


TEXAS  STATE[®]
GEOGRAPHY AND
ENVIRONMENTAL STUDIES

Department's Policies and Procedures¹

Last Updated: December 31, 2023

¹ This document is updated annually or as needed to reflect our continuous departmental policy review and development.

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PURPOSE

This document encompasses the current policies and procedures of the Texas State University Department of Geography and Environmental Studies. The document will be updated and reposted online, as policies and/or procedures are deleted, changed, or added through the departmental governance process.

These department policies and procedures are in addition to Texas State University's policies and procedures. **If any inconsistencies between departmental and university policies emerge, departmental policies and procedures are superseded by:**

- **Academic Affairs / Provost Policy and Procedures Statements (AA/PPS):**
<http://policies.txstate.edu/division-policies/academic-affairs.html>
- **University Policy and Procedure Statements (UPPS):**
<http://policies.txstate.edu/university-policies.html>

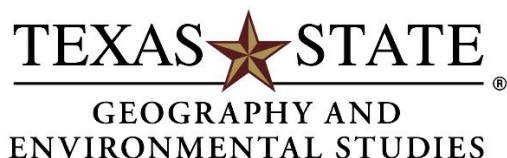
While faculty and staff should familiarize themselves with the whole body of university policies and procedures, the following AA/PPS are especially relevant to the functioning of academic departments:

- **AA/PPS 02.03** – TEACHING. See in particular: 02.03.02 – Conduct of Classes; 02.03.12 – Grades and Change of Grades
- **AA/PPS 03.01** – SCHOLARSHIP ACTIVITIES AND GRANTS. See in particular 03.01.12 – Faculty Incentive Compensation for Externally-Funded Sponsored Programs
- **AA/PPS 04.01** – PERSONNEL: EMPLOYMENT, ASSIGNMENT, AND COMPENSATION
- **AA/PPS 04.02** – PERSONNEL: DEVELOPMENT, EVALUATION, PROMOTION. See in particular: 04.02.01 – Development/Evaluation of Tenure-Track Faculty; 04.02.02 – Faculty Development Leave; 04.02.10 – Performance Evaluation of Continuing Faculty and Post-Tenure Review; 04.02.11 – Performance Evaluation of Non-Continuing Non-Tenure Line Faculty; 04.02.20 – Tenure and Promotion Review

Note that AA/PPSs are updated and modified frequently. Please go to <http://policies.txstate.edu/division-policies/academic-affairs.html> for the most up-to-date versions of the policies.

IDENTITY AND LOCATION

Official Logo (3 color):



Official Logo (black):



Digital versions of the logos are available upon request in the main office. Texas State has a logo system that allows for identification of colleges, schools, centers, institutes, divisions, departments, units and chartered student organizations. ***All university rules related to Academic Logos apply to the use of the Department of Geography and Environmental Studies logo.***

Official Name: Department of Geography and Environmental Studies

Department Motto: *Sharing the Spirit of Geography*

Internet Addresses: Website: www.geo.txstate.edu
Facebook: www.facebook.com/geo.alum
Twitter: @txstategeo
Instagram: txstgeo
E-mail: geography@txstate.edu

Physical Address: Department of Geography and Environmental Studies
Texas State University
Evans Liberal Arts (ELA) 139
601 University Drive
San Marcos, TX 78666-4616

Maps: For an interactive map of Evans Liberal Arts, go to:
<https://map.concept3d.com/?id=308#!ct/60157,51362,49975,19956,19954,19314,18453?s/ELA>

Phone: 512-245-2170

Fax: 512-245-8353

VISION AND MISSION STATEMENTS

Vision:

The Department of Geography and Environmental Studies will continue to stress both the theoretical and applied realms in all of our degree programs. We will provide a rigorous educational experience through innovative teaching, engagement with the community, and dedication to all of our students and alumni. We will increase our visibility as a research department through faculty scholarship, research grant activities, international collaborations, the recruiting of top students for our degree programs, the organization of national and international conferences and symposia, a robust program of scholarly exchanges, and service in academic and professional organizations.

Mission:

The mission of the Department of Geography and Environmental Studies is to provide its students with educational experiences of the highest quality, to conduct vital research that benefits society, and to serve our communities, from the local to the international. We are committed to outstanding teaching and scholarly activities within the framework of academic freedom, the diversity of people and ideas, a spirit of inclusiveness, and a global perspective.

DEPARTMENT LEADERSHIP POSITIONS

Department Chair: The position of Department Chair is voted on by the full faculty and Personnel Committee and appointed at the discretion of the Provost and President of the University. The Chair is evaluated annually by the Dean of the College of Liberal Arts and every four years by the Dean with input from the department's faculty, staff, and students (see AA/PPS 01.02.11 – Role, Evaluation and Step-Down Salaries of Department Chairs and School Directors).

Associate Department Chair: The position of Associate Department Chair is appointed and directed at the discretion of the Department Chair and is a department-level appointment only. The duties of the Associate Chair are agreed upon with the Chair and may vary over time.

Graduate Program Coordinator: The position of Graduate Program Coordinator is appointed and directed at the discretion of the Department Chair and is a department-level appointment only. The Graduate Program Coordinator is the Chair of the Graduate Committee and is charged with the administration and development of the graduate program, including curriculum and advising.

Undergraduate Program Coordinator: The position of Undergraduate Program Coordinator is appointed and directed at the discretion of the Department Chair and is a department-level appointment only. The Undergraduate Program Coordinator is the Chair of the Undergraduate Committee and is charged with the administration and development of the undergraduate program, including curriculum and advising, and of the department's certificate programs.

Internship Director: The position of Internship Director is appointed and directed at the discretion of the Department Chair and is a department-level appointment only. The Internship Director organizes and administers the department's internship program. Internship requests from potential employers and students should be directed to the Internship Director.

DEPARTMENT STAFF POSITIONS

The department has six full-time permanent staff members who support the department and its faculty and students in reaching their goals. Other staff may be hired for grant and contract support and on a temporary basis as needed. The current staff positions and examples of their responsibilities are:

Administrative Assistant III/Office Manager

The Administrative Assistant III/Office Manager assists the Department Chair in all matters related to administrative duties, serves as time administrator and timekeeper for the department, processes the related department paperwork, takes and distributes faculty meeting minutes, maintains department calendar, oversees student workers, ensures that department facilities are maintained and repaired as required, and coordinates the department's special events. Office Manager also assists faculty with issues related to classrooms and courses when there is a need.

Graduate Staff Coordinator

The Graduate Staff Coordinator provides administrative support to the Graduate Program Coordinator, Associate Chair, and Chair, and assists faculty with issues related to classrooms and courses as related to graduate programs. Specific duties include advising current and incoming graduate students on administrative procedures, overseeing the administrative paperwork associated with graduate assistants and assistantships, and assisting in the administration of the graduate program.

Undergraduate Staff Administrator

The Undergraduate Program Staff Administrator provides administrative support to the Undergraduate Program Coordinator, Associate Chair, and Chair, and assists faculty with issues related to classrooms and courses as related to undergraduate programs. Specific duties include processing requests for course overrides, aiding students with registration issues, assisting faculty with orders for textbooks and desk copies, coordinating student teaching evaluations, and assisting in the administration of the undergraduate program. The Undergraduate Staff Administrator also manages the Geography Department social media accounts.

Budget and Travel Assistant

The Budget/Travel Assistant assists the Department Chair, faculty, and staff with their budgetary, grant, and travel needs, field-trip paperwork, as well as procuring goods and services via various university-approved methods. Budget Assistant also keeps department supplies stocked.

Micro Computer Lab Coordinator II/Senior Computer Analyst

The Micro Computer Lab Coordinator II/Senior Computer Analyst orders, installs, and maintains faculty and staff technology resources, installs and maintains software licenses, helps the Chair to coordinate department computer and equipment orders, and maintains the department's inventory records.

Micro Computer Lab Coordinator I

The Micro Computer Lab Coordinator I installs, configures, and maintains computer workstations in the teaching and research labs and graduate student offices, gathers and schedules old asset equipment pickup in the department, and maintains the department's website and digital signs.

OFFICE AND CLASSROOM POLICIES

Academic Testing for Students with Disabilities

The Academic Testing for Students with Disabilities (ATSD) office within TEMC administers academic tests to students with disabilities. Students with disabilities and faculty will use the same procedures for requesting and for approving testing accommodations, which can be found at:

<https://www.txstate.edu/temc/services/atsd/atsdtestingsystemlink0.html> .

Business Cards

Business cards may be ordered through the Main Office Administrative Assistant III.

Classrooms & Computer Labs

- Be gentle pulling down classroom maps. Report immediately any map malfunction to the main office for repair.
- Close the doors to your classroom/lab when lecturing to prevent distractions to the students and to be courteous of those outside the classroom.
- All faculty conducting classes after 5:00 pm are required to lock their classrooms before leaving, and faculty conducting labs that end after 9:00 pm are required to lock their labs.
- Put things in order when you are finished. Roll up the projector screen and maps, turn off the projector, erase the whiteboard, put the remote back into the cabinet, lock the podium, return desks, tables, and chairs to their original patterns, and turn off lights.
- Remind students to log off the lab computers and to check the copier for any documents they printed.
- Report any damage or repair need to the Department Main Office as soon as possible to ensure maintenance /service request be put in timely and repair /replacement be done appropriately.

