graduate assistants are selected using procedures developed by each department and are appointed to an assistantship by the college dean based upon departmental recommendations. Renewal is dependent upon the favorable performance evaluation, maintaining good academic standing, and departmental needs. A graduate assistant who is competently carrying out their duties is eligible for a waiver for out-of-state tuition under Texas Education Code section 44.212. All graduate assistants who have contact with students must have minimum English Language Proficiency as required by the university.

3.4.8.1 Graduate Teaching Assistant: Graduate teaching assistants (TA) at UHD are graduate students who have direct student contact in a formal instructional setting but who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process. Graduate teaching assistants attend classes, may be required to teach laboratory or studio sections of a course, grade papers or examinations, hold office hours, tutor students, act as a student mentor, or conduct

other activities that support the instructional mission of the University.

3.4.8.2 Graduate Teaching Fellow: A Graduate teaching fellow is a UHD graduate student whose responsibilities include formal instruction and may be instructor of record for a course. Teaching Fellows (TF) should possess at least a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. Graduate students employed as TFs are not allowed to be instructors of record for courses that carry graduate credit.

3.4.8.3 Graduate Research Assistant: Graduate research assistants (RA) assist in the research function under the supervision of a faculty member. They may conduct experiments, organize or analyze data, present findings in a publication, collaborate with faculty in preparing publications, oversee the work of other graduate research assistants, or engage in other activities as assigned.

3.4.8.4 Graduate Administrative Assistant: Graduate administrative assistants participate in the instructional process for a department or program under the supervision of an appointed supervisor. They may engage in course preparation, undertake program-related assignments, or engage in other instructional related duties as specified by the department or program.

3.4.8.5 Graduate assistants' performance will be evaluated according to a rubric and processes established by the hiring department and approved by the dean.

4. PROCEDURES

This section addresses hiring, evaluation, and dismissal procedures for all non-tenured and non-tenure track faculty positions.

4.1 Hiring: Searches for individuals who will hold non-tenure and non-tenure track positions as lecturers or visiting faculty shall follow the general policy and employment processes and guidelines established in the PS 10.A.21 Lecturer Policy, PS 10.A.22 Adjunct Policy, and other relevant policies. Requests for appointments of one year or more will be included in the annual planning process, with appointment processes as

described below. In cases of hiring needs unforeseeable in the planning process, the emergency procedures described in PS 10.A.13 Faculty Employment Policies may be invoked.

4.1.1   Lecturers and Senior Lecturers: All lecturer positions, except for when the process in Section 3.4.3.2.4 is used, must be filled via the use of open searches as outlined in PS 10.A.21 Lecturer Policy.

4.1.2   Visiting Faculty and Clinical Faculty: The search and employment processes shall follow guidelines below:

4.1.2.1   The department chair, after discussion with and concurrence of the dean, requests approval of the Provost/VPAA to fill the position for a term length appropriate to the position being filled.

4.1.2.2   The department chair will consult with the Affirmative Action Officer to discuss opportunities which may exist to use the hire to enhance more representative staffing efforts.

4.1.2.3   The department chair will work with Employment Services and Operations office to appoint a search committee which includes faculty in the discipline in which the applicant may be employed.

4.1.2.4   Once approved by the Provost/VPAA, the position will be posted on the UHD website for a period of at least two weeks. Applicants may be external as well as internal. However, any party in the process from the Department Chair to the President may request that national or regional advertisements for the position be placed to ensure that the most highly qualified individual available is given an opportunity to apply.

4.1.2.5   All applicant materials will be reviewed by the search committee.

4.1.2.6   The hiring process must include opportunities for interviews with department faculty, department chair, and college dean.

4.1.2.7   The search committee will make recommendations to the department chair.

4.1.2.8 The department chair, after review of search committee recommendations and concurrence of the dean and Provost/VPAA, decides upon the primary candidate and enters into unofficial negotiations with the candidate.