Copiers

Departmental copiers are located on the first floor in ELA 150 and on the third floor in the workroom, ELA 343. Close the copy room doors when you are finished. If the copier runs out of toner, staples, or paper, or otherwise is malfunctioning, immediately notify Department Main Office.

Department Calendar

The Department Chair, with the assistance of the Office Manager, creates an event calendar at the beginning of each academic year with dates for important department, university, and discipline events. The calendar is updated for each long semester and as needed throughout an academic year. The calendar is shared with department faculty, staff, and students through e-mails.

E-Mail

All department e-mails are sent to the university assigned e-mail account only. If one chooses to forward from the university email account another e-mail account, it is their individual responsibility to ensure all emails are received appropriately. Non-university email accounts should not be used for university business, including course instruction and communication.

Equipment Requests, Checkout, and Inventory

Faculty may check out a variety of items for professional and classroom related use, for example, laptops, digital cameras, GPS units, projectors. Requests should be made to the Micro Computer Lab Coordinator II/Senior Computer Analyst well in advance of the required date(s). [The Inventoried Equipment Checkout Form](#) must be filled and kept on file with department's Senior Computer Analyst for off-site use of certain items per [UPPS 05.01.01 Section 05.01](#). The Department Chair must approve special equipment arrangements or requests.

Exam Books and Scantrons

Scantrons and examination books (Blue Books) are available from the Main Office. These should be ordered at the beginning of each semester by notifying the Department Budget Assistant.

Facilities and Reporting of Issues

- If you are having a problem with office, classroom, or lab facilities and equipment (e.g., lights, air conditioning, insects, leaks), examples including cleaning request, health hazard, safety concerns, contact the Administrative Assistant III/Main Office Supervisor immediately so a work order can be submitted.
- If you notice a problem in the hallways or restrooms, please contact the department's Main Office.
- Please turn off the lights when you are finished in a room.
- Do not attempt to adjust thermostats – contact the Main Office instead.

Keys

Keys are issued as needed for the access to Evans Liberal Arts Building, the appropriate office space, and the classrooms and labs for teaching and research purposes. All keys are managed and issued by the Ingress Management Services shop. The Department Senior Computer Analyst and Administrative Assistant III serve as our departmental key/access administrator and will facilitate the related key ordering using the AssetWirks Aim system. Lost or stolen keys must be reported to the Ingress Management Services (512-245-7656) or campus Police Department (512-245-2805) immediately!

Mailboxes, Mail/Postage

Mailboxes are located in the mailroom (ELA 139A). Large packages are placed on the overflow shelf. It is against Texas State University policy to have personal mail delivered to your campus address. Outgoing mail must be in the Mailroom (ELA 139-A) by 8:30 a.m. for pickup that day. Personal mail must have the proper postage affixed. Inter-campus mail must be in the Mailroom (ELA 139-A) by 8:30 a.m. for pickup that day. Please contact the department main office for any questions about mail.

Meeting Rooms

Classrooms (116, 311, 312, 315, and 316) and conference rooms (ELA 313, 344, 375 and 384) are available by reservation. Contact Main Office / department staff to reserve a room for group meetings.

Office and Computer

For security reasons, keep your office door locked when the room is unoccupied, and lock valuable or sensitive items in a filing cabinet. You may be assigned a University-tagged computer. You are not permitted to install any software on this computer unless it is licensed by Texas State University or you have approval from ITAC. The list of prohibited software can be found at:

<https://doit.txstate.edu/services/software-license/prohibited-software.html>. Note that all software purchases must be processed by ITAC. Each faculty office has a black-and-white printer; faculty computers are mapped to the department's color printer. Submit requests for toner cartridges via e-mail (including the printer or cartridge number) to department Budget Assistant.

Office Supplies

Office supplies are available by request from the department main office.

Parking Permits

Parking permits for guests on official department or university business (e.g., guest lecturer, colloquium speaker) can be requested with a two-day advance notice from the main office. For information on faculty and staff parking options, please see: <http://www.parking.txstate.edu/faculty-staff.html>. Visitor pay-parking is also available on campus (see <http://www.parking.txstate.edu/visitors.html>).

Telephones

Telephones in the department are part of the campus-wide telephone system. To call campus offices, listen for the dial tone, then dial "5" and the last 4 digits of the number. To call off campus, dial "9" for an outside line, "1," the area code (even for San Marcos), then telephone number. Long-distance numbers cannot be called without a long-distance PIN. Check this link for more information about [University Phone Services](#).

Telephone List

A list of all Geography faculty, staff, masters, and Ph.D. students, and centers is provided at the start of each semester. The list contains each individual's name, room number, and e-mail address. Office phones are equipped with voicemail. To setup the voicemail (i.e. message and password), follow the instructions at <https://itac.txstate.edu/support/phone.html>

Testing Evaluation and Measurement Center (TEMC)

If you need to send exams to the Testing Evaluation and Measurement Center (TEMC), you must fill out an Exam Request form and send it along. The link to all TEMC forms and resources as well as detailed instructions on how to use the support can be found at: <https://www.txstate.edu/temc/>. Main Office student workers will take the exams to the Testing Center. The Testing Center will send the tests back if the Exam Request form is not completed and/or included.

Work Requests

Work request forms are located in the mailroom and are available electronically as well. Please fill out the form completely and legibly. Work requests are processed in the order received as quickly as possible, but we require a minimum 48-hour notice. Requests for making copies of test should be given directly to a staff member in the main office to ensure the tests are secured. Please complete the feedback portion of the Work Request and return it to the main office.

DEPARTMENTAL TEACHING ASSIGNMENTS

The Department Chair, or the Associate Chair at the Chair's request, will invite faculty to submit their course preferences each academic year. Courses are scheduled based on 1) programmatic need, 2) student credit hour (SCH) generation, 3) classroom utilization, and 4) faculty preferences (including seniority). Faculty can appeal to the Department Chair their teaching assignments with justifiable reasons for adjustment.

HB 2504

For each undergraduate classroom course offered for credit by Texas State University and higher education institutions in Texas, Texas HB 2504 - Public Access to Course Information Web Site requires that a syllabus, a curriculum vita for the instructor of record, and the end-of-course student evaluations of faculty be posted online. See <http://hb2504.txstate.edu/> for details.

COURSE SYLLABI

Course syllabi are legal contracts with students that operationalize the Texas State Course Catalog descriptions and must follow all laws of the State of Texas, Texas State University System Regent Rules, and the Texas State University policies and procedures. See AA/PPS 02.03.01 - Conduct and Planning of Courses (<http://policies.txstate.edu/division-policies/academic-affairs/02-03-01.html>) for details. Syllabi must be submitted via online form and include all items specified on the form (Appendix A). The Department Chair or a delegate will review a sample of the syllabi submitted, concentrating on tenure-track faculty and non-tenure line faculty, and PhD student instructors. It is an instructor's responsibility to submit their related course syllabi at the beginning of each semester by logging into [the University HB2504 webpage](#).

FACULTY OFFICE HOURS

Texas State requires each course instructor to have office hours that are shown on course syllabi and posted in the first week of the semester on or adjacent to instructor office doors. The general rule is that for each three-hour course, instructors should have two hours of office hours per week. If the instructor cannot hold office hours on a particular day, he/she should notify the students and ask the department main office to help place a note on the instructor's office door and classroom.

STUDENT EVALUATION OF TEACHING

As per HB2504, Texas State students evaluate instructors using the Student Perceptions of Instruction (SPI) measure, which includes five items:

- The instructor communicated effectively.
- The course was organized effectively.

- The course goals were made clear.
- The instructor conducted class as scheduled.
- The instructor provided opportunity to learn.

The Likert scale used in the evaluation is: strongly disagree, disagree, neutral, agree, strongly agree (in that order).

In addition to HB2504 questions, the Department of Geography and Environmental Studies has two additional questionnaires for end-of-course student evaluation, one for lectures and one for labs (Appendix B).

TEACHING PEER REVIEW

Peer review applies to tenure-track faculty, full-time lecturers, and per-course instructors who are reviewed at least once every academic year (or as employment term allows). Department Chair and the department Instructor Review Committee will work together to arrange for faculty members to conduct teaching peer reviews. Reviews (Appendix G) are based on classroom observations and assessed on the following:

- General Content of Lecture or Presentation
- Grasp of Subject Matter
- Assessment of Lecture or Presentation
- Student Response and Student-Instructor Rapport

FACULTY MEETINGS

All faculty meetings are held using the latest edition of *Robert's Rules of Order* (currently 11th edition, 2011). Faculty meetings are open to all faculty, including tenured and tenure-track, lecturers and senior lecturers, faculty of practice, and research faculty. Three, non-voting, student representatives (one undergraduate, one Master's, one PhD) may attend faculty meetings. Student representatives are excused from executive sessions of faculty meetings in which personnel issues or issues related to specific students are discussed. Personnel Committee meetings are open to faculty on Personnel Committee only.

Faculty meetings (at least three per semester) are held to address important department issues according to the following procedures:

- The Department Chair presents a working faculty meeting schedule for each semester before the initial fall faculty meeting (with an understanding that needs may arise for changes on certain meeting dates). The Department Chair may call special meetings as needed.
- The Department Chair requests items and topics from faculty for inclusion in the meeting agenda. The Department Chair structures the faculty meeting agenda and distributes it to the faculty prior to meeting.