4.1.2.9 When an unofficial offer is accepted, the file is completed and forwarded to the dean.

4.1.2.10 The Provost/VPAA forwards his recommendation and the selected candidate's completed file to the President. Forwarding the file is the Provost/VPAA's certification that all required documents are included.

4.1.2.11 The official offer is made by the Provost/VPAA and the terms of initial appointment are agreed upon. When the offer letter and terms of initial appointment are signed and returned to the Provost/VPAA's office by the candidate, copies of the letter and terms of initial appointment are added to the completed file and forwarded to the Employment Services and Operations office.

4.1.3 Faculty in Residence: Tenure or tenure-track faculty members, in consultation with the department chair, nominate individuals for these positions and supply supporting materials for the nomination. Both the department chair and faculty in the discipline review the supporting materials and consider the nomination based on the department's needs. If approved by the chair, an invitation to the nominee is initiated by a majority vote of department faculty. The chair sends the nomination to the dean, and if approved, the dean forwards the nomination to the Provost/VPAA for final approval and consultation with the President.

4.1.4 Adjuncts: The search and evaluation processes for adjunct faculty shall follow the procedures described in PS 10.A.22 Adjunct Policy.

4.1.5 Research Associates: The President, Provost/VPAA or the college dean may require that national or regional advertisements for the position be placed to ensure that the most highly qualified individual available is given an opportunity to apply. The research associate conducts research under the supervision of a principal investigator, who is responsible for the hiring, evaluation, and funding of the individual. If paid by external funds, hiring is done by the principal investigator in consultation with the department chair. If paid by internal funds, hiring will be done by the hiring manager in

consultation with disciplinary faculty. Evaluations are conducted annually by the immediate supervisor, based on initial hiring conditions/job description and any other requirements that may be imposed by external funding agencies.

4.1.6   Graduate Assistants: An academic college or department must establish its own guidelines and processes for securing the most highly qualified graduate students to fill graduate assistant positions. Prior to advertising such positions, the procedures to be used for selecting graduate assistants must be approved by the college dean or the dean's designee.

4.2   Dismissal: Non-tenure and non-tenure track faculty are subject to "dismissal" as defined in UH SAM 06.A.09.

5.   REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review: Every five years

Signed original on file in Employment Services and Operations.

6.   POLICY HISTORY

Issue #1   04/11/17
Issue #2   05/31/19

7.   REFERENCES

Texas Education Code Section 51.943 – Renewal of faculty Employment Contracts

University of Houston System Administrative Memorandum 01.D.04 – Affirmative Action Policy

University of Houston System Administrative Memorandum 06.A.09 – Academic Personnel Policies

University of Houston System Administrative Memorandum 08.A.04 – Naming Opportunities

UH-Downtown / PS 02.A.20 – Affirmative Action Policy

UH-Downtown / PS 10.A.01 – Rank and Tenure System

UH-Downtown / PS 10.A.02 – Faculty Grievance Policy

UH-Downtown / PS 10.A.05 – Faculty Performance Evaluations

UH-Downtown / PS 10.A.06 – UH-Downtown Faculty Dismissal Policy and Procedures

UH-Downtown / PS 10.A.07 – Faculty Non-Reappointment Policy

UH-Downtown / PS 10.A.13 – Faculty Employment Policies

UH-Downtown / PS 10.A.16 – Performance Evaluation of Tenured Faculty

UH-Downtown/ PS 10.A.21 – Lecturer Policy

UH-Downtown/ PS 10.A.22 – Adjunct Policy

1. PURPOSE

This PS establishes university policies governing the hiring, support, supervision, evaluation, promotion, and termination of lecturers and senior lecturers. These faculty members are a significant component of the university's teaching work force and have a critical role to play in carrying out the university's mission.