Faculty meeting minutes are disseminated according to the following procedures:

- The Administrative Assistant III/Office Manager or a designee takes the faculty meeting minutes.
- The Department Chair reviews the meeting minutes prior to publication and distribution.
- Faculty meeting minutes are e-mailed to faculty and filed for departmental record.

PC meeting minutes are disseminated according to the following procedures:

- The Associate Department Chair or a designee takes the PC meeting minutes.
- The Department Chair reviews the meeting minutes prior to publication and distribution.
- PC meeting minutes are e-mailed to the PC.

STRATEGIC PLANNING MEETINGS

The department will host at least one strategic planning meeting or retreat annually, organized by the Department Chair.

DEPARTMENTAL COMMITTEES

The Department Chair assigns faculty to department committees in consultation with each faculty member. At the beginning of each academic year, the Chair issues charges to each committee. However, committee members are free to discuss any additional issues they deem relevant. Committee responsibilities are as follows:

- Except for the Personnel Committee, committee meetings are open to all faculty and staff. Individuals with special interest in particular committee proceedings should be invited to attend.
- Committee chairs distribute committee meeting agendas to faculty and staff in a timely manner prior to the meeting.
- Committee meeting minutes are taken by a committee-elected faculty member, except for the Undergraduate and Graduate committees meeting minutes which are taken by the Graduate and Undergraduate Staff coordinators.
- Committee meeting minutes are distributed to all faculty and staff via e-mail in a timely manner.

The Department of Geography and Environmental Studies has twelve regular committees, but this number may change over time depending on department needs. Ad-hoc committees and search committees are created when needed. A brief description of each committee's responsibilities is as follows:

- The Alumni Relationship Committee leads and coordinates department's connection with alumni; the Committee also maintains the department alumni database;
- The Alumni Reunion & Student Celebration committee organizes and coordinates the department's annual Alumni Reunion & Student Celebration;
- The Colloquium Committee organizes and coordinates the department's colloquium series;
- The Distance and Online Education Committee discusses, reviews, and proposes distance and extended learning curriculum to enhance current programs or establish new ones;
- The Evaluation Committee recommends policies and procedures for evaluating faculty;
- The Graduate Committee administers and develops the graduate program, including curriculum and advising;
- The Instructor Review Committee conducts teaching evaluations for graduate students who are instructors of record, as well as some non-tenure line faculty;
- The Library Committee works with the university's main library (Alkek) to develop and maintain the geography collection through purchasing and subscription recommendations;
- The Promotion & Recruiting committee proposes, organizes, and coordinates recruitment and communication events and initiatives, including the department's website;
- The Scholarships & Awards Committee oversees the selection of qualified individuals for the various department scholarships and awards;
- The Texas Geography and Environmental Studies Student Research Symposium (TXGESSRS) Committee organizes the annual TXGESSRS event;
- The Undergraduate Committee administers and develops the undergraduate program, including curriculum and advising, and the department's certificate programs.

ASSIGNMENT OF OFFICES

Faculty offices are assigned per seniority principle, i.e., rank and years in rank. Should offices become available due to retirements or leaves, such offices will be assigned according to the seniority principle, starting with Full Professors. In case of a tie, the principle of seniority is used again for years as Associate Professor, years as (tenure-track) Assistant Professor, and years as Senior Lecturers and full-time Lecturers. The Department Chair may override this procedure if a special need arises.

ALLOCATION OF GRADUATE ASSISTANTS

Graduate Assistants (GAs) are allocated according to the department's programmatic needs and may be assigned to teaching, research, technical assistance, and/or institutional support duties. The input of the faculty member and the GA will be considered at the time GAs are allocated. Although GA hours can be flexible throughout a semester, according to state law GAs CANNOT work more than 20 hours per week full time equivalent (FTE) during the regular fall and spring semesters. See <http://mycatalog.txstate.edu/graduate/academic-grading-policies/graduate-assistants-info/> for details.

TRAVEL FUNDING ALLOCATIONS AND PROCEDURES

There are two primary purposes for departmental funding of travel to academic conferences by full-time faculty: to support the sharing of faculty scholarship among their peers and to support the department's objectives. The department's objectives are to raise the reputation of the department, to promote department activities to a wider community, to enhance recruitment of graduate students, and to enable networking within faculty specialties. For these reasons, allotments are made to faculty annually to give them the opportunity to plan for their attendance to conferences.

It is the desire of the department that the money allotted be used by each faculty member to attend as many conferences as is practical, rather than using the entire allotment to attend only one. Faculty are encouraged, of course, to select the conferences that are most important to their career goals, but it is also suggested that they consider attending conferences with lower registration fees, in less expensive venues, that are in locations requiring lower travel costs, and less expensive accommodations. Conservation of funds will enable the travel-funding budget to go farther. Therefore, it is the policy of the department that a faculty member may use up to 2/3 of their annual funding allotment for travel to an international conference, may use up to 1/2 of their funding allotment for travel to a national conference, and may use up to 1/3 of their funding allotment for travel to a regional conference.

Travel funds are made available to all full-time faculty members each year. Depending on the available budget, the department will fund travel for full-time faculty to participate (such as an officer of the organization, a local arrangements chair, as a presenter of a poster or paper, or as a participant in a panel) in academic conferences up to an annual limit determined by the Department Chair.

For each conference that they plan to attend, the faculty member must submit the Travel Funds Request Form (Appendix C) to the department's Budget and Travel Assistant. This application form includes only

the title of the conference and/or organization, the location of the conference (to determine whether the conference is considered an international, national, or regional meeting), and the dates for the conference trip. The faculty member may submit an unlimited number of trip funding requests but will be reimbursed only up to the maximum allowed amount (described above). The balance of each faculty member's unused allotment will be released for the Department Chair's discretionary use.

Each faculty member will be eligible to receive reimbursement for all legal and qualified expenses (e.g., travel, lodging, per diem, registration fee) not exceeding the limits determined by the Chair and not exceeding the faculty member's remaining allotted funds. Prior to travel to each conference, faculty must complete, sign, and submit a Travel Application Form (Appendix D) for each travel event to the Budget and Travel Assistant. The Travel Application Form requires entry of total funding available for reimbursement for the travel event. This amount may be guided by a more informed calculation of expected expenses. The funding amount must not exceed either the faculty member's allotted funds or the remaining balance of their available funds.

All international travel requests must also include a T-4 form - Release of Liability and Assumption of Risk for Foreign Travel (Appendix E). International travel must be approved by the President's Office and approval usually requires at least 10 business days.

Within two weeks of completion of a travel event, a department Travel Reimbursement Information Sheet (Appendix F) must be completed, signed, and submitted to the department Budget and Travel Assistant, who will enter the expenses to be reimbursed for the travel event on the Concur portal on the Texas State University SAP website. The traveler must verify that the information entered is correct and must submit the completed reimbursement request through Concur.

GRADUATE FACULTY DESIGNATION

[AA/PPS No. 04.01.30 Nomination and Evaluation Procedures for Graduate Faculty](#) divides graduate faculty in three categories:

- Regular Graduate Faculty – may teach master’s and/or doctoral level courses; may chair master’s and/or doctoral committees; may serve as a member of master’s and/or doctoral committees; and may serve on the Graduate Council.
- Associate Graduate Faculty – may teach master’s level and/or doctoral level courses and may serve as a member of master’s and/or doctoral committees.
- Courtesy Graduate – Faculty and professional staff external to Texas State (i.e., faculty and professional staff employed by other institutions or organizations and faculty retired from Texas State) may be nominated in this category and may serve as a member of master’s and/or doctoral committees.

Nomination of graduate faculty members can be automatic upon appointment to the university or through a specific nomination process.

For graduate faculty appointment criteria, and procedures for nomination and revocation, please refer to [AA/PPS No. 04.01.30 Nomination and Evaluation Procedures for Graduate Faculty](#).

FACULTY ASSIGNED TIME WORKLOAD AND WORKLOAD RELEASE

Standard workload expectations for members of the faculty in the Department of Geography and Environmental Studies are defined by university policy (AAPPS 04.01.40: Faculty Workload, <https://policies.txstate.edu/division-policies/academic-affairs/04-01-40.html>), College of Liberal Arts Workload Policy (LAPPS Workload Policy <https://www.liberalarts.txst.edu/about-us/policies-forms/policies/workload-policy.html>), and specified in contract conditions. In some circumstances, members of the departmental faculty may qualify for assigned time workload release. The purpose of this policy is to outline the conditions for such a workload release in the Department of Geography and Environmental Studies. This policy does not address workload release received under Faculty Development Leave, Non-Tenure-Line Faculty Workload Release, or Family and Medical Leave.

Categories of Evaluation

All tenure-line faculty members are ordinarily evaluated in three categories—teaching, scholarly/creative activity, and service. Instructional faculty are ordinarily evaluated for teaching and service. Faculty on phased retirement are ordinarily evaluated only for teaching. See the sections ANNUAL FACULTY REVIEW AND MERIT/PERFORMANCE ASSESSMENT of the Department’s Policies and Procedures.

Workload release

The awarding of workload release is always contingent on the department’s ability to meet its fundamental teaching obligations and prior approval of the Chair. The Chair will make every effort to arrange teaching assignments and allocate resources so that assigned time can be awarded in accord with department, college, and university policies. In addition to the cases discussed below, the Chair may award workload releases on a case-by-case basis. The University (AAPPS 04.01.40: Faculty Workload, <https://policies.txstate.edu/division-policies/academic-affairs/04-01-40.html>) and College of Liberal Arts Workload Policy (LAPPS Workload Policy <https://www.liberalarts.txst.edu/about-us/policies-forms/policies/workload-policy.html>) always supersede those of the department.

Tenure-Line Faculty All full-time tenure-track and tenured faculty members in the Department of Geography and Environmental Studies are expected to meet a set of professional responsibilities that include teaching regular courses, graduate student committee membership and supervision of graduate (Master’s and Ph.D.) students; scholarly/creative activity; and service. The default teaching load is two courses per long semester for faculty members who hold graduate faculty appointment as Regular Doctoral Faculty. Faculty members are also expected to participate in institutional governance.

Instructional Faculty Instructional faculty are expected to meet a set of professional responsibilities that include teaching and service. They may elect to participate in scholarly/creative activities, but they are not required to do so. They are expected to meet a set of

professional responsibilities in teaching and limited service activities. The default teaching load is four courses during each long semester for instructional faculty.

Faculty of Practice. Faculty of Practice are expected to share their professional expertise through the integration of practical knowledge and skills with teaching, scholarship, and service. University policy AAPPS 04.01.23: Faculty of Practice Appointments (<https://policies.txstate.edu/division-policies/academic-affairs/04-01-23.html>) regulates duties, appointments, and promotion policies for Faculty of Practice.

Faculty of Practice will be evaluated annually with the same modalities as tenure-track faculty. Faculty of Practice are eligible for promotion if, every year for the preceding five years, they have received at least 3/4 of the maximum number of points attainable.

Research Faculty. Research Faculty are expected to develop externally sponsored programs, manage large-scale research programs, supervise research teams, or engage in other research-related activities. University policy AAPPS 04.01.21: Research Faculty Appointments (<https://policies.txstate.edu/division-policies/academic-affairs/04-01-21.html>) regulates duties, appointments, and promotion policies for Research Faculty.

Nontenure Line Faculty. Nontenure line faculty are eligible to apply for the Nontenure Line Faculty Workload Release Program (NLFWRP) (<https://www.txstate.edu/facultysenate/resources/AFWR-program0.html>) to pursue research/creative projects, curriculum development, or teaching improvement projects.

Part-Time Faculty Part-time faculty members who are paid per course are expected to meet, in an appropriately proportional way, the same professional responsibilities expected of faculty with comparable rank. This provision does not apply to faculty on phased retirement, whose professional obligations do not include scholarly/creative activity or service.

Professional Service Faculty may earn assigned time workload credit for professional duties. Examples of such service include: holding a major office (such as program chair, or president) in a national or international organization, significant editorial responsibilities (such as editing a book series or a journal), or representing the university/department/discipline in some official capacity. Such assigned workload release shall be reviewed and granted by the Chair on a case-by-case basis and well in advance so that appropriate adjustments in workload can be discussed and approved.

Other University Service Faculty may earn assigned time workload credit for departmental/college/university service, which may include service as Program Review and Self-Study Chair (in the department) or external member (outside the department), Program Coordinator, assessment director, Faculty Senator, or other time-intensive department/college/university service for which no other credit or compensation is earned. Such assigned time workload credit shall be reviewed and granted by the Chair on a case-by-

case basis and well in advance so that appropriate adjustments in workload can be discussed and approved.

Order of Priority In the event that circumstances do not permit providing workload releases to all who are qualified to receive them (e.g., workload releases would interfere with the teaching needs of the department), releases will be distributed in the following order:

1. Releases based on administrative and teaching assignments (e.g., releases for specific departmental roles, such as Undergraduate and Graduate Program Coordinator, or teaching large classes),
2. Releases based on service roles within and beyond the department.

TENURE AND PROMOTION POLICY STATEMENT

For tenure-track faculty members in the Department of Geography and Environmental Studies who began/begin their appointment as an assistant professor in the Fall of 2021 or thereafter, the criteria to be considered for promotion to associate professor with tenure are listed below:

- a) a minimum of 10 refereed publications appropriate to the applicant's specialty area;
- b) evidence of first or single authorship in refereed publications;
- c) evidence of efforts to secure external funding (at least one major research proposal is expected, whether successful or not);
- d) evidence of high-quality teaching at both the graduate and undergraduate levels;
- e) service as major advisor for Master's or PhD students.

For tenured or tenure-track faculty members in the Department of Geography and Environmental Studies who began/begin their current appointment in the department in the Fall of 2021 or thereafter, the criteria to be considered for promotion to full professor are listed below:

- a) a minimum of 15 refereed publications appropriate to the applicant's specialty area after promotion to associate professor;
- b) success in securing competitive external funding appropriate to the applicant's specialty area;
- c) evidence of high-impact research;
- d) evidence of high-quality teaching at both the graduate and undergraduate levels;
- e) service as major advisor for completed Master's and PhD students."

For the university Tenure and Promotion Review policy, please check AA/PPS No. 04.02.20 at <https://policies.txstate.edu/division-policies/academic-affairs/04-02-20.html>.

The below policy statement on Tenure and Promotion applies to faculty who started their appointment before Fall of 2021.

For tenure-track faculty members in the Department of Geography and Environmental Studies, ten refereed articles are required to qualify to be considered for tenure and promotion to Associate Professor, and twelve refereed articles since promotion to Associate Professor are required to qualify to be considered for promotion to Full Professor. Refereed publications should demonstrate leadership and quality. Excellence in teaching and service is also required for all tenure and promotion cases.

For the university Tenure and Promotion Review policy, please check AA/PPS No. 04.02.20 at <https://policies.txstate.edu/division-policies/academic-affairs/04-02-20.html>.

POLICY STATEMENT ON APPOINTMENT AND PROMOTION OF INSTRUCTIONAL FACULTY

The Department of Geography and Environmental Studies follows AA/PPS No. 04.01.26 Faculty of Instruction Appointments on issues regarding appointment and promotion of instructional faculty.

The primary responsibility of an instructional faculty member is to provide effective teaching, learning, and instruction. Instructional faculty appointments may include secondary responsibility for service to internal and external constituents through course or program coordination, professional outreach, committee membership, and/or other activities aligned with instructional activities and outcomes. Instructional faculty appointments may not include research, scholarly, and/or creative responsibilities. However, these activities may be used to document contributions in teaching and/or service.

“Teaching and Learning” activities are performed for and by students. Examples include: How is the faculty member’s teaching approach leading to stronger student learning, as measured by learning outcomes? How does the faculty member respond to peer evaluations of the faculty member’s teaching? How does the faculty member enrich students’ experiences and knowledge (see examples below)? How does the faculty member contribute to the current and future needs of employers or to the next class in the curriculum sequence? Teaching and learning activities may also refer to advances in course design, technology, curriculum design, scholarship of teaching and learning, etc.

Senior Lecturer (prior to September 1, 2024) – This title is restricted to individuals employed with this job title prior to September 1, 2024. Faculty members with this job title must continue to meet the faculty qualifications policy of the Department of Geography and Environmental Studies, demonstrate current and contemporary competence in their teaching content area, and document effective performance in teaching and instruction. Senior lecturer duties include teaching functions and minimal or no service activities. Existing Senior Lecturers may opt to stay in this rank after September 1, 2024, but cannot be promoted to Assistant, Associate, or Full Professor of Instruction after that date. Prior to September 1, 2024, existing Senior Lecturers will have the opportunity to apply for any Instructional Faculty rank they would like their initial appointment to be, but they must meet the minimum qualification for that specific rank according to the Department of Geography and Environmental Studies Faculty Qualifications Policy.

Appointments of lecturers, assistant, associate, and professor of instruction (up to 5-year term for assistant/associate/full professors and up to one year for lecturers, renewable, beginning September 1, 2024)

Lecturer – Appointment to the rank of lecturer may be extended to an individual who meet the Faculty Qualifications Policy of the Department of Geography and Environmental Studies and demonstrate current and contemporary competence in their teaching content area. Faculty members with this job title may be hired on a per-course or part-time FTE appointment, often on a temporary or emergency basis. Lecturer duties include teaching functions and minimal or no service activities.

Assistant Professor of Instruction – Initial appointment to the rank of assistant professor of instruction may be extended to an individual who meet the Faculty Qualifications Policy of the Department of Geography and Environmental Studies, demonstrate current and contemporary competence in their teaching content area, documents five years or fewer of full-time effective teaching and learning contributions at the university level, and continued professional growth.

Associate Professor of Instruction – Initial appointment to the rank of associate professor of instruction may be extended to an individual who meets the Faculty Qualifications Policy of the Department of Geography and Environmental Studies, holds a PhD, demonstrates current and contemporary competence in their teaching content area, documents more than five years of full-time effective teaching and learning contributions—including advances in curriculum, pedagogy, course delivery, or similar innovation—and increased leadership in teaching and instructional activities (e.g., awards, teaching grants, the organization of teaching-oriented workshops, the organization of off-campus programs, the supervision of graduate assistants, service on honors thesis and/or graduate students committees, service as an ambassador of the department, the college, or the university, etc.).