2. DEFINITIONS

2.1 Lecturers and senior lecturers are defined in PS 10.A.20 (Non-Tenure & Non-Tenure Track Academic Appointments).

3. POLICY/PROCEDURES

The use of lecturers and senior lecturers varies across departments and is determined by factors unique to each department. When possible, an adequate number of tenure-track faculty will be employed to provide effective leadership in teaching, mentoring, scholarship, curriculum development, institutional planning and shared governance.

3.1 Qualification, Hiring and Support

3.1.1 Qualification: Lecturers must meet the requirements for hire set forth in PS 10.A.20.

3.1.2 Hiring procedure

3.1.2.1 The department chair, after discussion with and concurrence of the dean, shall request the approval of the provost to fill a lecturer position.

3.1.2.2 Lecturer positions shall be filled by open searches conducted by a Lecturer Search Committee. This committee shall be comprised of a minimum of three full-time departmental faculty recommended by the department chair. A member from outside the department may be added at the discretion of the chair.

3.1.2.3 The search committee reviews, at minimum, the candidates' CV, cover letter, and transcripts. Additional application materials may be requested and reviewed based on disciplinary, departmental, and/or accreditation

needs. Before any candidate is interviewed, ESO must receive a list of candidates so a review may be conducted regarding the diversity of the candidate pool. Top candidates are then interviewed on-campus, via video interviews, and/or via phone interviews.

3.1.2.4 After discussion with the search committee, and the concurrence of the college dean and the provost, the department chair negotiates with the primary candidate.

3.1.2.5 Upon successful negotiation, the department completes the offer letter and hiring documents. The department forwards the candidate's folder to the provost's office for completion of the hiring process.

3.1.2.6 Senior lecturers as defined in PS 10.A.20 shall not be hired with such a title. The title of senior lecturer shall be obtained only via promotion, as stated in PS 10.A.20provided for in section 3.26 below.

3.1.2.7 Emergency hiring of lecturers is governed by the process detailed in PS 10.A.20.

3.1.3 Support: Each department shall establish written policies and procedures regarding the orientation and support of its lecturers and senior lecturers. These policies and procedures will include the following provisions:

3.1.3.1 The university and/or department shall provide them orientations on departmental procedures, evaluation rubrics and other needed university information.

3.1.3.2 They shall be provided office space where students seeking face-to-face academic assistance have access.

3.2 Evaluation, Supervision, Promotion, Reappointment, and Dismissal: All departments shall follow the policies and procedures given below, regarding evaluation, supervision, reappointment, and dismissal of lecturers and senior lecturers.

3.2.1 Development and Review of Departmental Evaluation Rubrics.

3.2.1.1 Evaluation rubrics written by the department shall be used in the evaluation of lecturers and senior lecturers.

3.2.1.2 New rubrics shall be submitted to the college dean and provost by December 15, if they are to be used the following year. If rubrics have not been submitted by then, the previous year's rubric shall be used.

3.2.2 Lecturer self-reports

3.2.2.1 Lecturers and senior lecturers shall be responsible for consulting the department for specific departmental guidelines governing the format and content of the annual self-report.

3.2.2.2 They shall submit self-reports to the department chair at a departmentally determined time.

3.2.3 Department Evaluation Reports

3.2.3.1 The department chair or their designee shall submit written annual evaluation reports to all lecturers and senior lecturers by the second Monday in April.

3.2.3.2 These evaluations shall rely on all relevant available information sources including, but not limited to, the terms of their contracts, student opinion surveys, syllabi, self-reports, peer observation of teaching reports, and rubric scores.

3.2.3.3 The report shall include, at a minimum, scores in all the rubric criteria, positive contributions, and possible improvements needed.

3.2.4 Evaluation Meetings with Chairs:

3.2.4.1 The department chair or designee shall be available for meetings with individual lecturers and senior lecturers to discuss their evaluations.

3.2.5 Supervision: Department chairs or their designees shall be responsible for supervising lecturers and senior lecturers.

3.2.6 Promotion: Recommendations on applications for Senior Lecturer are made by department chairs, deans, and the provost. Lecturers may be promoted to senior lecturer according to the procedure set forth in PS 10.A.20.

3.2.6.1 Faculty members in the department that are part of the faculty assembly (as defined by the UHD Senate Constitution) are responsible for the approval of the criteria for promotion from Lecturer to Senior Lecturer (consistent with section 3.4.3 of PS 10.A.20). Each department shall create its own process for the development of the criteria but that process must culminate with an approval vote by department faculty members who are part of the faculty assembly. Departments shall be mindful of the diversity of activity that is expected of Lecturers in the department when the criteria are developed. Subsequent to approval at the department level, the criteria must also be approved by the dean and the provost. Consideration at the dean and provost levels shall seek to ensure to the extent possible that there is equity in the criteria and rigor across the various departments in the college and at the university. The criteria shall be re-reviewed and modifications made to the criteria on a timeline that is the same as that of the annual performance review criteria (see PS 10.A.05).

3.2.6.2 Faculty members in the department who are part of the faculty assembly are responsible for the development of department-specific policy and procedures that a candidate for Senior Lecturer will follow to submit application material for the promotion. The policy and procedure shall at a minimum 1) specify what evidence will be included in the application material, and 2) the content and length of the candidate's written statement in support of the application. The length of the relevant period of review is at least equal to the number of years that a candidate must be in the Lecturer position at UHD before applying for Senior Lecturer (5 years).

3.2.6.3 To promote from Lecturer to Senior Lecturer a Lecturer must meet the requirements for Senior Lecturer set forth in PS 10.A.20. Years of service at UHD that accumulated prior to the date of the 2nd issuance of this policy count toward the required period of 5 years of service at UHD.

3.2.6.4 Notice of Intent to Apply. A Lecturer who seeks promotion to Senior Lecturer so informs in writing the department chairperson and dean by the first Monday in May of the academic year preceding the academic year that application material will be submitted for consideration. The dean is responsible for timely notification to the provost.

3.2.6.5 In a year that a Lecturer submits for promotion to Senior Lecturer, the Lecturer provides the application material (as referenced in section 3.2.6.2) based on the timeline at the end of this policy. The department chair considers the material that is relevant to the annual review and the material that concerns the application for promotion to Senior Lecturer. The department chair forwards a promotion recommendation, whether positive or negative, to the dean, consistent with the timeline at the end of this document. The dean makes a recommendation. The recommendations of the department chair and the dean are detailed written assessments of the candidate's performance over the review period. If the recommendations of the dean and the department chair are both negative, the application does not advance out of the college. If one or both of the recommendations of the department chair and the dean are positive, the application advances to the provost for a decision on the application.

3.2.6.6 Candidates may avail themselves of the grievance process on the basis of procedural matters or substantive outcome, as articulated in PS 10.A.02.

3.2.5.13.2.6.7 The timetable for activity is summarized at the end of this policy.

3.2.63.2.7 Reappointment:

3.2.6.13.2.7.1 Lecturers and senior lecturers may or may not be reappointed

according to the provisions established in Texas Education Code Section 51.943 which states, "Except as provided in Subsection (c), an institution of higher education that determines it is in its best interest to reappoint a faculty member for the next academic year shall offer the faculty member a written contract for that academic year not later than 30 days before the first day of the academic year."

~~3.2.6.2~~3.2.7.2   Non-reappointments must conform to the schedule of dates set forth in the UH SAM 06.A.09.

3.2.7 3.2.8 Lecturers and senior lecturers are subject to "dismissal" as defined in UH SAM 06.A.09.

4. EXHIBIT

There are no exhibits associated with this policy statement.

5. REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review: Every five years, or as necessary

Signed original on file in The Office of the Provost

6. POLICY HISTORY

Issue #1: 4/11/17

3.5 Timetable for Applications for Promotion from Lecturer to Senior Lecturer*

Statement of Intent Academic Year:

1st Monday   A Lecturer who intends to apply in the subsequent academic term notifies the
in May   department chair and the dean.