Professor of Instruction – Initial appointment to the rank of professor of instruction may be extended to an individual who meets the Faculty Qualifications Policy of the Department of Geography and Environmental Studies, holds a PhD, demonstrates current and contemporary competence in their teaching content area, documents more than ten years of full-time effective and sustained teaching and learning contributions—including advances in curriculum, pedagogy, course delivery, or similar innovation—and documents recognition for leadership and contributions in teaching and instructional activities (e.g., awards, teaching grants, the organization of teaching-oriented workshops, the organization of off-campus programs, the supervision of graduate assistants, service on honors thesis and/or graduate students committees, service as an ambassador of the department, the college, or the university, etc.).

POLICY STATEMENT ON ANNUAL REAPPOINTMENT OF NON-TENURE LINE TEACHING FACULTY: BY TYPE

(* This policy applies only when these faculty appointment categories exist with Texas State University.)

SENIOR LECTURER (5- OR 3-YEAR TERM):

Faculty who meet or exceed departmental performance expectations, as determined by the evaluation process, will be eligible for retention or reappointment. Failure to meet departmental performance expectations will cause the department to consider whether reappointment is warranted. If the Department determines that a nontenure line faculty member is not to be retained or reappointed, it will give appropriate notice to the faculty member. If the faculty member is to be retained, the Chair and the Personnel Committee will provide the faculty member with specific written suggestions for improvement.

LECTURER (5- OR 3-YEAR TERM):

Faculty who meet or exceed departmental performance expectations, as determined by the evaluation process, will be eligible for retention or reappointment. Failure to meet departmental performance expectations will cause the department to consider whether reappointment is warranted. If the Department determines that a nontenure line faculty member is not to be retained or reappointed, it will give appropriate notice to the faculty member. If the faculty member is to be retained, the Chair and the Personnel Committee will provide the faculty member with specific written suggestions for improvement.

PART-TIME LECTURER (with FTE):

Faculty who meet or exceed departmental performance expectations, as determined by the evaluation process, will be eligible for retention or reappointment. Failure to meet departmental performance expectations will cause the department to consider whether reappointment is warranted. If the Department determines that a nontenure line faculty member is not to be retained or reappointed, it will give appropriate notice to the faculty member. If the faculty member is to be retained, the Chair and the Personnel Committee will provide the faculty member with specific written suggestions for improvement.

ANNUAL FACULTY REVIEW AND MERIT/PERFORMANCE ASSESSMENT

The Department of Geography and Environmental Studies created an *Annual Faculty Review and Merit/Performance Assessment* policy in order to promote quality research, publication, and teaching. The policy has been developed with the following objectives in mind:

- to establish a fair and transparent faculty evaluation system;
- to provide a mechanism for feedback to faculty subject to annual review; and
- to provide a mechanism for assessing faculty performance against a standard.

GENERAL INFORMATION

- **Annual Review.** The University's online, annual review system will be completed by all faculty members. The Chair will notify faculty of the annual review calendar for each academic year. Merit/Performance activities on faculty annual review reports will be referenced by the Chair and faculty evaluators.
- **Access.** All members of the PC will have access to all faculty annual reports for a limited time during the evaluation process and will be notified by the Chair when reports are available online.
- **PC Evaluators.** A subcommittee of four PC members will serve as evaluators and will be rotated annually and apportioned by rank (associate and full) relative to the distribution of faculty by rank in the department. The Chair will call for the selection of the committee at the time of the call for submission of the annual report of professional accomplishments. The evaluators will be systematically selected for that year's review cycle. Evaluators will not be called to the position again until all eligible members have served on the committee. Eligible members have the right to opt out, temporarily for one or more years or permanently. Each faculty member will receive one consensus evaluation score from the group of evaluators who will apply the departmental evaluation rubric (see sections below on scholarship, teaching, and service). The findings of the four evaluators will be submitted to the Chair who will independently review the recommendations forwarded by the subcommittee.
- **Allocation of Merit Funds.** Should university funding be available, merit funds for the year will be allocated as a proportion of the total amount ("the pot") available to the department. Every faculty member will receive a proportion of the pot relative to his/her evaluation score as a portion of the total of the evaluation scores. The sum of points is equivalent to the number of merit shares earned in that evaluation year. Merit shares accumulate over the merit cycle as defined by the administration. All personnel accumulating positive merit shares in an evaluation year will be entitled to merit pay. Personnel accumulating a negative sum of points will be entitled to performance increase for the first year of negative points only. If a faculty member accrues a negative sum of points in the second and/or subsequent years, no performance increase will be given. No merit shares will accrue for an evaluation year with

negative sum of points. The value of a merit share will be determined by dividing the total number of accumulated shares into the total dollars of the department's allocation for merit.

- **Appeals and professional development plans:** For information on faculty evaluation issues, refer to AA/PPS 04.02.10 Performance Evaluation of Continuing Faculty and Post-Tenure Review (<https://policies.txstate.edu/division-policies/academic-affairs/04-02-10.html>).

FULL-TIME TENURED AND TENURE-TRACK FACULTY: MERIT/PERFORMANCE SCORING RUBRIC

Points toward merit are earned based on *scholarship (including grant), teaching (including graduate students mentoring), and service* included on your university annual review report. Detailed explanations of the scoring in each category are listed below in the *Merit/Performance Scoring Rubric*. In addition, the Chair may assign one bonus point per evaluation category at his/her discretion to acknowledge outstanding achievement in that category.

In summary, points are awarded as follows:

Scholarship (publication):	-1 to 4 points
Teaching:	0 to 3 points
Service:	-1 to 1 point
Grant credits:	up to 2 points
Mentoring completion credits:	up to 1 point

SCHOLARSHIP

- **Publication.** Peer-reviewed scholarly or creative work published in the year of evaluation. Examples include refereed journal article, proceedings paper, edited book volume, book chapter, contracted deliverable report, or edited special journal issue. Textbooks are not to be considered for merit.
- **Merit points:**
 - -1: Not meeting minimal expectations
 - 0: Minimal expectation: one publication submission
 - 1: One publication
 - 2: Two publications
 - 3: Three publications
 - 4: Four or more publications (equivalent: scholarly refereed book/monograph)
- Excess publication credits in any one year are carried over to subsequent years. Uncounted research publication credits carried over from previous years must be applied to a faculty member's maximum of four (4) research publication credits per year at the first opportunity. At their discretion, the Personnel Committee evaluator subcommittee may assign one additional research publication point per year.
- **Grants.** A grant is an award for **research**, creative, or contract work of **relevance** to the

faculty's scholarship.

Merit points:

One merit point will be given for three "grant credits." Credit will be given each year when a grant is active following the below rules.

- Four grant credits are counted when a faculty member receives an externally funded research grant that includes at least one academic year of support for at least one graduate student.
- Two grant credits are counted when a faculty member receives an externally funded research grant that does not include support for at least one graduate student for at least one academic year.
- Two grant credits are counted when a faculty member receives an externally funded non-research grant or contract that includes at least one academic year of support for at least one graduate student.
- One grant credit is counted when a faculty member receives an externally funded non-research grant or contract of at least \$5,000 that does not include support for at least one graduate student for at least one academic year.
- One-half (0.5) of a grant credit is counted for submitting an external research grant.
- One-half (0.5) of a grant credit is counted for receiving any internal grant.
- Uncounted grant credits may be carried over to subsequent years.
- A maximum of two additional merit point may be earned in this category in any one year.
- The Chair will provide, annually, each faculty member with their current and carry-over point balances for grant credits.

TEACHING AND MENTORING

- **Courses.** All classes taught each semester are evaluated using the Department's current student teaching evaluation instrument. The mean of questions 8, 9 and 10 is to be used as the summative score for a course. Only courses taught in spring and fall are used for faculty evaluation.

- **Merit points:**
A weighted average of scores for the whole department (tenured and tenure-track faculty members only) is calculated. Merit points are assigned according to the cutoff values below (which were determined using a five-year study of a 0.75 standard deviation interval model):
 - 0: weighted score 3.67 and less
 - 1: weighted score between 3.68 to 3.99
 - 2: weighted score between 4.00 to 4.59
 - 3: weighted score of 4.60 or above

- **Mentoring of Graduate Students.** Mentoring completion credits are earned when a faculty member participates in a graduate committee resulting in a matriculated graduate student.

▪ **Merit points:**

One additional point will be given for five “completion credits.” Credit will be given each year following the below rules.

- Three completion credits are counted when a faculty member finishes a PhD advisee.
- One completion credit is counted for a faculty member who finishes an MS or MAG advisee.
- A one-half (0.5) completion credit will be counted for serving on the committee of a completed PhD student.
- A one-fifth (0.2) completion credit will be counted for serving on the committee of a completed MS or MAG student.
- Uncounted completions may be carried over to subsequent years.
- A maximum of one additional point may be earned in this category in any one year.
- The Chair will provide, annually, each faculty member with their current and carry over point balances for graduate student mentoring completion credits.

SERVICE

- **Assignments.** Faculty are awarded service points for departmental committees and special assignments.