Submission Academic Year:

January 22   The Lecturer applicant submits the application material for promotion to Senior
                    Lecture (as required by the department under section 3.2.6.2 of this policy).

February 28   Department chairs submit the written positive or negative evaluation of the
                    candidate's application for promotion to Senior Lecturer to the dean.

March 22   If the candidate for promotion to Senior Lecturer obtains a positive recommendation
                    from either the dean or the department chair, or both, the dean forwards each of the
                    written recommendations to the provost.

April 20   The provost notifies the Lecturer candidate of the promotion decision.

* Note: If a date falls on a weekend or holiday, the deadline is deferred until the next business day.

PROPOSED RESOLUTION FOR THE INSTITUTION OF CURRICULAR AND
ADMINSTRATIVE SUPPORT FOR ESL/ELL STUDENTS AT UHD, Spring 20

- "Whereas 61% of entering FTIC UHD students* indicated English was not the language they were most comfortable communicating in (*Collegiate Learning Assessment instrument 2018); and

- whereas this trend is a consistent data point over the last 5 years; and

- whereas faculty during the Fall 19 General Education shared assessment of student artifacts event identified this trend as an ongoing concern impacting student success across all disciplines; and

- whereas faculty have been collaboratively identifying these concerns regarding students' written fluency in Standard American English, through assessment reports from 2009-present, through the 2012 Writing Task Force, through the 2019 Writing Task Force, and through the 2014-15 QEP proposal development; and

- the faculty of UHD have a strong history of advocating for resources to support student needs for improved learning; therefore

We recommend that, in order to improve students' written fluency across the disciplines, UHD administration allocate resources and that the University Curriculum Committee address curricular mandates via the following:

- That those already "Writing Intensive" courses within the core be specifically designated as such: ENG 1301 and 1302; ENG 2301, 2302, 2305, 2309, 2311, 2312, 2313, 2314; HIST 1305, 1306, 1312, and 1314; PHIL 1301 and 2305; HUM 2301 and 2302; SPAN 2301 and 2302; ART 1301, 1302, 1308 and 1310; and

- That students be required to take at least **two** additional "Writing Intensive" courses within the core (they currently are only required to take ENG 1301 and 1302, courses that are frequently taken at other institutions prior to transferring to UHD) in order to improve their written fluency; and

- That "Writing Intensive" should equal a target wordcount per course (perhaps 3K words?) and that this wordcount be constituted by totaling *all* forms of student writing in the course including but not limited to: drafts; bibliographies; term papers; freewriting; outlining; peer review; exams; and Signature Assignments; and

- That "Writing Intensive" courses be incentivized for faculty in terms of the following: a lower course cap; a course release; and/or the support of a Supplemental Instructor or Writing Associate; and

- That all faculty teaching in the Gen Ed core consider inclusion of at least one of the following "tips" for integrating writing into their pedagogy: freewriting; scaffolded drafts; peer review; using a Supplemental Instructor or Writing Associate; explicitly teaching the prompt for writing assignments; grading content and argument instead of marking or grading grammar errors; building in revision of written assignments; and

- That a volunteer pilot of faculty willing to try the above recommendations be established, funded, and assessed for future data regarding improving written fluency in Standard American English for UHD students."

ELECTION BALLOT – 2020-2021 FACULTY SENATE ELECTIONS AS OF 04/20/2020

DESCRIPTION	CANDIDATE(S)	ELECTION DATES	TOTAL #VOTES	SPECIAL, CORRECTED, RUN-OFF, WRITE-IN WINNER, %, #VOTES
University Faculty Senate				
Senate President-Elect (2020-2021, tenured/tenure-track faculty only)	Kevin Buckler (CJSW), Edmund Cueva (HHL),	3/31/2020-4/10/2020	130	Cueva (72.31%), 94
Senate Secretary (2020-2022)	Susan Henney	3/31/2020-4/10/2020	127	Henney (89.76%), 114
College of Humanities & Social Sciences				
Ethics Inquiry Task Force	Michael Duncan (ENG), John Linantud (SOS), Stacie DeFreitas (SOS)	3/31/2020-4/10/2020	47	DeFreitas (57.45%) 27
Academic Affairs Committee	Andrew Pavelich (HHL), Creshema Murray (A&C)	3/31/2020-4/10/2020	47	Pavelich (53.19%) 25
Arts & Communication Department (A&C)				
Faculty Senate	Lucas Logan	3/31/2020-4/10/2020	8	Logan (100%) 8
Committee on Credentials and Elections	VACANT	3/31/2020-4/10/2020		
Organized Research Committee	Elizabeth Hatfield	3/31/2020-4/10/2020	8	Hatfield (100%) 8
History, Humanities, & Languages Department (HHL)				
Faculty Senate	Edmund Cueva, Aaron Gillette, Alexander Bielakowski	3/31/2020-4/10/2020	12	Bielakowski (66.67%) 8
Grievance Committee (tenured faculty only)	Aaron Gillette, Austin Allen	3/31/2020-4/10/2020	12	Allen (83.33%) 10
Funded Faculty Leave Committee	VACANT	3/31/2020-4/10/2020		
English Department (ENG)				
Grievance Committee (tenured faculty only)	Michael Duncan	3/31/2020-4/10/2020	11	Duncan (100%) 11
Committee on Credentials and Elections	Godwin Agboka	3/31/2020-4/10/2020	11	Agboka (100%) 11
Organized Research Committee	Tammis Thomas – Write-in	3/31/2020-4/10/2020	3	Thomas (66.66%) 2
Faculty Senate	Godwin Agboka	3/31/2020-4/10/2020	11	Agboka (90.91%) 10
Faculty Senate	Nell Sullivan – Write in	3/31/2020-4/10/2020	4	Sullivan (50%) 2
Social Sciences Department (SOS)				
Faculty Senate	Susan Henney, Angelica Roncancio, Jason Caro	3/31/2020-4/10/2020	15	Roncancio (46.67%) 7
Faculty Senate	Michael Lemke, Stacie DeFreitas	3/31/2020-4/10/2020	15	DeFreitas (6.67%) 10
Grievance Committee (tenured faculty only)	VACANT	3/31/2020-4/10/2020		
Organized Research Committee	Angelica Roncancio	3/31/2020-4/10/2020	15	Roncancio (100%) 15
Planning and Budget Development Committee	Travis Crone, Stacie DeFreitas	3/31/2020-4/10/2020	14	Crone (64.29%) 9
College of Public Service				
Ethics Inquiry Task Force	Irene Chen (UE), Hsiao-Ming Wang (CJSW), Michael Cavanaugh (CJSW)	3/31/2020-4/10/2020	27	Chen (45.15%) 13
Urban Education Department (UE)				
Faculty Senate	VACANT	3/31/2020-4/10/2020	1	
Grievance Committee (tenured faculty only)	Irene Chen, Bernardo Pohl	3/31/2020-4/10/2020	13	Pohl (76.92%) 10