▪ **Merit points:**

- -1: no service or consistent record of non-attendance at faculty and committee meetings
- 0: serve on two department level committees each semester
- 1: serve on three or more departmental committees, college, university, discipline, or professional community service activity

For the purposes of assigning faculty SERVICE merit points, “department-level committees” are defined as the following:

- Alumni Reunion & Student Celebration
- Colloquium
- Diversity and Inclusion
- Evaluation
- Graduate
- Instructor Review
- Library
- Recruiting & Communications
- Scholarships & Awards
- Texas Geography Student Research Symposium (TxGSRS)
- Undergraduate
- Faculty/Staff Search Committee
- Other committees as assigned by the Department Chair

Faculty Advisor service for the student organizations listed below is considered as equivalent to one departmental committee service:

- Gamma Theta Upsilon Geographical Society
- Bobcat Stream Team
- Graduate Forum
- Society for Geographic Information Science
- Student Urban Planner's Organization
- Supporting Women in Geography
- River Inspired Student Effort
- Geology Club
- Environmental Conservation Organization

More information on these organizations is available at:

<http://www.geo.txstate.edu/resources/organizations.html>

NON-TENURE LINE FACULTY OF PRACTICE: MERIT/PERFORMANCE SCORING RUBRIC

Points toward merit are earned based on the information included on the university annual review report. Detailed explanations of the scoring in each category are listed below. Additionally, the Chair may assign one bonus point each for teaching, service, or research at their discretion to acknowledge outstanding achievements and/or leadership.

In summary, points are awarded to Faculty of Practice as follows:

Scholarship: 0 to 4 points

Teaching: 0 to 2 points

Service: -1 to +1 point

SCHOLARSHIP

▪ **Grants.** A grant is an award for research, creative, or contract work.

▪ **Merit points:**

- 0: externally funded research or non-research grant that is less than the faculty of practice's 12-month salary
- 1: externally funded research or non-research grant that equals between 100%-125% of the faculty of practice's 12-month salary
- 2: externally funded research or non-research grant that equals between 125%-150% of the faculty of practice's 12-month salary
- 3: externally funded research or non-research grant that exceeds 150% of the faculty of practice's 12-month salary

▪ **Publications.** Peer-reviewed scholarly or creative work published in the year of evaluation. Examples include refereed journal article, proceedings paper, edited book volume, book chapter, contracted deliverable report, or edited special journal issue. Textbooks are not to be considered for merit.

▪ **Merit points:**

- 1: One or more publications

TEACHING

Faculty of Practice teaching assessments should be conducted with the same modalities as the lecturers, senior lecturers, and tenure-track faculty.

▪ **Courses.** All classes taught each semester are evaluated using the Department’s current student teaching evaluation instrument. The mean of questions 8, 9 and 10 is to be used as the summative score for a course. Only courses taught in spring and fall are used for faculty evaluation.

▪ **Merit points:**

A weighted average of scores for the whole department (tenured and tenure-track faculty members only) is calculated. Merit points are assigned according to the cutoff values below (which were determined using a five-year study of a 0.75 standard deviation interval model):

- 0: weighted score 3.67 and less
- 1: weighted score between 3.68 to 4.59
- 2: weighted score of 4.60 or above

SERVICE

▪ **Assignments.** Faculty are awarded service points for departmental, college, and university committee service, sponsorship of student organizations, leadership roles in professional groups and committees, and/or other special assignments.

▪ **Merit points:**

- -1: no service or consistent record of non-attendance at faculty and committee meetings
- 0: service on one or more department-level committees
- 1: service on more than two departmental, college, university, and/or professional communities

For the purposes of assigning SERVICE merit points, “department-level committees” and service as faculty advisor for student organizations are credited following the same considerations as for full-time tenured and tenure-track faculty.

NON-TENURE LINE INSTRUCTIONAL FACULTY: MERIT/PERFORMANCE SCORING RUBRIC

Instructional faculty will be evaluated in writing by the PC and the Chair in the Spring semester. If areas for improvement are identified, the Chair will provide the instructional faculty member with specific written suggestions for improvement. If a determination is made that the instructional faculty member is not to be retained or reappointed, the faculty member will be given a one-year terminal contract. *The last sentence is pending approval from the Office of the Provost and Executive Vice President for Academic Affairs – JJ 02/16/2024

Points toward merit are earned based on the information included on the university annual review report. Detailed explanations of the scoring in each category are listed below. Additionally, the Chair may assign one bonus point (total) at their discretion to acknowledge outstanding achievements and/or leadership.

In summary, points are awarded to Instructional Faculty as follows:

Teaching: 0 to 3 points

Service: 0 or 1 point

TEACHING

▪ **Courses.** All classes taught each semester are evaluated using the Department's current student teaching evaluation instrument. The mean of questions 8, 9 and 10 is to be used as the summative score for a course. Only courses taught in spring and fall are used for faculty evaluation.

▪ **Merit points:**

Merit points will be assigned according to the cutoff values below, which are also used for tenured and tenure-track faculty:

- 0: weighted score 3.67 and less
- 1: weighted score between 3.68 to 3.99
- 2: weighted score between 4.00 to 4.59
- 3: weighted score of 4.60 or above

SERVICE

▪ **Assignments.** Faculty are awarded service points for departmental, college, and university committee service, sponsorship of student organizations, leadership roles in professional groups and committees, and/or other special assignments.

▪ **Merit points:**

- 0: no committee service
- 1: service on one or more departmental, college, university, and/or professional committees and regular attendance at faculty meetings.

For the purposes of assigning service merit points, "department-level committees" and service as faculty advisor for student organizations are credited following the same considerations as for full-time tenured and tenure-track faculty.

NONTENURE LINE LECTURER (INCLUDING PER-COURSE INSTRUCTOR): PERFORMANCE REVIEW

Per-course instructors are reviewed at least once every academic year (or as employment term allows). Department Chair and the department Instructor Review Committee will work together to arrange for faculty members to conduct teaching peer reviews. More information is included in the PEER TEACHING REVIEW policy section of this document.

PHD GRADUATE ASSISTANT WITH INSTRUCTOR-OF-RECORD TEACHING RESPONSIBILITIES (I.E., DOCTORAL TEACHING ASSISTANT):

Teaching evaluations (students and faculty) are to be routinely conducted for Doctoral Teaching Assistants. The Instructor Review Committee is responsible for conducting faculty evaluations of

teaching, reviewing student teaching evaluations, and providing mentoring assistance as needed for these instructors. The committee will provide qualitative evaluations of each instructor to the Chair. The Chair is responsible for performance evaluation of Doctoral Teaching Assistants.

EVALUATION OF GRADUATE ASSISTANTS

At the end of each semester, faculty members are asked to assess their Graduate Assistant's job performance using the form in Appendix H.

WORKPLACE ISSUES

Any employee with a workplace complaint related to sexual assault, dating violence, stalking, sexual harassment, domestic violence, sexual exploitation, and sexual intimidation is advised to follow the relevant university policies and procedures as outlined in [TSUS Sexual Misconduct Policy](#). AA/PPS 04.02.32 - Faculty Grievance Policy describes the university's grievance procedures (see <http://policies.txstate.edu/division-policies/academic-affairs/04-02-32.html>).

AWARDS AND SCHOLARSHIPS

The department has a variety of awards and scholarships that honor faculty, staff, students, alumni, and community members annually at the Alumni Reunion and Student Celebration (ARSC). Listings of these awards and scholarships and their descriptions and criteria are located on the department website at <https://www.geo.txstate.edu/resources/scholarships.html>.

ALUMNI REUNION AND STUDENT CELEBRATION

In Spring 1995 the department organized the first alumni reunion, which was later combined with a celebration of Geography's outstanding students. The annual Alumni Reunion & Student Celebration celebrates through scholarships and awards the accomplishments of students, alumni, faculty, and friends of the department in an atmosphere of camaraderie and friendship.

STUDENT ORGANIZATIONS

The Department of Geography and Environmental Studies is home to the following student organizations:

- Gamma Theta Upsilon (GTU) Geographical Honor Society;
- Society of Geographic Information Science (SOGIS);
- Student Urban Planner's Organization (SUPO);
- Supporting Women in Geography (SWIG);
- River Inspired Student Effort (RINSE);
- Bobcat Stream Team (BST);
- Geology Club;
- Environmental Conservation Organization (ECO).

More information on these organizations is available at:
<http://www.geo.txstate.edu/resources/organizations.html>

APPENDICES

Appendix A. Syllabus Checklist

Appendix B. Department of Geography and Environmental Studies Teaching Evaluations

Appendix C. Faculty Travel Requests Form

Appendix D. Travel Application Form

Appendix E. T-4 form - Release of Liability and Assumption of Risk for Foreign Travel

Appendix F. Travel Reimbursement Information Sheet

Appendix G. Peer Teaching Evaluation

Appendix H. Graduate Assistant Evaluation

Appendix A. Syllabus Checklist (need to be updated)

**Department of Geography
Texas State University
Faculty and Ph.D. Student Instructor Syllabus Check List
Submit before 2nd Class Day!**

Procedure:

1. Please fill in the required information below, then check each box under the Syllabus Check List heading to verify that the criteria have been met. Sign by typing in your name at the bottom.
2. Send electronic versions only of this document and the syllabus as attachments to Pat Hell-Jones at ph19@txstate.edu. Please name the electronic version of this checklist in this format: **GEO#### Checklist** and the electronic version of the syllabus as **GEO#### Instructor**.
3. Please submit either as a Word document (**preferred**) or in PDF format.