Funded Faculty Leave Committee	Natasha Perez, Irene Chen, Diane Miller	3/31/2020-4/10/2020	12	**Perez (50%) 6**
Organized Research Committee	Yu-Han Hung	3/31/2020-4/10/2020	12	**Hung (100%) 12**
Planning and Budget Development Committee	VACANT	3/31/2020-4/10/2020		
Criminal Justice & Social Work Department (CJSW)				
Faculty Senate	Nina Barbieri, Kevin Buckler, Beth Pelz	4/03/2020-4/13/2020	16	**Barbieri (50%) 8**
Grievance Committee (tenured faculty only)	Kevin Buckler, Hsiao-Ming Wang, Michael Cavanaugh	3/31/2020-4/10/2020	14	**Wang (42.86%) 6**
Funded Faculty Leave Committee	Lawrence Karson	3/31/2020-4/10/2020	12	**Karson (91.67%) 11**
Committee on Credentials and Elections	Clete Snell	3/31/2020-4/10/2020	13	**Snell (92.31%) 12**
Organized Research Committee	Elizabeth Gilmore, Lawrence Karson	3/31/2020-4/10/2020	15	**Gilmore (86.67%) 13**
College of Sciences & Technology				
Ethics Inquiry Task Force	Sergiy Koshkin (M&S), Rebecca Quander (M&S), Edward Sheinberg (CSET)	3/31/2020-4/10/2020	28	**Quander (50%) 14**
Academic Affairs Committee (**Position 1**)	Sergiy Koshkin (M&S)	3/31/2020-4/10/2020	27	**Koshkin (96.30%) 26**
Academic Affairs Committee (**Position 2**)	VACANT	3/31/2020-4/10/2020		
Computer Science & Engineering Technology Department (CSET)				
Faculty Senate	Yuchou Chang	3/31/2020-4/10/2020	4	**Chang (100%) 4**
Funded Faculty Leave Committee	Shengli Yuan	3/31/2020-4/10/2020	3	**Yuan (100%) 3**
Committee on Credentials and Elections	Edward Sheinberg	3/31/2020-4/10/2020	3	**Sheinberg (100%) 3**
Grievance Committee (tenured faculty only)	~~Yuchou Chang~~	3/31/2020-4/10/2020	3	**Chang (100%) 3**
Grievance Committee (tenured faculty only)	VACANT	3/31/2020-4/10/2020		
Organized Research Committee	Arash Rahmatian	3/31/2020-4/10/2020	4	**Rahmatian (100%) 4**
Mathematics & Statistics Department (M&S)				
Committee on Credentials and Elections	Plamen Simeonov, Sergiy Koshkin, Timothy Redl	3/31/2020-4/10/2020	16	**Redl (62.50%) 10**
Faculty Senate	Jean Nganou	3/31/2020-4/10/2020	16	**Nganou (100%) 16**
Funded Faculty Leave Committee	Jeong-Mi Yoon	3/31/2020-4/10/2020	13	**Yoon (100%) 13**
Grievance Committee (tenured faculty only)	Jeong-Mi Yoon, Shishen Xie	3/31/2020-4/10/2020	16	**Xie (75%) 12**
Organized Research Committee	Plamen Simeonov, Rebecca Quander	3/31/2020-4/10/2020	16	**Simeonov (56.25%) 9**
Planning and Budget Development Committee	Sergiy Koshkin, Timothy Redl	3/31/2020-4/10/2020	16	**Redl (93.75%) 15**
Natural Sciences Department (NS)				
Faculty Senate	VACANT	3/31/2020-4/10/2020		
Grievance Committee (tenured faculty only)	Jon Aoki, Linda Dune	3/31/2020-4/10/2020	10	**Dune (60%) 6**
Organized Research Committee	Jon Aoki, Yuan-Yuan Kang	3/31/2020-4/10/2020	8	**Kang (75%) 6**
Planning and Budget Development Committee	Rachna Sadana	3/31/2020-4/10/2020	8	**Sadana (100%) 8**
Marilyn Davies College of Business				
Ethics Inquiry Task Force	Prakash Deo (FNIS), Rahul Verma (FNIS), Anand Pore (MGTI)	3/31/2020-4/10/2020	27	**Deo (40.74%) 11**
Academic Affairs Committee	Dietrich von Biedenfeld	3/31/2020-4/10/2020	26	**von Biedenfeld (96.15%) 25**
Economics, Finance & Management Information Systems Department (FNIS)				
Committee on Credentials and Elections	Prakash Deo Samuel Penkar	3/31/2020-4/10/2020	7	**Penkar (57.14%) 4**

Funded Faculty Leave Committee	Ohaness Paskelian, Shohreh Hashemi, Rahul Verma	3/31/2020-4/10/2020	7	Paskelian (57.14%) 4
Grievance Committee (tenured faculty only)	Prakash Deo, Ohaness Paskelian, Samuel Penkar	3/31/2020-4/10/2020	7	Paskelian (57.14%) 4
Organized Research Committee	Ohaness Paskelian, Ruth Robbins	3/31/2020-4/10/2020	7	Robbins (57.14%) 4
Planning and Budget Development Committee	VACANT	3/31/2020-4/10/2020		
Management and Insurance & Risk Management Department (MGTI)				
Faculty Senate	Anand Pore	3/31/2020-4/10/2020	8	Pore (100%) 8
Committee on Credentials and Elections	Christine Nittrouer	4/03/2020-4/13/2020	8	Nittrouer (100%) 8
Organized Research Committee	Zahir Latheef, Julio Canedo	3/31/2020-4/10/2020	12	Latheef (50%) 6
Accounting & International Business Department (ACCI)				
Faculty Senate	Cynthia Lloyd, ~~Arpita Shroff~~	3/31/2020-4/10/2020	4	Lloyd (100%) 4
General Business, Marketing, & Supply Chain ManagementDepartment (GMSC)				
Funded Faculty Leave Committee	Lee Usnick	3/31/2020-4/10/2020	8	Usnick (100%) 8
Grievance Committee (tenured faculty only)	Steve Zhou	3/31/2020-4/10/2020	8	Zhou (100%) 8
Organized Research Committee	Lee Usnickj	3/31/2020-4/10/2020	8	Usnick (100%) 8
Senate Votes				
Academic Policy Committee (CHSS)	Shaqhnjayla Connors (SOS)	3/31/2020-4/10/2020	18	Connors (100%) 18
Faculty Affairs Committee (CHSS)	Susan Henney (SOS), Austin Allen (HHL), Jason Caro (SOS)	3/31/2020-4/10/2020	18	Allen (50%) 9
University Curriculum Committee (CHSS)	Angelica Roncancio (SOS), Patrick Williams (SOS), Ashley Archiopoli (A&C)	3/31/2020-4/10/2020	18	Williams (66.67%) 12
Academic Policy Committee(CPS)	Jace Valcore (CJSW), Laura Link (UE)	3/31/2020-4/10/2020	18	Valcore (61.11%) 11
Faculty Affairs Committee (CPS)	Ash Tiwari (UE)	3/31/2020-4/10/2020	18	Tiwari (100%) 18
University Curriculum Committee (CPS)	Angela Pedrana (UE), Heather Goltz (SW)	3/31/2020-4/10/2020	17	Goltz (64.71%) 11
Academic Policy Committee(CST)	Yuan-Yuan Kang (NS)	3/31/2020-4/10/2020	18	Kang (100%) 18
Faculty Affairs Committee (CST)	Sergiy Koshkin (M&S)	3/31/2020-4/10/2020	16	Koshkin (100%) 16
Faculty Affairs Committee (CST)	Rebecca Quander (M&S)	3/31/2020-4/10/2020	17	Quander (100%) 17
University Curriculum Committee (CST)	Sergiy Koshkin (M&S)	3/31/2020-4/10/2020	17	Koshkin (88.24%) 15
Academic Policy Committee (MDCOB)	Paul Fullbright (GMSC), Candace TenBrink (MGTI)	3/31/2020-4/10/2020	19	Tenbrink (52.63%) 10
Faculty Affairs Committee (MDCOB)	VACANT	3/31/2020-4/10/2020		
Lecturers' Votes				
Faculty Senate (CHSS)	VACANT	3/31/2020-4/10/2020		
Faculty Senate (CPS)	Kasi Bundoc – Write in	3/31/2020-4/10/2020	1	Bundoc (100%) 1
Faculty Senate (CST)	Mahmud Hasan (CSET), Rachel Hudspeth (M&S), Yurily Pinelis (NS)	3/31/2020-4/10/2020	20	Hudspeth (45%) 9

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