+	Instructor Name:	
	Course prefix and number:	
	Course name:	
	Semester:	
	Days/Time	
	Location:	

COURSE INFORMATION:

- Course prefix and number
- Course title
- Day(s), time, location, and semester being taught
- Catalog description precisely as it appears in the current catalog.

INSTRUCTOR INFORMATION:

- Name
- Office number
- Phone number
- E-mail address
- Office hours
- Lab or teaching assistant information if applicable (same information items as for instructor)

MATERIALS AND POLICIES:

- Required text books and materials** (author(s), title, publisher/publication date and/or edition) and where found (bookstores, reserve in library, Internet, etc.)
- Classroom & attendance policies**
- Exam policies including make-up policy**
- Date and time of FINAL EXAM** (calendar is at: <http://www.registrar.txstate.edu/persistent-links/final-exam-schedule.html>). Texas State University policy: *Final examinations will be given by all faculty members and taken by all students; however, when subject matter dictates inappropriateness, the Chair and faculty member must concur on an alternate method of evaluation. Finals will be administered according to the published schedule. Individual students with conflicts or serious problems may take a final at an alternate time if they secure permission from their instructor, Chair and College Dean. Faculty who wish to change the time of the final exam for an entire class may do so with permission from their Chair, College Dean, and the Provost (Faculty Handbook, October 2018, pg. 60).*

- Instructor's grading policies** such as exams/quizzes, assignments, presentations, extra credit, attendance, the time frame in which students can expect their assignments and exams to be returned, and how final grades are calculated and assigned.
 - Brief course outline or calendar for progression of the course**
 - Any special requirements** (computing capability, off campus experiences, etc.)
 - ADA statement** (<http://www.txstate.edu/effective/upps/upps-07-11-01.html>) (full statement—for reference only, too long to incorporate into syllabus). Recommended text: *Students with special needs (as documented by the Office of Disability Services) that will require compensatory arrangements must contact the instructor no later than the fourth class period to discuss specific arrangements and logistics. Students who have not already done so will be required to contact the Office of Student Disability Services located at LBJ 5-5.1 (512.245.3451). Texas State University is dedicated to providing these students with necessary academic adjustments and auxiliary aids to facilitate their participation and performance in the classroom.*
 - Academic Testing for Students with Disabilities** (<http://www.txstate.edu/temc/atsd.html>). Recommended text: *Students who are approved for testing accommodations have the option of using Academic Testing for Students with Disabilities (ATSD) office to take in-class tests or quizzes with their accommodations. Any student who schedules a test(s) with ATSD must schedule tests during the in-class scheduled test time (or seek an exception from the instructor) and are expected to take the test at ATSD. If a student schedules to take test with ATSD but decides that they will take the test in the classroom, the student will be responsible for notifying the ATSD and the instructor prior to the class start time.*
 - Texas State University Honor Code** (<http://www.txstate.edu/effective/upps/upps-07-10-01.html>) Recommended text: *Learning and teaching take place best in an atmosphere of intellectual fair-minded openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of the university and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in **Texas State Student Handbook**.*
 - Learning Outcomes Recommended Text:** *The Department of Geography's Student Learning Outcomes for all departmental programs may be reviewed at: <https://www.geo.txstate.edu/about.html>.*
 - A brief description of each major course requirement**, including each major assignment and examination.
 - A general description of the subject matter of each lecture or discussion.**
- Finally, this message is now required on all printed material that includes the Texas State University name: "A member of the Texas State University System"*

Signature of Instructor of Record	Date

Appendix B. Department of Geography and Environmental Studies Teaching Evaluations

Undergraduate/Graduate Student Evaluation of Teaching Effectiveness Questionnaire

Lecture Questions

1. The course goals were clear.

Strongly Disagree Disagree Neutral Agree Strongly Agree

2. The course policies were clear.

Strongly Disagree Disagree Neutral Agree Strongly Agree

3. The course was well organized.

Strongly Disagree Disagree Neutral Agree Strongly Agree

4. Assessments (exams, papers, projects, etc.) results were returned within a reasonable length of time.

Strongly Disagree Disagree Neutral Agree Strongly Agree

5. The instructor communicated effectively.

Strongly Disagree Disagree Neutral Agree Strongly Agree

6. Assessments (exams, papers, projects, etc.) were consistent with the course content.

Strongly Disagree Disagree Neutral Agree Strongly Agree

7. Class atmosphere was conducive to asking questions.

Strongly Disagree Disagree Neutral Agree Strongly Agree

8. This course improved my knowledge of this subject.

Strongly Disagree Disagree Neutral Agree Strongly Agree

9. I would recommend this course.

Strongly Disagree Disagree Neutral Agree Strongly Agree

10. I would recommend this instructor.

Strongly Disagree Disagree Neutral Agree Strongly Agree

Lab Instructor Teaching Effectiveness Evaluation

1. Initially my interest in this subject was: Very Low Low Moderate High Very High

2. My interests in this subject is now: Very Low Low Moderate High Very High

3. The Instructor is well prepared.

Strongly Disagree Disagree Neutral Agree Strongly Agree

4. The Instructor is knowledgeable about subject.

Strongly Disagree Disagree Neutral Agree Strongly Agree

5. The Instructor recognizes when students are confused.

Strongly Disagree Disagree Neutral Agree Strongly Agree

6. The Instructor states objectives of the lab clearly.

Strongly Disagree Disagree Neutral Agree Strongly Agree

7. The Instructor is helpful and courteous.

Strongly Disagree Disagree Neutral Agree Strongly Agree

8. The Instructor is available outside of class.

Strongly Disagree Disagree Neutral Agree Strongly Agree

9. The Instructor is fair in dealing with students.

Strongly Disagree Disagree Neutral Agree Strongly Agree

10. The Lab is well organized.

Strongly Disagree Disagree Neutral Agree Strongly Agree

11. The Lab is clearly presented.

Strongly Disagree Disagree Neutral Agree Strongly Agree

12. Lab exams/quizzes are fair and clearly presented.

Strongly Disagree Disagree Neutral Agree Strongly Agree

13. Lab exams are spaced well and provide for thorough evaluation of student lab progress.

Strongly Disagree Disagree Neutral Agree Strongly Agree

14. I would recommend this lab instructor to other students.

Strongly Disagree Disagree Neutral Agree Strongly Agree

15. For the credit received, the workload in this lab is:

Well Below Average Below Average Average Above Average Well Above Average

16. Overall, I would evaluate the lab as:

Well Below Average Below Average Average Above Average Well Above Average

Appendix C. Faculty Travel Requests Form

Department of Geography
Travel Funds Request
(one form per meeting or conference)

Due XXXX

**ALL TRAVEL MUST BE APPROVED BEFORE TRAVEL DATES to be
ELIGIBLE for REIMBURSEMENT**

Name _____ Date of Request _____

Organization _____

Location of Meeting _____

Date(s) _____

**Note: If the committee has any questions concerning this request,
authentication material may be requested of the faculty member.**

Type of Meeting
(check one)

International

National

Regional

State

Local

**A copy of the conference program is now needed to attach to your travel
reimbursement. An electronic version is preferred.**

*Departmental policy requires a submission for reimbursement
within two weeks/ten working days upon return from approved travel.*

TRAVEL OFFICE: <https://www.txstate.edu/gao/ap/travel/>

Appendix D. Travel Application Form

Department of Geography: Travel Application

REVISED AUG 2015

Name: _____ **Position:** Asst. Professor _____
 (E.g. Professor, Graduate/Undergraduate Student)

When are you leaving:		Departing Time:	
When are you returning:		Returning Time:	

Country* or State and City: *Please complete foreign liability form if traveling outside US.	
Additional Destinations: Please state whether additional destinations are personal or business.	

Activity Type: *Please include conference title if applicable.		
Requested Funding:	\$ *Departmental funding determined by Chair.	\$ *Alternate funding requested from start-up, grant, ICR, or alternate source.

TO BE COMPLETED BY FACULTY ONLY

I suggest the following arrangements to take care of my classes in my absence, and if the trip is approved, I will assume responsibility for making these arrangements and seeing that they are executed.

CLASS	TIME OF MEETING	SUGGESTED ARRANGEMENT

I acknowledge the departmental policy in which I must submit my receipts for reimbursement **no** later than **2 weeks or 10 working days** from the date of my return. I understand that failure to meet this deadline or failure to turn in all necessary travel documentation **will result** in the **loss of travel funding**. All exceptions to this rule **must** be approved by the Chair.


SIGNATURE OF APPLICANT

DATE

APPROVAL FROM ACCOUNT MANAGER

DATE

Appendix E. T-4 form - Release of Liability and Assumption of Risk for Foreign Travel

 <p style="text-align: center;">TEXAS STATE UNIVERSITY <i>The rising STAR of Texas</i></p>	<p style="text-align: right;">Form T-4</p> <p style="text-align: center;">INTERNATIONAL TRAVEL RELEASE OF LIABILITY, INDEMNIFICATION, AND ASSUMPTION OF RISK AGREEMENT</p>
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Individual Traveling:

*Each adult employee or student traveler must complete this form and attach it to their Travel Request or Funds Commitment. Accompanying dependents and guests must sign the applicable T-4G (guests) or T-4M (parent/guardian on behalf of a minor) for travelers to attach as well.

Destination(s): Travel Request #:

Date of Departure: / / Date of Return: / / # of Personal Travel Days:

University Department Contact: Phone #:

Are there any dependents and/or guests traveling with you? Yes No If yes, how many?

Each traveler submitting this agreement must initial all sections and sign below. This agreement is only applicable if the travel advisory is a Level 3 prior to or during travel. Travel to a country or area with a Level 3 advisory is considered voluntary travel. If an advisory is Level 1 or 2, this agreement does not apply, but travelers must ensure their travel details are registered with International SOS at least 5 days prior to departure.

This is a Release of Liability, Indemnification, and Assumption of Risk agreement. Read it carefully and sign below. Completion of this form is required before you participate in the Activity. This document cannot be altered or modified by any verbal or written statements.

Releasees:
Initial "Releasees" in this agreement are: The Texas State University System, Texas State University, and all regents, directors, employees, agents, officers, and volunteers of such entities.

Assumption of Risks: I request and voluntarily choose to participate in the Texas State University (University) travel to the destination listed above. I am aware of the risks, perils and hazards connected with the Activity. I acknowledge that loss of property, personal or bodily injury, or death might result from the Activity and/or the acts of others. I elect to participate voluntarily and engage in the Activity knowing that the Activity may be hazardous to my property and me. I voluntarily and expressly agree and promise that I assume full responsibility for property loss or damage, and for personal injury, including death, that I may sustain as a result of being engaged in the Activity, whether based on the negligence or other wrongful conduct of the Releasees or not.

INDEMNIFICATION: I AGREE TO INDEMNIFY, PROTECT, DEFEND (ON DEMAND), AND HOLD HARMLESS THE RELEASEES FROM ANY AND ALL LOSS, LIABILITY, DAMAGE, OR COSTS OF ANY NATURE WHATSOEVER, WHETHER NOW EXISTING OR HEREAFTER ARISING, INCLUDING WITHOUT LIMITATION, COURT COSTS AND ATTORNEY'S FEES, THAT THE RELEASEES MAY INCUR DUE TO MY PARTICIPATION IN THE ACTIVITY AS SUCH ACTIVITY IS DESCRIBED HEREIN, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE. FOR EXAMPLE, I SPECIFICALLY AGREE TO INDEMNIFY, PROTECT, DEFEND (ON DEMAND), AND HOLD HARMLESS THE RELEASEES FROM ANY LOSSES THE RELEASEES MAY INCUR AS A RESULT OF MY LOSS OF PROPERTY, MY PERSONAL OR BODILY INJURY OR DEATH, MY INJURING ANOTHER PERSON AND/OR MY DAMAGING ANOTHER PERSON'S PROPERTY WHILE PARTICIPATING IN THE ACTIVITY.

THE INDEMNITY OWED BY ME AS SET FORTH HEREIN IS SPECIFICALLY INTENDED TO INCLUDE CLAIMS CAUSED, OR ALLEGED TO HAVE BEEN CAUSED, IN WHOLE OR IN PART, BY THE RELEASEES' OWN NEGLIGENCE.

Release: In consideration for facilitating my participation in the Activity described herein, I release, discharge, and agree not to sue the Releasees for any claims, demands, actions, and causes of action of any nature whatsoever, including, without limitation, any claims of negligence, arising out of any loss or damage to my property and/or any personal injury or death, that I may sustain, whether or not caused by the negligence of any of the Releasees,

while participating in the Activity, whether supervised or unsupervised, or while in transportation to or from the Activity.

THE RELEASE, DISCHARGE, AND COVENANT NOT TO SUE SET FORTH HEREIN IS SPECIFICALLY INTENDED TO INCLUDE CLAIMS CAUSED, OR ALLEGED TO HAVE BEEN CAUSED, IN WHOLE OR IN PART, BY THE RELEASEES' OWN NEGLIGENCE.

Initial

Intent: I intend that this Activity Release of Liability, Indemnification and Assumption of the Risk Agreement bind not only me, but also the members of my family and my spouse, and my heirs, assigns, and personal representatives. I intend this as a release, discharge, and promise not to sue the Releasees. I further agree that this Release of Liability, Indemnification and Assumption of Risk Agreement should be construed in accordance with the laws of the State of Texas.

Initial

Free Act: I acknowledge that I have read and understand this Release of Liability, Indemnification and Assumption of the Risk Agreement and understand that it is legally binding. I understand it and sign it voluntarily as my own free act.

Assumption of Risks for Travel to Regions of a Country with a Travel Advisory of "Level 3":

Initial

To the extent travel will be to regions of a country that are listed by the United States Department of State with a Level 3 travel advisory warning, the following conditions apply:

- I understand and agree that my travel details will be registered with the International SOS at least 5 days prior to the beginning of my travel.
- I have personally confirmed, and I hereby affirm that the regions of a country to which I intend to travel are currently listed by the United States Department of State (State Dept.) with a Travel Advisory of Level 3.
- I understand and agree that I am voluntarily choosing to participate in travel to regions of a country which have been identified by the State Dept. as a Level 3.
- I understand and am fully aware of the risks, perils and hazards connected with travelling to regions of a country identified by the State Dept. as a Level 3.
- I understand and acknowledge that regions of a country identified by the State Dept. as a Level 3 may have an unstable government, civil war, ongoing intense crime or violence, terrorist's attacks and may be hostile to visitors from the United States.
- I understand and acknowledge that I may sustain loss of property, personal or bodily injury, including death, by travelling to regions of a country with a Level 3 Travel Advisory.
- I voluntarily and expressly agree and acknowledge that I assume full responsibility for property loss or damage, and for personal injury, including death, that I may sustain as a result of travelling to regions of a country with a Level 3 Travel Advisory, whether or not such loss, injury or death is based on the negligence or other wrongful conduct of the Releasees.
- I understand and agree that I will cancel my travel prior to my departure date if the State Dept. raises the Travel Advisory of the region of a country to which I intend to travel to a Level 4.
- I understand and agree if the State Dept. raises the Travel Advisory to a Level 4 for the regions of a country I am travelling after I have begun my travel to said regions of a country, that I will immediately return to the United States and cancel the remainder of my travel to the regions of a country identified as Level 4.
- I agree and affirm that it is my responsibility to continuously monitor all Travel Advisories from the State Dept. for the regions of a country to which I intend to travel. <http://travel.state.gov/content/passports/english/alertswarnings.html> I also will ensure I registered to receive the International SOS country alerts while I am traveling to said regions of a country.

I certify that I am of lawful age (18 years or older) and legally competent to sign this Agreement.

Signature

Date

Appendix F. Travel Reimbursement Information Sheet



Travel Reimbursement Information Sheet

Name: _____ **Destination:** _____

Travel Dates _____

Please check **ALL** items for which you are seeking reimbursement. Make sure that you have an **itemized receipt** for each item you have selected, excluding mileage. Please attach all receipts, conference programs, and other necessary travel information to this sheet. Return to **Joyce M. Wilkerson, CTPM, ELA 129, ext. 2092, jw60@txstate.edu**

- Airfare
- Lodging
- Meals
- Taxi/Shuttle/Bus/Limo
- Rental Car
- Registration Fee
- Parking
- Mileage: To: _____ From: _____

Please account for each day of your trip below as it relates to Texas State University official business. Please include the times that you left and returned to headquarters (San Marcos).

Date

Daily Information

Signature: _____ **Date:** _____

Last updated 04/18/2017

Appendix G. Peer Teaching Evaluation

Department of Geography
Peer Class Visitation for Evaluation of Teaching

Instructor Evaluated: _____

Evaluator: _____

Course #: _____ Course Title: _____

Date of Evaluation: _____ ~~Approx~~ Class size: _____

General Content of Lecture or Presentation:

Grasp of Subject Matter:

Assessment of Lecture or Presentation:

Student Response and Student-Instructor Rapport:

Additional Comments:

Appendix H. Graduate Assistant Evaluation

**Texas State University
Department of Geography and Environmental Studies**

Graduate Assistant Evaluation

Semester/Year: _____

Graduate Assistant's Name: _____

Faculty Member: _____

Check one:

_____ Research Assistant
Section

_____ Lab Instructional Assistant

_____ Instructional Assistant for Lecture

Brief description of Graduate Assistant's Duties

Evaluation: Please check the response that best states your view of your GA's work.

	<u>Yes</u>				<u>No</u>
1. The RA/IA met with you routinely as scheduled.	_____ 5	_____ 4	_____ 3	_____ 2	_____ 1
2. The RA/IA completed tasks in a timely manner.	_____ 5	_____ 4	_____ 3	_____ 2	_____ 1
3. The RA/IA had the necessary skills.	_____ 5	_____ 4	_____ 3	_____ 2	_____ 1
4. The RA/IA seemed intellectually interested in the work.	_____ 5	_____ 4	_____ 3	_____ 2	_____ 1
5. Would you recommend continued assistantship support?	_____ 5	_____ 4	_____ 3	_____ 2	_____ 1

Additional Comments: