



**PART-TIME  
(ADJUNCT)  
FACULTY RESOURCE MANUAL  
2019-20**



**Prepared by the Office of the Provost**

# PART-TIME (ADJUNCT) FACULTY RESOURCE MANUAL

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## **FORWARD**

### **Purpose**

The *Part-time (Adjunct) Faculty Resource Manual* is prepared periodically as a ready reference for answers to most questions concerning the role and function of the part-time faculty member at TCU. Additionally, the *Resource Manual* attempts to provide information about University policies and procedures that apply to classroom teaching responsibilities (or its equivalent) by part-time faculty. The *Resource Manual* is by design a selected presentation of information and is not meant to be an all-inclusive source. More precise and detailed information about University policy and practice can be obtained from other publications that may be secured from your immediate supervisor.

The provisions of this *Resource Manual* are current only at the time of publication and may be amended or revoked at the discretion of the University administration and following a reasonable opportunity for consultation with segments of the University community affected by proposed changes.

If errors are found in this publication, or if additional items should be included in subsequent editions of the *Resource Manual*, please notify the office of the Provost/Vice Chancellor for Academic Affairs 817-257-7101, Sadler Hall, Room 4022.

### **GENERAL INFORMATION**

TCU is an independent institution founded in 1873. Related to the Christian Church (Disciples of Christ), it is non-sectarian and all religious activity is voluntary.

TCU is composed of seven schools and colleges. AddRan College of Liberal Arts, the M. J. Neeley School of Business, the Bob Schieffer College of Communication, the College of Education, the College of Fine Arts, the Harris College of Nursing and Health Sciences, and the College of Science and Engineering offer

programs at both the graduate and undergraduate levels. The John V. Roach Honors College is a non-degree granting school and offers courses at the undergraduate level only. The University's Office of Extended Education offers additional services to adult students who take college courses in the evening and during the summer months; also, non-credit special courses are offered to meet various community needs.

TCU is one of approximately 107 institutions in the United States with a Carnegie classification of Doctoral Universities: Higher Research Activity and one of 286 with chapters of Phi Beta Kappa.

With 10,394 students, over 8,600 are full-time undergraduates, TCU is considered small to medium-sized among the nation's major universities with students coming from throughout the U.S. and over 70 other countries. Normally, the freshman class includes a 43 percent enrollment from Texas and 57 percent from other states and countries.

## **MISSION, VISION, VALUES**

### **MISSION**

TCU educates individuals to think and act as ethical leaders and responsible citizens in the global community.

### **VISION**

Our vision is to create a world-class, values-centered university experience.

### **VALUES**

TCU values academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance and service.

## **OUR HERITAGE, PHILOSOPHY AND GOALS**

Texas Christian University, founded in 1873, has grown from a small school on the cattle frontier to a major center of independent higher education in a dynamic city. As agents of change in our time

as our predecessors were in theirs, we—faculty, staff, students, and trustees—are united in striving for the constant improvement of the University.

A community dedicated to learning, the University affirms its commitment to rationality, objectivity, diversity, freedom of inquiry, creativity, and civility. TCU is committed as well to the preservation, appraisal, and transmission of knowledge and wisdom and to the discovery of new ideas and knowledge by which the understanding of truth may be extended or corrected.

An independent and self-governing institution, TCU attests that a representative democracy provides the context within which free inquiry may best be protected and encouraged; and the University acknowledges that independent higher education can thrive only in an economic system which prompts and rewards individual initiative. TCU has an historical and intentional connection with a religious body, the Christian Church (Disciples of Christ), that embraces pluralism, rejects sectarian narrowness, encourages a reasoned faith, and affirms the rights of informed individual conscience in religious preference. The University welcomes students, faculty and staff of all religious faiths and takes pride in the diversity of its academic community.

Much of the knowledge students seek is related to their specific career goals. The University, however, regards as essential the advancement and communication of general knowledge which enables students to understand the past, to comprehend the natural and social order, to search for the good and the beautiful, and to integrate knowledge into significant wholes.

Education fosters the capacity for rational decision-making, creative thinking and expression, and responsible living. Though knowledge may be treated as ethically neutral, we believe that questions of value are vital and that the exploration of the moral and religious dimensions of human existence is basic to the love of wisdom. At the center of the educational endeavor are people. Affirming the incalculable worth of each individual, TCU seeks to be a caring community, encouraging close working relationships among all members of the University and challenging students, faculty and staff alike to high achievement. In such a setting,

the enhancement of mental, physical and spiritual gifts contributes to the integration of the self and to the enrichment of the community and humankind.

TCU provides undergraduate and graduate instruction in a vital and inviting residential setting for learning and living.

We intend to maintain and establish only undergraduate and graduate programs that are aimed toward excellence, the well-being of students and the wholeness of the University. We believe there must be a general compatibility among the values and daily practices of the University and its several units.

Among our many goals are the following:

- To conduct curricular and co-curricular activities designed to fulfill the mission and vision of the University.
- To foster undergraduate and graduate studies of excellent quality.
- To provide faculty and staff of high qualification and dedication.
- To expect and encourage excellent teaching and fruitful creativity and research.
- To preserve and contribute to knowledge by aiding in its organization, storage, retrieval, and dispersal; and to use appropriate technology to this end.
- To employ admission, advising, and retention policies that will enable qualified and dedicated students to enter and to pursue successfully their collegiate work.
- To provide a variety of support services that will enhance the educational experience of all students.
- To promote the development of mature individuals who respect others, who cherish a free and just society, who are prepared to act as responsible, literate, informed citizens and life-long learners, and are equipped for ongoing professional success.

- To support co-curricular as well as curricular opportunities for an informed understanding of religious tradition.
- To contribute to the quality of life, work and leisure of citizens in the surrounding metropolitan area through regular instructional programs, continuing education, cultural and intellectual events, research, and through participation of faculty and staff in civic, religious, and other affairs;
- To earn the growing support from those who share the conviction that strong, independent institutions of higher learning are necessary to the continuation of a free society.

## TCU CORE CURRICULUM

The educational experience offered by Texas Christian University reflects its membership in the worldwide academy of learning. The intellectual traditions of the University, honed by the scholarship and creativity of successive generations of faculty, are founded upon a rational and reflective examination of humanity and its natural and social environments. The essential elements of these traditions are captured in the TCU Core Curriculum requirements.

The TCU Core Curriculum is designed to

- embody the liberal arts ethos of Texas Christian University;
- link curriculum requirements to TCU's Heritage, Mission, Vision and Values;
- facilitate a focus on educational competencies, learning outcomes, and assessment;
- show sensitivity to the special needs of students in different colleges and degree programs; and
- provide intellectual challenges and opportunities for students and faculty.

The liberal arts ethos of Texas Christian University is stated clearly in the Heritage, Philosophy and Goals section of the Handbook for Faculty and Staff:

The University... regards as essential the advancement and communication of general knowledge which enables students to understand the past, to

comprehend the natural and social order, to search for the good and the beautiful, and to integrate knowledge into significant wholes.

The TCU Core Curriculum has three components: Human Experiences and Endeavors (27 hours), Heritage, Mission, Vision, and Values (18 hours) and Essential Competencies (12 hours plus six hours writing emphasis). All courses in the TCU Core Curriculum may overlay with other requirements of the student's degree program. The overlay feature provides the flexibility for core requirements to be satisfied in a range between 39 and 63 hours.

For further information about the TCU Core Curriculum Requirements, please go to the following website:

<http://tcu.smartcatalogiq.com/current/Undergraduate-Catalog>. Click on "TCU Core Curriculum."

The TCU Core Curriculum Emendation and Course Information Policy may be found at the following website:

<http://www.core.tcu.edu/documents/EmendationPOL6-23-05.pdf>.

## ORGANIZATION OF THE UNIVERSITY

### **BOARD OF TRUSTEES**

**Board of Trustees.** Under its charter, first issued by the State of Texas in 1874, Texas Christian University is controlled by its Board of Trustees. The bylaws, as amended, provide that the Board may consist of not less than 24 nor more than 50 members, at least one-tenth of whom and not more than one-half less one, shall be members in good standing of some local congregation of the Christian Church (Disciples of Christ). Regular meetings are held in the fall, winter and spring and others at the call of the chair. The Board decides matters of basic policy, approves budgets, elects the Chancellor and Vice Chancellors and is the ultimate authority under the law.

Officers of the Board are the chair, a vice chair, a secretary, and a treasurer and such other officers as the Board deems necessary. An Executive Committee acts for the Board as authorized. Standing committees include Academic Affairs, Audit, Buildings and Grounds, Development,

Executive, Fiscal Affairs, Intercollegiate Athletics, Investment, Student Relations and Committee on Trusteeship. The Bylaws also provide for emeritus and honorary members of the Board.

## **ADMINISTRATION**

**Chancellor.** The Chancellor is the chief executive officer of the University. Elected to this position by the Board of Trustees, this officer is charged with the operation of the institution under and in accordance with policies established by the Board. More specifically, the Chancellor recommends policies and overall plans to the Board and assists in developing its decisions, makes reports and recommendations, receives recommendations and appoints or delegates appointments of faculty and other key personnel, represents the University in educational and other organizations, assists in fund raising and in representing the University to the public, and performs such other responsibilities as the Board may, from time to time, indicate.

The Chancellor's senior administrative team is called the Chancellor's Cabinet and is composed of the vice chancellors, the Director of Intercollegiate Athletics, the Chief of Staff and Secretary to the Board of Trustees, and the Chief Investment Officer. The Director of Intercollegiate Athletics reports directly to the Chancellor on all major policy issues. The Chancellor also designates two staff members to serve as the University's Affirmative Action Officer and the deputy, both reporting to the Chancellor in this capacity. The Chancellor also appoints the University Sexual Harassment Officer.

**Provost and Vice Chancellor for Academic Affairs.** The Provost and Vice Chancellor for Academic Affairs is the senior member of the Chancellor's cabinet and acts for the Chancellor in his absence. The Provost convenes and chairs meetings of the Provost's Council and undertakes special assignments at the request of the Chancellor. This officer has primary responsibility for coordination of planning, policy, development, assessment and overall management of the divisions of academic affairs and Information Technology. This officer has primary responsibility for all academic divisions and programs including AddRan College of Liberal Arts, M.J. Neeley School of Business, Bob Schieffer College of Communication, College of Education, College of Fine Arts, Harris College of

Nursing and Health Sciences, College of Science and Engineering, the Mary Coats Burnett Library, Enrollment Management, the John V. Roach Honors College, and the TCU Core Curriculum. Working with the Provost/Vice Chancellor is a Vice Provost and several Associate Provosts. They have administrative oversight of various academic support units including: the Center for Academic Services, Center for Instructional Services, Center for International Studies (TCU Abroad), Koehler Center for Instruction, Innovation & Engagement, William L. Adams Center for Writing, Institute of Behavioral Research, Intensive English Program, Master of Liberal Arts Program, Ranch Management Program, Office of Institutional Effectiveness, and the offices of Enrollment Management, Extended Education, Scholarships and Financial Aid, Institutional Research, International Education, Center for Instructional Services, Sponsored Research and Registrar. In addition, the Provost/Vice Chancellor chairs the University Council and meets regularly with the Executive Committee of the Faculty Senate.

**Vice Chancellor for Finance and Administration.** The Vice Chancellor for Finance and Administration has responsibility for financial and capital planning, budgeting, accounting and financial reporting, internal audit, risk management, insurance and safety, contract management, University lands, oil and gas asset management, bookstore operations, post office, and the physical plant – including building maintenance and non-residence custodial services, facilities planning, landscaping grounds, and utility services. The Chief Investment Officer, Associate Vice Chancellor and Controller, Assistant Vice Chancellor for Finance, Risk Management, and Associate Vice Chancellor for Facilities report to this office.

**Vice Chancellor for Human Resources.** The Vice Chancellor for Human Resources oversees Benefits, Compensation, Compliance, Employee Relations, Employment, Payroll, Training, Recruiting, and Wellness for the University. A member of the Chancellor's Cabinet, the Vice Chancellor reports directly to the Chancellor and works closely with the Associate Vice Chancellor for Human Resources to address the University's needs.

**Vice Chancellor for Marketing and Communication.** This officer reports to the Chancellor and sits on the Chancellor's cabinet as the chief marketing and communication strategist. This officer is responsible for:

- Overseeing the development of integrated, strategic marketing and communication plans and activities for the University that serve to advance the institution in its entirety, build the institution's reputation, recruit students and find resources;
- Utilizing integrated communication and marketing strategies to ensure a clear understanding of TCU and continued connections, support and visibility among the institution's internal and external audiences;
- Handling crises and other sensitive issues by developing key messages as well as communication strategies in conjunction with other key administrators and staff;
- Monitoring new media, social networking and other communication and marketing trends to identify and appropriately implement strategies to ensure the University's continued visibility with campus members, prospective students, alumni and others.

In addition, this officer oversees the development of communications support and materials for student recruiting and fund raising; is responsible for coordinating various community and city-related projects; oversees internal communication; and works with the Chancellor's staff on marketing and communications matters. This officer has oversight of the offices of Strategic Communications Management, Graphic Design, Editorial Services, Community Projects, Website and Social Media Management, University Operations, Conference Services and shares oversight of the Admission Marketing office and Advancement Communications. In addition, the office of Athletics External Operations also works regularly with the Vice Chancellor for Marketing and Communication to ensure an integration of institution identity within athletics.

**Vice Chancellor for Student Affairs.** The Division of Student Affairs at TCU provides student programs and services that support student success and enhance the collegiate

experience. TCU offers a rich learning environment, and through a variety of experiences, students engage in an intensive process of intellectual, personal, moral and social development. The division holds a special, but not exclusive, responsibility to assure that the co-curricular learning experiences of students are of high quality, are directed to the development of students, and meet both institutional and individual student needs.

The division complements the academic mission of TCU. Through programs, activities and services, the division strives to assure that graduates are prepared to assume roles as productive citizens. Therefore, there is an emphasis on leadership, the ability to accept responsibility and behave responsibly, understanding the global economy and a diverse society, civic engagement, developing opportunities for critical thinking and application of classroom learning, and preparing students for life transitions.

The Division of Student Affairs provides services central to a quality student career, including residential services, health services, leadership and recreation services, career services, dining services, parking services and public safety. The following units and departments comprise the Division of Student Affairs, which is under the leadership of the vice chancellor for student affairs:

- Campus Activities (Brown-Lupton University Union, Fraternity-Sorority Affairs, Student Government Association and Yearbook);
- Campus Life (Education Discipline, Brown-Lupton Health Center, Health Promotions, Alcohol & Drug Education, Counseling, Crisis Response, Sexual Harassment, Electronic Usage Policy, Code of Student Conduct, Student Handbook);
- Center for Community Involvement and Service-Learning (Community Partners, TCU Leaps, Volunteer Fairs, Involved Service Network, Alternative Spring Break);



- Health Services (Health Center, Counseling Center, Psychological Services, Health Education);
- Inclusiveness and Intercultural Services (Inclusiveness Conference, Leadership Retreat for Students of Color, High School Conference, Mentoring for Students of Color Program, Intercultural Banquet);
- International Student Services (Pre-Arrival Services, Immigration, Orientation, Programming and Adjustment Issues, Working on Campus assistance);
- Residential Services (Housing and Residence Life, Dining Services);
- Student Affairs Information Services (Identification Card Center, Card Access);
- Religious and Spiritual Life (Religious Groups and Communities, Spiritual Health and Wellness, Religious Literacy and Education, Worship, Prayer and Pastoral Care and Advocacy, Activism and Relief Work);
- Student Development Services (Common Reading, One Book, One TCU, Chancellor's Assembly, Transition Services, Academic Orientation, Frog Camp, Leadership Development, TCU Leadership Center, Men and Women's Programs and Student Organizations, Parent Program);
- University Career Services (Job & Internship Search Assistance, Developmental Programs, Resume Preparation, Graduate School Application Process);
- University Recreation Center Intramurals/Sports Clubs, Outdoor Programs, Fitness and Wellness, Aquatics); and • Campus Police (Security, Crime Prevention and Parking).

***Vice Chancellor for University Advancement.***

This officer oversees advancement activities including all fund raising and alumni relations programs.

Working with trustees and other volunteer leaders,

University Advancement implements programs designed to secure philanthropic support for TCU. Activities include those aimed at attracting the involvement and support of alumni, parents of current and former students, foundations, corporations, and other friends. *Clearance from this office must be obtained before any proposal is made to off-campus individuals and organizations (except federal and other governmental bodies) for philanthropic support of TCU programs, departments, or projects.*

University Advancement consists of five departments: 1) Development, 2) Athletic Development, 3) Donor Relations, 4) Alumni Relations, and 5) Advancement Operations. Following is a brief description of each of these departments.

Development – Within Development are seven units responsible for the cultivation, solicitation and stewardship of donors.

1. Annual Giving is responsible for securing unrestricted gifts from various constituencies including alumni, parents, faculty, staff and students through personal visits, telemarketing and direct mail. community, the Christian Church constituency, and other friends. *Clearance from this office must be obtained before any proposal is made to off-campus individuals and organizations (except federal and other governmental bodies) for monetary support of TCU programs, departments, or projects.*
2. School and College Development secures gifts from various constituencies to support the University's seven schools and colleges.
3. Regional Development focuses on building philanthropic support from Texas constituents and from other regions across the U.S.
4. Corporate Relations focuses on gifts from this special segment of the donor population.
5. Foundation Relations focuses on gifts from this special segment of the donor population.
6. Parent Giving focuses on gifts from this special segment of the donor population.
7. Planned Giving assists donors who wish to support the University with non-cash gifts or through deferred gifts such as trusts, annuities or bequests.

Athletic Development raises funds for TCU Athletic programs and facilities.

Donor Relations is responsible for the recognition and stewardship of TCU's donors.

Alumni Relations organizes and promotes activities to inform and involve alumni.

Advancement Operations includes Development Information Services (gift records and gift account) and Advancement Research.

***Chief of Staff & Secretary to the Board of Trustees.***

The Chief of Staff, a member of the Chancellor's Cabinet, oversees operations of the Chancellor's office and staff, and facilitates resolution of issues for students, faculty and staff as well as external audiences. This position works closely with the Chancellor's Intern and supervises the Director of Special Projects as well as multiple support staff. Elected to serve the Board of Trustees as its Secretary, the Chief of Staff is the Chancellor's liaison with Board leadership as well as with trustees. This position oversees the production and review of all Board documents as well as coordination of meetings and retreats. As Secretary of the Board, this position implements components of the By-Laws of the Board of Trustees as well as annual reviews of the Conflict of Interest and Code of Conduct processes.

***Chancellor's Intern for Government Affairs.***

The Intern reports to the Chancellor and is a member of the Chancellor's Cabinet.

Responsibilities include:

1. To ensure TCU is prominent among the industry leaders helping to shape the policies and regulations that shape the future of higher education.
2. To establish TCU as a leader in higher education.
3. To influence private higher education issues and policy.
4. To assist, as appropriate, with providing opportunities for high-achieving TCU journalism, strategic communication, and political science students to take courses, have internships, and pursue career opportunities only available in the nation's capital.
5. To secure and enhance the Tuition Equalization Grant (TEG) and represent

the interests of TCU on other policy and regulatory issues as they appear.

***ACADEMIC ORGANIZATION***

***The Schools and Colleges.*** The seven major academic divisions are the basis units of the University's operation. With their special programs and advisory bodies, they are the responsibility of the Provost/Vice Chancellor for Academic Affairs.

The AddRan College of Liberal Arts, the M. J. Neeley School of Business, the Bob Schieffer College of Communication, the College of Education, the College of Fine Arts, Harris College of Nursing and Health Sciences, and the College of Science and Engineering offer work at both the graduate and undergraduate levels. The John V. Roach Honors College is a non-degree granting school and offers courses at the undergraduate level only.

***The Academic Deans.*** Each school and college is headed by a dean who is administratively responsible for its operation. Among their many duties are the recommendation of faculty appointments, promotion and tenure, preparation of proposed budgets, supervision of curriculum, use of facilities, student degree plans and approval of staff travel.

***School Directors and Department Chairs.*** Six of the schools and colleges are organized along departmental lines. There are no department chairs in the College of Education or Honors College. The chairs of these departments have administrative responsibility for planning and operations. They make recommendations to the appropriate dean on faculty, budget, travel, curriculum and other matters. In addition, they assign faculty specific courses to be taught each term.

***Director of TCU Core Curriculum.*** The great value that TCU places on the liberal arts and the University's unique Heritage, Mission, Vision, and Values are partly captured in the university-wide TCU Core Curriculum requirements. The director of the TCU Core Curriculum provides leadership for strategic planning in the areas of program integrity, implementation, funding, and assessment of the TCU Core Curriculum.

### ***Channels of Authority and Communication.***

All schools and colleges and their departments and divisions, all administrative and service offices and functions, have definite lines of authority and communication. These channels should be followed, with matters submitted first to the department or division head, then to the dean or appropriate administrative officer. If necessary, certain items of major importance may then be passed on to the vice chancellor concerned, who may confer when necessary with the Chancellor.

This general policy is designed to conserve the time and energy of all; however, this policy does not preclude quick and ready access to any of the top administrative officials in the case of major personal problems or other exceptional matters.

## **ACADEMIC RESPONSIBILITIES AND PROCEDURES**

***TEACHING.*** The instruction of students is the first purpose of the University and the prime responsibility of every faculty member. Faculty members must maintain professional competency. The University encourages all faculty and staff members to continue their formal education where applicable, and to belong to the important learned and professional societies in their fields. Contributions to professional and other publications are not only encouraged, but are considered important to the maintenance of professional competency. Faculty members are expected to contribute their expertise to various University committees. Chairs and deans should make a special effort not to allow such work to consume an unreasonable amount of the faculty member's time. Faculty members are urged to accept invitations to social events given by student organizations. This is an excellent way to keep acquainted with an important aspect of student life.

***OFFICE HOURS.*** In addition to regular classroom and laboratory hours, all part-time/adjunct faculty members are expected to be available for consultation with students. The times available for consultation may be regularly scheduled and/or by appointment. Faculty

members are urged to consult with the dean or department chair concerning appropriate times and available locations for these meetings.

***UNIVERSITY COMMUNICATION.*** TCU makes every attempt to communicate in a timely and effective manner. The University utilizes U.S. Mail, Campus Mail, telephone calls, and/or TCU-provided email to communicate official University business. Information communicated by TCU email (tcu.edu account) is considered an official communication from the University. In the event of an emergency, the University will most likely communicate via email. Most offices use TCU email exclusively to communicate important information; therefore, it is important to access the TCU email account regularly or forward that account to an email account that is accessed regularly. It is also imperative to keep address and telephone information current. These are maintained via FrogNet.

***COURSE SYLLABUS.*** Students in each course will be given a syllabus very early in the term, preferably on the first meeting of a course. A file copy of the syllabus should be submitted to the department chair or analogous supervisor. A syllabus should include the following:

- the goals of the course;
- a clear statement of course expectations – essentially, what students shall be expected to do in order to satisfactorily complete the course at different performance levels (generally speaking, what does it take to get an A, B, C, etc.);
- a statement of the faculty member's policies on attendance, made-up work, missed exams and the like;
- information concerning major projects or papers and when these assignments must be completed by the students;
- information about the number and dates of the exams;
- a statement reflecting TCU policy regarding accommodations under Americans with Disability Act (ADA);
- a statement indicating how the instructor can be reached and how office hour requirements will be met.

***CLASS "WALKS."*** The granting of "walks" or early dismissal of classes and laboratories is

viewed as a grave breach of professional and academic integrity by the University. This is especially true on days preceding holidays. "Walks" will not be granted at any times unless circumstances beyond the control of the faculty member, such as sudden illness or emergency, should occur.

**FACULTY ABSENCES.** The University recognizes that part-time faculty may, for a variety of reasons, be rendered unable to meet a class on occasion. Illness, required business travel, and other unexpected conflicts are not uncommon. The University is anxious that continuity be maintained in all classes where possible and that students receive the full measure of instruction associated with the credit hour value of courses.

1. Should an unforeseen circumstance render you unable to meet your class at the appropriate time, please contact your department chair or analogous supervisor so a decision can be made concerning how your class will be staffed in your absence.
2. Any individual who will substitute for you during an absence must be approved by an appropriate University official so that person may properly be considered an agent of the University. Liability considerations require this step to be taken.

**GRADING.** The University's system of grading and a discussion of the grade-point system will be found in the *Undergraduate Studies Bulletin* in the Bachelor's Degree section under Definitions and Regulations and in the *Graduate Studies Catalog* under Academic Ratings System. All faculty members should familiarize themselves with the grading section, especially the area dealing with "I" grades and drops. A "Q" grade is assigned for a course that is dropped by permission of the dean of the school or college of the student's major (and dean of the school or college in which the course is offered, if different) in consultation with the instructor of the course when reasonably possible. The University's course numbering system will also be found in the *Bulletin*.

**A FURTHER WORD ON GRADING.** Except under the most extreme circumstances, the assignment of grades is the sole responsibility of the instructor in whose course students are enrolled. In this respect, a few words of caution are appropriate.

1. The responsibility of assigning grades brings with it an obligation to uphold academic standards. High grades are not to be used to encourage growth in enrollment or to preclude student dissatisfaction.
2. Over the past decade, colleges and universities across the nation have experienced grade inflation despite the fact that scores on standardized tests such as the ACT or SAT have been declining. Undoubtedly, a part of the reason for inflation is simply a reduction in academic standards. The setting of quotas for high grades is no answer, for it would deny the instructor the use of professional judgment. A quota system would also ignore the fact that the proportion of high achievers can vary considerably from course to course. Moreover, quotas fail to recognize differences in the ability of instructors to motivate students to perform.
3. Taking the foregoing into account, instructors should seek to compare their grade distributions with those of colleagues teaching similar courses. Department chairs or analogous supervisors will have this information. If an instructor's grade distribution is consistently higher than those of their colleagues, they should reassess the performance standard they employ in their courses.
4. Approaches to evaluating student performance for purposes of assigning a grade are manifold, and the University makes no effort to suggest any one or more approaches to its faculty. It is important, however, that whatever approach or system a faculty member chooses to use is clear and understood by students—and defensible should it be questioned by students.

**DISPUTE OF GRADES.** Occasionally students who are dissatisfied with the grade they receive will approach another faculty or staff member. Students should be encouraged to talk first with the faculty member involved. If the student is not satisfied with the explanation of the determination of the grade, he/she should be instructed to bring his/her concerns to the department chair. The dean's office will not attempt to resolve the situation until the student has talked with the department chair. If the student chooses to escalate the dispute, the dean will consult with

the chair prior to meeting with the student, if possible. A similar process is followed if the student has concerns or complaints regarding a faculty member's course requirements, grading structure, in classroom performance, fairness, etc. A copy of the Procedures for Grade Appeals is included in the Appendix.

## **PROCEDURES FOR GRADE APPEAL**

**Preconditions for a Formal Grade Appeal.** In the event a student questions the appropriateness of a grade assigned for a course or the results of another critical component of a degree requirement (e.g., oral exam, juried exhibition, thesis, etc.) the student must first discuss the matter with the faculty member(s). These discussions between the faculty member and the student should be initiated by the student as soon as possible after the grade is assigned, but no later than five academic days into the next long semester. The faculty member is expected to respond within 5 academic days of the initiation. If there is no response from the faculty member, the student may present the issue directly to the department chair. In the event that the faculty member agrees to change the grade/decision, the normal process for changing a grade shall be followed. If the student wishes to appeal the faculty member's decision after these discussions, he or she must follow the formal grade appeal process outlined below.

Note: An academic day is defined as a school day on which TCU classes are meeting. Initiation of the discussion is any attempt to contact the faculty of record, or chair of examination committee in the case of a candidacy exam or thesis/dissertation defense, about the grade including email or other written correspondence (recommended), personal meeting, and telephone call or message.

### **Formal Grade Appeals.**

1. Appeal to the Department Chair or appropriate Administrator (see Dean's Office for appropriate administrator). If a student has discussed an assigned grade as outlined above and is not satisfied with the outcome, the student may appeal the faculty member's decision in writing to the department chair (see exceptions in next paragraph). A grade appeal to the department

chair or equivalent must be initiated prior to the final drop date of the subsequent fall or spring semester. Exceptions to deadlines set forth herein for students in unusual circumstances (for example, studying abroad) may be granted in writing by the dean of the college in which the course (or critical component) was offered. The department chair will become familiar with the facts of the case by communicating with the student and the faculty member(s). The parties have the right to meet with the chair without the other party present. The faculty member will respond in writing to the department chair concerning the student's appeal.

**EXCEPTIONS** — If the department chair is involved in the appeal as the faculty member (one of the faculty members), the chair of the department advisory committee will assume the department chair's role in the appeal process. If the department does not have a department advisory committee, the chair of the school/college advisory committee will assume the department chair's role in the appeal process.

**APPEAL TO THE ACADEMIC DEAN** — The chair's position may be appealed in writing by the student or faculty member(s) to the appropriate dean within ten academic days of the department chair's decision (see exceptions in this appeal level).

The dean will become familiar with the facts of the case by reading the prior appeal documents and by communication with the student, faculty member(s), and the department chair. The parties have the right to meet with the dean without the other party(s) present.

The academic dean will notify the student, faculty member(s), and the department chair of his/her decision in writing within ten academic days of receiving the appeal. In the event the dean upholds the student's appeal, the change of grade shall be reported by the dean to the registrar's office.

**EXCEPTIONS** — If the dean of the college/school is involved in the appeal as the faculty member, the appropriate associate dean will assume the dean's role in the appeal process.

3. **APPEAL TO THE ACADEMIC APPEALS COMMITTEE** — The dean's position may be appealed in writing by the student, faculty member(s), or the department chair to the Academic Appeals Committee within ten academic days of the dean's decision.

The appeal by the student, the faculty member(s), or the department chair will be sent to the Academic Appeals Committee chair **in writing**. The material corresponding to the appeal should include a letter to the committee discussing the reason for the appeal and all pertinent documents that support the appeal. When the appeal is received the committee chair will ask the appropriate dean for all written documents pertaining to the appeal. Once the chair receives the documents they will be distributed to the appropriate committee members for review. During the review of the material, the chair may request other documents pertaining to the appeal. The chair will set a date for a hearing that will include the appropriate committee members, the student, and the faculty member(s). The chair will request that the dean or a designee be present to represent the college or school.

A hearing will take place at which time all parties will have an opportunity to discuss their case and committee members will ask questions to better understand the appeal.

The committee will confer and come to a decision on whether to support the appeal or not. All parties will be notified **in writing** of the committee's decision within ten academic days of the hearing. In the event the committee upholds the student's appeal, and no further appeals occur, the chair will advise the appropriate dean to report the change of grade to the registrar's office.

The student, faculty member(s) or the chair may appeal the committee's decision to the Provost of the University **in writing** within ten academic days of the committee's decision.

All questions pertaining to the appeals policy and procedures should be addressed to the Chair of the Academic Academics Appeals Committee or the Provost's Office.

**GRADE ROSTERS.** Faculty members are expected to report "Unsatisfactory Progress Reports" for students at mid-semester. A distinctive set of web-based grade rosters is produced. Also, final web-based class rosters for semester grade reporting are produced. Information related to the deadlines, grades, and the return of the rosters will be e-mailed. Grades will be available to students online at the end of

each semester. At mid-semester, students are provided notices by e-mail of the courses in which their progress has been reported as unsatisfactory.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.** TCU abides by the Family Educational Rights and Privacy Act of 1974, a federal law that provides that the University will maintain confidentiality of student records. Faculty should be aware of the requirements of the Family Educational Rights and Privacy Act as the university accords all the rights under the law to its students. No one outside the institution shall have access to, nor will the institution disclose any information from students' educational records without the written consent of the student except to personnel with a need to know within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students of other persons.

*In addition*, the parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1954, section 152, may have access to student records (student is claimed as a dependent on the parents' most recent tax return). If a question arises as to the dependency status of a student, please contact the Office of the Dean of Campus Life for clarification. All the exceptions to the law outlined above are permitted under the Act.

Within the TCU community, only those members, individually or collectively acting in the students' educational interest, are allowed access to student educational records. Those members include personnel in the administrative offices of the University and academic personnel within the limitations of their need to know.

At the discretion of the University, TCU may provide directory information in accordance with the provision of the Act to include student's name, address, telephone number, e-mail, image, church affiliation or preference, names of parents of dependent student's, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous

educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Registrar in writing. Request for non-disclosure will be honored by the institution for only one year and authorization to withhold directory information must be filed annually in the Registrar's Office.

The law also provides students with the right to inspect and review information contained in the educational records, to challenge the content of those records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are not acceptable. Local policy explaining in detail the procedures to be used by TCU for compliance with the provisions of the ACT is available in the following offices: Provost/Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Dean of Campus Life, Registrar, Scholarships and Financial Aid.

### ***Students with Disabilities, Policy and Procedures***

Texas Christian University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. A disability is defined as a physical or mental impairment that substantially limits one or more major life activities.

TCU does not discriminate on the basis of disability, including in the admission process or with access to, or treatment of, or participation in, its programs and activities. No otherwise qualified individual shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the services, programs and activities of TCU solely on the basis of a disability. TCU shall make reasonable accommodations in policies, practices, and procedures, when the accommodations are necessary to afford the opportunity for equal access to educational programs, activities and services to qualified individuals with disabilities, unless the accommodations would fundamentally alter the nature of the programs, activities or services. The full policy can be found at [http://www.acs.tcu.edu/disability\\_services.asp](http://www.acs.tcu.edu/disability_services.asp).

### **Procedures**

Accommodations are not retroactive, therefore, a student seeking an academic accommodation should contact the Center for Academic Services-Student Disabilities Services Office (DS) as soon as possible in (or before) the academic term for which the student is seeking the accommodation. The DS Office is located in the Center for Academic Services, Sadler Hall Room 1010, phone number 817-257-6567.

Each student's situation is evaluated on a case-by-case basis in accordance with applicable laws and regulations. The student must present relevant, verifiable, professional documentation about his or her disability and the associated limitations; complete an intake packet; and meet with designated staff in the DS Office. The determination of accommodations is the result of an interactive process between staff in the DS Office and the student. Students may obtain information on TCU's documentation guidelines in the DS Office in Sadler Hall 1010 or online at: [http://www.acs.tcu.edu/disability\\_documentation.asp](http://www.acs.tcu.edu/disability_documentation.asp).

Information concerning a student's disability is treated in a confidential manner in accordance with University policies as well as applicable federal and state laws. Documentation presented shall be reviewed by the appropriate staff within the DS Office, who may consult with other appropriate professional(s) to evaluate whether there is a disability, to consider accommodations, and assess whether granting accommodations may fundamentally alter a TCU program or cause an undue burden.

If the student qualifies for a classroom accommodation, a Letter of Accommodations (LOA) is prepared by the DS Office. The student is responsible for promptly delivering the LOA, conferring with faculty members, and returning signed Verification forms of the receipt of the letters to the DS Office. Accommodations take effect only after delivery of LOA and conference with faculty. Please allow faculty a minimum of one week to arrange for accommodations.

The DS Office consults with the student and with University faculty and staff to promote delivery of appropriate accommodations, and serves as liaison between the student and faculty members as needed. The student must promptly notify the DS Office if an accommodation granted

by TCU is not being properly performed or is not effective. Classroom accommodations are limited to a single semester, therefore, Letters of Accommodations must be requested each semester.

A student who wishes to appeal a decision regarding appropriate accommodations may do so in writing to the Affirmative Action officer, who shall promptly and equitably decide the appeal, at TCU Box 297090, Fort Worth, TX 76129. The Affirmative Action officer's decision may be appealed within seven calendar days in writing to the Provost, whose decision may be appealed in writing to the Chancellor within seven calendar days. At any step during such an appeal, the person requesting the appeal may confidentially consult with appropriate professionals/advisers within or outside the University.

A student who wishes to file a grievance, which is not an appeal regarding accommodations, over disability-related discrimination, harassment, or retaliation should proceed under TCU policy 1.005, whose subject is discrimination, harassment, sexual misconduct and retaliation.

The Director for the Center for Academic Services is designated by the University to coordinate its efforts to comply with and carry out the responsibilities under Section 504 of the Rehabilitation Act of 1973 (Section 504) as it relates to students. Questions regarding student ADA/504 concerns may be directed to:

Ms. Marsha Ramsey  
Director, Center for Academic Services  
TCU Box 297710  
Sadler Hall 1010  
Fort Worth, TX 76129  
817/257-6567  
[m.ramsey@tcu.edu](mailto:m.ramsey@tcu.edu)

**ATTENDANCE EXPECTATIONS AND OFFICIAL ABSENCE POLICY.** Regular and punctual class attendance is essential, and no assigned work is summarily excused because of absence, no matter what the cause. Records of class attendance are the responsibility of the faculty, and every course's syllabus should clearly state the instructor's policy on class attendance and how attendance affects a student's final evaluation in the course. Students who miss an instructional experience are expected to meet with faculty to discuss their absence as soon as possible.

When a student is absent to represent the university (as in athletics, chorus, band, national or state meetings of organizations represented at TCU), then an Official University Absence may be granted by the Campus Life Office. Faculty/staff who wish to have an activity sanctioned for Official University Absence status must submit the names of all students, including date and hours absent from campus, to the Campus Life Office no later than one week prior to the date of the activity. The Dean of Campus Life reviews and approves the request as appropriate and distributes the names to all faculty through a weekly email to department heads and administrative personnel. Faculty are required to permit to make up work missed because of Official University Absences.

When a student misses class for any reason other than an Official University Absence, the student is expected to follow the instructor's policy as stated in the course syllabus. The student should contact his/her instructor as soon as possible after he/she knows the absence will occur or has occurred. If the cause of the absence is a serious illness, catastrophic accident, or family emergency, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time frame for making up missed work. If the cause of the absence is less compelling (choosing to miss class, oversleeping), instructors may or may not permit the student to make up missed work, and may or may not assess a penalty for class absence.

If any of the following conditions are true, the faculty member should contact the Campus Life Office:

- The faculty member is concerned for the student's health or well-being, or thinks the student needs additional help.
- The student has had excessive absences in the class. (An instructor should not assume that continued absences from class indicates an official withdrawal unless confirmed by the Registrar.)
- The faculty member believes the student has been untruthful about the cause of his/her absence.



If the Campus Life Office is working with a student regarding an emergency or ongoing personal concerns affecting the student's academic performance, the student's faculty will be notified by email or telephone. Students are encouraged to use the resources of the Campus Life Office if an emergency situation occurs, or if assistance is needed to resolve individual concerns.

**WITHDRAWAL FROM CLASS.** After a student has been duly enrolled in a class, he or she is considered to be officially in that class and responsible for a grade until he or she has formally dropped from the class or withdrawn from school. Merely discontinuing attendance does not constitute a drop or withdrawal. A student who desires to drop a course or withdraw from the University should follow the established procedure originating in the Registrar's Office. The date of withdrawal for purposes of tuition adjustment shall be the date of official withdrawal. The Registrar's Office should be consulted for details concerning University withdrawal policy. Students receiving financial aid should consult the Financial Aid Office before dropping courses.

**STUDENT-INITIATED WITHDRAWAL POLICY.** The purpose of student-initiated withdrawal from courses is to enhance the learning opportunity in a program of study. On recognition that a student may lack the background needed for the mastery of course content, the subject matter in a course does not match student need or interest as anticipated, or that course requirements will limit effective appropriation of learning in a semester's overall program of study, a student may withdraw from a course until five (5) academic days following the published date that mid-semester reports of unsatisfactory work are due to the Registrar. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal. There will be no withdrawals after this date during the fall and spring semesters, or a comparable period during a shorter session.

Any student who experiences unusual hardship may seek special consideration through a written petition to the dean of the college of his/her major. Petitions should, where possible, be documented with supporting statements from a doctor, counselor, or family member. That a student is doing unsatisfactory work in a course

will not be taken as sufficient reason for special consideration. If, in the opinion of the dean, the request is justified, a grade of Q (dropped by the dean's permission) may be assigned by the dean after consultation with (1) the instructor of the course, (2) the chairman of the department, and (3) the dean of the college in which the course is offered. Any dean assigning a Q will notify the Registrar's Office.

**BAD WEATHER DAYS.** The days the University is officially closed because of bad weather conditions are identified as bad weather days. When the University is officially closed, all students, faculty and staff members will be excused from reporting, except for those employees providing essential services related to (1) health and safety, (2) the presence of a residential community and (3) agreements with the public for the use of University facilities.

The decision to close the University will be made by 6:00 a.m. on the day in question and will be communicated to local news media. Members of the University community are encouraged to get their information from that source.

### **ACADEMIC CONDUCT POLICY**

If it is to fulfill its missions, an academic community requires that all of its participants maintain the highest standards of honor and integrity. The purpose of the **Academic Conduct Policy** is to make all aware of these expectations. Additionally, the policy outlines some, but not all, of the situations that violate these standards. Further, the policy sets forth a set of procedures that will be used when these standards are violated. In this spirit, this policy outlines below: (1) Academic Misconduct; (2) Procedures for Dealing with Academic Misconduct, and (3) Sanctions. These are not meant to be exhaustive.

I. **ACADEMIC MISCONDUCT.** Any act that violates the spirit of the academic conduct policy is considered academic misconduct. Specific examples include, but are not limited to:

A. **CHEATING.** Examples of cheating include:

1. Copying from another student's test paper, laboratory report, other report, essay, or computer files and listings.
  2. Using in any academic exercise or academic setting, material and/or devices not authorized by the person in charge of the exercise or setting.
  3. Collaborating with or seeking aid from another student during an academic exercise without the permission of the person in charge of the exercise.
  4. Knowingly using, buying, selling, stealing, transporting, or soliciting in entirety or in part, the contents of a test or other assignment unauthorized for release.
  5. Substituting for another student, or permitting another student to substitute for oneself, in a manner that leads to misrepresentation of either or both students' work.
- B. **PLAGIARISM.** The appropriation, theft, purchase, or obtaining by any means of another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving proper credit.
- C. **COLLUSION.** The unauthorized collaboration with another in prepared work offered for credit.
- D. **ABUSE OF RESOURCE MATERIALS.** Mutilating, destroying, concealing, or stealing such materials.
- E. **COMPUTER MISUSE.** Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers owned, leased or operated by TCU or any of its academic units, for the purpose of affecting the academic standing of a student.
- F. **FABRICATION AND FALSIFICATION.** Unauthorized alteration or invention of any information or citation in an academic exercise or academic setting. Falsification involves inventing or counterfeiting information or citation for use in any academic exercise or academic setting.
- G. **MULTIPLE SUBMISSION.** The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.
- H. **COMPLICITY IN ACADEMIC MISCONDUCT.** Helping another to commit an act of academic misconduct.
- I. **BEARING FALSE WITNESS.** Knowingly and falsely accusing another student of academic misconduct.
- II. **PROCEDURES FOR DEALING WITH ACADEMIC MISCONDUCT.**
- A. **DEFINITIONS**
1. Day refers to a school day on which classes are meeting.
  2. Academic dean refers to the dean of the college or school offering the course in which the academic misconduct is alleged to have taken place.
  3. Department chair refers to the academic administrator responsible for the unit providing the instruction in which the alleged academic misconduct occurred.
  4. Faculty refers to the instructor of the course in which the suspected academic misconduct occurred.
  5. Advisor refers to any person selected by the student who accompanies the student during formal hearings. The advisor may speak with the student but may not actively participate in the hearings.
  6. The Academic Appeals Committee is a standing University Committee. The charge and membership of the Committee may be found in the current *Handbook for Faculty and University Staff*.

## B. INVESTIGATION AND INITIATION

1. Students who know of an act of academic misconduct should report the incident to the faculty member teaching the course. The faculty member will obtain the basic facts of the allegation and ask the student reporting the misconduct to write and sign a statement of facts. The name(s) of the student(s) reporting suspected academic misconduct will remain confidential during the informal faculty/student meeting, but must be revealed to the accused student if the resolution proceeds beyond the faculty member and the accused student.
2. Faculty who suspect academic misconduct or who have academic misconduct reported to them must initiate an investigation and meet with the accused student within five days of becoming aware of the incident. A faculty member who is made aware by another person of an act of academic misconduct has the responsibility to investigate the allegation, and, if warranted, pursue the issue as outlines below (C.1).
3. In instances where the suspected academic misconduct is discovered during an academic exercise, the faculty member has the right to suspend immediately the student involved in the alleged activity from further work on the academic exercise.
4. A student, once accused of academic misconduct, will proceed in the course without restriction until resolution of the issue or until the academic dean has taken an action as specified in III.B that removes the student from the course.
5. An "I" grade should be given by the instructor if the alleged misconduct occurs near the end of a semester, for example, during finals, and a sanction outlined in section III has not been applied by the instructor of the dean.

6. If more than one student is accused of the same act of misconduct (e.g. giving and receiving aid), each individual student is guaranteed the right to have the cases heard separately. With each student's permission, the cases can be combined. The faculty/student conference (C.1) is expected from this requirement.

## C. RESOLUTION

1. Meeting Between Faculty Member and Student. This is the first step to be taken in resolving an incident of suspected academic misconduct.
  - a. Within five days of suspecting misconduct, the faculty member will hold a meeting with the student. At this meeting, the faculty member will inform the student of all allegations against him or her and present any information supporting the allegations.
  - b. The student will be given the opportunity to respond to the allegations. The student has the right not to respond.
  - c. The faculty member will decide whether or not academic misconduct has occurred, and, if warranted, apply any combination of sanctions in III.A below, or refer the matter to the Dean for more severe sanctions (probation, suspension, or expulsion). Findings of academic misconduct are based on the preponderance of the evidence.
  - d. The faculty member will notify the student in writing of his or her decision and may send copies to the academic dean, the dean of the college in which the student is enrolled, the department chair, and the Dean of Campus Life. Any such copies of the findings will be kept on file in the college and department offices and in the student discipline files maintained by the Dean of Campus Life.
2. Meeting with Department Chair. This meeting takes place when the student wishes to appeal either the findings of the

faculty member of the severity of the sanction(s).

- a. Within five days of being notified by the faculty member of the disposition of the incident of academic misconduct, the student may request a meeting with the department chair.
  - b. The department chair will become acquainted with the facts and meet with the parties involved in the case. The student has the right to meet with the department chair without the faculty member being present.
  - c. The department chair may either support or reverse the findings of the faculty member, and may lessen the sanction(s) imposed by the faculty member even while supporting its findings. The chair may not increase the severity of the sanction(s).
  - d. The department chair will notify the student and faculty member of his or her decision in writing and may send copies to the faculty member, the academic dean and the Dean of Campus Life. Any such copies of the findings will be kept on file in the college and department offices and in the student discipline files maintained by the Dean of Campus Life.
3. Meeting with Academic Dean. This meeting takes place if the student wishes to appeal either the findings of the department chair or the severity of the sanction(s), if the faculty member recommends sanctions in addition to those listed in III.A.3 and 4 or if the student has been found guilty of academic misconduct previously.
- a. Within five days of being notified the chair of the disposition of the incident of academic misconduct, the student may request a meeting with the academic dean.
  - b. The academic dean will hear the facts of the case and make a decision about the alleged act of academic misconduct or the appropriateness of the sanctions administered by the faculty member. The academic dean

can issue any combination of sanctions listed in III.

- c. The academic dean will notify the student of his or her decision in writing with copies to the department chair and the faculty member. Copies of the findings will be kept on file in the college office and may be sent to the Dean of Campus Life.
4. Academic Appeals Committee. Should the student wish to appeal the decision of the academic dean, he or she has the right to request a hearing before the Academic Appeals Committee.
- a. The student must request this hearing by submitting an appeal letter to the chair of the university Academic Appeals Committee no later than five days from the date of receiving written notification of the dean's findings.
  - b. Upon receipt of the appeal letter, the Chair of the Academic Appeals Committee may request materials from the student, the faculty member, the department chair, and/or the dean.
  - c. The appealing student has the right to appear before the Academic Appeals Committee. The student may bring one person with him or her as an advisor. The advisor may not speak for the student or to the committee. The advisor may only speak with the student. The student must inform the university 5 class days in advance if his or her advisor is an attorney in order for the university to also have an attorney present. Each party shall bear the expense of his/her legal counsel. Legal counsel is to provide counsel only and may not participate directly in the meeting. The meeting is an administrative hearing, not a court proceeding, and is not subject to the procedures or practices of a court of law.

### III. SANCTIONS

#### A. BY THE FACULTY MEMBER:

1. Grant no credit for the examination or assignment in question (treat as a missed assignment).
  2. Assign a grade of "F" (or a zero) for the examination or assignment in question.
  3. Recommend to the academic dean that the student be removed immediately from the course with a grade of "F."
  4. Recommend to the academic dean that the student be placed on probation, suspended or expelled from the University.
- B. BY THE ACADEMIC DEAN OR ACADEMIC APPEALS COMMITTEE: (Previous academic misconduct will be taken into account when either the academic dean or the Academic Appeals Committee considers sanctions for academic misconduct.)
1. Apply sanctions in III.A.
  2. Remove student from the course with a grade of "F." This grade cannot be changed by student-initiated withdrawal and the grade will be included in the computation of GPA even if the course is repeated.
  3. Place the student on suspension from the University for a specified period of time.
  4. Expel the student from the University.
  5. In a case where the academic dean as defined above is not the dean of the college in which the student is enrolled, he or she shall recommend to the Vice Chancellor for Academic Affairs that the student be placed on probation, suspended or expelled.

***DISRUPTIVE CLASSROOM BEHAVIOR AND LACK OF ACADEMIC PROGRESS POLICY.***

Disruptive behavior is prohibited. Disruptive behavior includes but is not limited to conduct that substantially interferes with or obstructs the teaching or learning process. Civil expression of disagreement with the course instructor, during

times when the instructor permits discussion, is not itself disruptive behavior and is not prohibited.

When any student, acting individually or in concert with others, obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged on behalf of the University or held on the University's premises, the student may be asked to stop the disruptive behavior by an instructor or staff of the University. If the student continues, an instructor/staff member is authorized to tell the student to leave the area or classroom and, if the student will not leave, to call campus police.

The instructor/staff may immediately call campus police, without prior request to the student, if presented with an unsafe situation, threatening behavior, violence, or in other appropriate circumstances.

**1. Withdrawal of Student From Class or Other Educational Experience**

When a student disrupts a class or other educational experience, acts in a threatening manner, is not making acceptable academic progress, or if the student's behavior or lack of preparation is detrimental to the educational experience of others or could create an unsafe condition, or if the student is compromising the learning environment, the instructor may take action to withdraw the student from the class or educational experience.

To do this, the instructor shall provide the student written notice of intent to withdraw the student from the class or educational experience, with an explanation of the instructor's reason(s), and with a copy to the instructor's department chair (or, when there is no department chair, to the associate dean of the instructor's college or school). The notice should schedule a meeting with the student and the department chair (or, when there is no department chair, with the associate dean or dean of the instructor's college or school) to occur within 7 days of the notice. The instructor may bar the student from the class or educational experience pending the result of the meeting, and the written notice should advise the student if there is such a bar. At the meeting, the student may have one advisor. Following the meeting, the instructor shall decide whether to withdraw the student from the class or

educational experience. If a student is withdrawn, his or her grade will be recommended by the instructor to the dean of the instructor's college or school as either a "Q" or an "F." The student may appeal this decision within 7 days in writing to the academic dean or designee. During the student's appeal, the student remains withdrawn from and is barred from attending the class. The dean's decision may be appealed in writing to the Academic Appeals Committee within ten (10) academic days of the dean's decision. The Academic Appeals Committee will follow the appeals procedures in the Academic Appeals Committee Policy, which may be obtained in full from the chair of the committee or the Provost's office.

## **2. Denying Enrollment, Suspension, Expulsion, and Other Appropriate Action**

When a student disrupts a class or other educational experience, acts in a threatening manner, is not making acceptable academic progress, or if the student's behavior or lack of preparation is detrimental to the educational experience of others or could create an unsafe condition, or if the student is compromising the learning environment, or if the student has acted contrary to the professional or ethical standards of the University, a department thereof, or a particular field, an academic dean, or the dean's designee, may additionally:

- A. deny class enrollment to the student; or
- B. suspend or expel the student from the University or from one or more of its programs;
- C. take other appropriate action.

The student affected by such a decision by an academic dean, or the dean's designee, may appeal in writing to the Academic Appeals Committee within ten (10) academic days of the dean's decision. The Academic Appeals Committee will follow the appeals procedures in the Academic Appeals Committee Policy, which may be obtained in full from the chair of the committee or the Provost's office. The decision of the academic dean (or designee) remains in place during the pendency of the appeal.

A student so suspended or expelled shall have a grade of "Q" or "F" recorded for each course in progress as determined appropriate by the academic dean. The transcript will not record suspension or expulsion.

## **3. Non-students and Non-enrolled Students**

Non-students and students not enrolled in class may be permanently removed by an instructor of the class, without formal review. Non-students who disrupt University activities may be removed from campus and banned from returning.

## **4. Other**

Although some disruptive behavior may be due to a mental or physical disorder, as it relates to violence, disruptive or threatening behavior, students with such disorders will be held to the same standards as others.

Nothing in this policy limits a person including but not limited to an instructor, academic dean, associate dean, or department chair from referring a matter to the Office of the Dean of

Campus Life or pursuing disciplinary action against a student or person through a complaint filed in the Office of the Dean of Campus Life.

This policy is not intended to limit any authorized University employee, staff member, official, vice chancellor, chancellor, members of the Board of Trustees, or a member of the Office of Dean of Campus Life, from appropriately addressing behaviors covered by the policy.

**DISCIPLINE, STUDENTS.** When discipline problems arise, every effort is made to deal with each case individually and to protect the interests of the student, as well as the interests of the University. Professional student affairs personnel attempt to assist individual students with any problem that might impede educational progress. All members of the University community share responsibility for the way that it functions, and each student, staff and faculty member has not only the right, but also the obligation to submit significant rules infractions to the proper authority. A complete statement of TCU policy concerning student conduct may be found in the *Undergraduate Studies Bulletin* and in the *TCU Student Handbook*.

**ALCOHOL AND DRUGS POLICY.** Employees and students at Texas Christian University must comply with applicable legal statutes governing the use and possession of alcohol and drugs. Additional information regarding Drug-Free Schools and Campuses Regulations (DFSCR) requirements is available at [http://www.sds.tcu.edu/ade/ade\\_dfsc](http://www.sds.tcu.edu/ade/ade_dfsc). Specific

University policies with regard to both alcohol and drugs are outlined below:

**Alcohol.** Except for certain specified areas in University residence halls approved by the Vice Chancellor for Student Affairs (see the University Calendar/Student Handbook for the student alcohol policy), and for specific events authorized by the Chancellor or Provost in University buildings, the consumption, sale or use of alcoholic beverages is prohibited on the campus. The consumption of alcohol is permissible for persons of legal drinking age in parking lots immediately adjacent to Amon Carter Stadium from two hours before and until two hours after TCU home football games. Alcohol is not permitted in the Stadium at any time.

The purchase or sale of alcoholic beverages is prohibited everywhere on the campus. Furthermore, no person may provide any alcoholic beverages to any person less than 21 years of age. The University also prohibits the use or possession of alcoholic beverages in all instructional settings including those remote to the campus. *For complete information, refer to Policy 2.007 Drug and Alcohol Abuse.*

The alcohol policy for students is included in the *TCU Student Handbook*. Faculty and staff members are expected to become familiar with and abide by those regulations. The penalty for violation of the University's policy on alcohol may range from a reprimand, to suspension without pay for an appropriate period, or termination of employment.

**Drugs.** The University prohibits the unlawful possession, use, manufacture or distribution of illicit drugs on University property or at University sponsored activities. Besides their legal implications these drugs are a health hazard and are incompatible with the philosophy and objectives of the University.

*For complete information, refer to Policy 2.007 Drug and Alcohol Abuse.*

In addition, faculty and staff directly engaged in the performance of work under the provisions of a federal contract (\$25,000 or more) or grant are subject to the Drug-Free Workplace Act of 1988. For complete information on the specific provisions of this act, contact the Human Resources Department, the Alcohol and Drug Education Center, or the Office of Sponsored Programs.

Any violation of these policies may result in disciplinary action ranging from a reprimand to suspension without pay for an appropriate period or termination of employment.

**CAMPUS NO SMOKING POLICY.** In order to encourage a culture of health and wellness for all students, faculty, staff and guests of the University, Texas Christian University prohibits the use of all tobacco products and smoking on property owned or operated by the University. People wishing to use tobacco as part of an established religious ceremony, academic or research activity, may contact the Vice Chancellor for Student Affairs to request an exemption for those activities.

**FINAL EVALUATIVE EXERCISE POLICY.** Faculty members are to administer an appropriate final evaluative exercise to each student in all classes. The form of the evaluative exercise may vary according to the course level, objective(s) and instructional methodology. Prior agreement with the appropriate next-level administrator is required before omitting a final exercise or scheduling a final evaluative exercise outside the published schedule.

The five-day detailed schedules for final examinations at the close of the fall and spring semester are published in the University Calendar. Final examinations for evening classes are conducted in the regular classrooms during the week of final examinations. If necessary, the final examination for evening classes meeting twice a week may be scheduled for both of those nights. The schedule for final examinations is to be followed precisely; no final examination may be given before the beginning of the final examination period (see exception for graduating students and prior agreement with appropriate next-level administrator noted above).

**Rescheduling of Finals:** If the published final examination schedule would require a student to take more than two final examinations in a 24-hour period, the student can arrange to take one of the exams at another time. The student shall determine which final examination is to be rescheduled. The rescheduled exam shall be given at a time mutually agreeable to the student and the faculty member. A final exam may not be rescheduled so as to violate the 24-hour rule. Rescheduling arrangements must be made one

week prior to the last day of classes. Unless the student is graduating, the exam must be taken during final examination week. **Rescheduling of final examinations is permitted only for graduating seniors and to meet the 24-hour rule.**

**END OF SEMESTER STUDY PERIOD.** The academic calendar provides for a study period between the last day of classes and the beginning of final examination week. This study period is intended to provide maximum, uninterrupted study time. No classes, laboratories or examinations of any kind will be scheduled during this period (see exception for graduating students below).

**EXCEPTION TO FINAL EXAMINATION AND STUDY DAY POLICIES FOR GRADUATING STUDENTS.** As grades for graduating students must be submitted to the Registrar at least 72 hours prior to Commencement, graduating students who have exams beginning at 3 p.m. or later on the Wednesday of Finals Week must reschedule to an earlier time. Study days and the Saturday prior to Finals Week are available for faculty to reschedule for graduating students.

**STUDENT EVALUATION OF INSTRUCTION.** Affirming that the instruction of students is the first purpose of the University and the prime responsibility of every faculty member, the University requires that all faculty members provide students in their classes with the opportunity to formally evaluate instruction in accordance with established procedures. Such evaluation provides beneficial information to the faculty member for the continued improvement of instruction and provides one measure of a faculty member's performance for decisions concerning promotion, tenure and merit salary increases. The evaluation of all part-time and full-time faculty will occur each semester.

**CLASS SCHEDULING.** The compilation of class schedules in such a large university is necessarily complex and difficult. Classes will be scheduled from 8 a.m. throughout the day. So far as possible, classroom assignments and hours will be drawn up with every consideration for convenience and need, but the teacher's assignment may be distributed throughout available hours. Many factors, such as size of class, equipment needed, etc., must be

considered. Consequently, any requests for changes should be carefully considered and discussed with the department chair and dean. To avoid conflicts, all changes in the published schedule must be cleared by the Registrar's Office.

**CLASS PERIODS.** All classes and laboratories should begin promptly at the scheduled hour and every effort should be made to close the periods on time. Classes that run beyond the regular time and prevent students from reaching their next class have been a cause of complaint. Every effort must be made to avoid this situation.

**CLASS ROSTERS.** Departmental class rosters can be produced in each department. Faculty can also access class rosters on the web. New rosters should be printed before the first day of class, at the end of the first week of classes, and periodically to inform faculty of changes that have taken place. In all instances, a careful check should be made as soon as possible to make sure that the students attending the class appear on the class roster. If a student is attending but the name is not on the roster, he or she should be instructed to contact the office of the Registrar immediately. If a name is listed on the roster, and the student has not attended, contact the office of the Registrar. If, after contact with the office of the Registrar, a name continues to appear on the class roster and the student is not in attendance, please notify the office of the Dean of Campus Life. Students enrolled for the course for non-credit (or audit) are indicated by the symbol "AU" on the roster.

**STUDENT RECORDS.** All permanent academic records of students are kept in the Registrar's Office. No disciplinary actions are ever recorded on a transcript.

**TEACHING MATERIALS.** Instructional materials authored, created, produced or supplied by the course instructor may be assigned to be purchased by students for a course taught by the author. If such materials are simply reproduced for class distribution, the cost charged to students may not exceed the cost of reproduction and distribution. If the instructor receives direct financial benefit, the instructor must disclose the financial benefit and the department chair or dean may ask for justification before rendering a decision about the appropriateness of the



materials. The chair or dean must provide an explicit rationale if the instructional materials are judged inappropriate.

**INSTRUCTIONAL EQUIPMENT POLICY.**

Equipment approved for purchase by the Provost/Vice Chancellor for Academic Affairs for the instructional setting will be inventoried and maintained through the Center for Instructional Services. Requests and approvals for purchases will come to deans through department chairpersons and faculty. Equipment housed permanently in an academic building will be available for all classes taught in the building. Scheduling of the equipment will be handled by the department that initially requested the purchase of the equipment, and requests will be granted on a first-come/first-served basis. Individuals who use equipment in the instructional setting are expected to be trained adequately and are responsible for contacting the Center for Instructional Services to obtain this training. The instructor is responsible for the safeguarding of the equipment, and his/her department may be held financially responsible if equipment is damaged.

**TEXTBOOKS AND COURSE PACKETS, PROCEDURES FOR ORDERING.**

Textbook orders can be placed using the Follett Discover link with the LMS, allowing faculty to research and adopt course materials in one convenient place. Discover can be used to adopt textbooks, check format availability, non-course materials, order desk copies, and research new titles in addition to providing three years of prior book and course information. Please contact the Bookstore Textbook Department for more information on ordering or to request a copy of the departmental textbook list.

To best meet the needs of the student body, all textbook and course materials information must be made available to the TCU Bookstore and should not be released elsewhere. The TCU Bookstore will order and make available for sale any and all textbooks required for each course at TCU. The TCU Bookstore will make all textbook and course material information available through their website, [www.bookstore.tcu.edu](http://www.bookstore.tcu.edu). In the event of a delayed delivery for any required title being used for a course, the TCU Bookstore will be glad to take special orders in store, by student request, for books not in stock. Every effort will be

taken to secure the books and provide them in a timely delivery.

*NOTICE: The sale of textbooks and supplies directly to students by individuals employed at TCU or through departments is strictly prohibited.*

Book and supply information is due for each class and instructor on the following dates:

Term	Due Date to TCU Bookstore
For the upcoming spring semester	October 17**
For the upcoming summer semester	March 20**
For the upcoming fall semester	March 30**

\*\*These dates are adjusted each semester to coincide with class start date.

Any questions or concerns in regards to textbook ordering should be directed to the Store Director or the Course Materials Manager of the TCU Bookstore.

Bookstore Contact Information: Jason Smith, Director, [Jason.smith@tcu.edu](mailto:Jason.smith@tcu.edu), or Jason Manriquez, Course Materials Manager, [j.manriquest@tcu.edu](mailto:j.manriquest@tcu.edu). Visit them online at [www.bookstore.tcu.edu](http://www.bookstore.tcu.edu).

**OUTSIDE SPEAKERS.** TCU welcomes the presentation and discussion of diverse points of view through speakers sponsored by recognized campus organizations.

There is no absolute right on the part of any organization to assemble and hear a speech at any particular time or place and under any and all circumstances. However, the fact that a speaker may be provocative or strike at prejudices and hold views contrary to those held on campus is not in itself a basis for denial of the right of any organization to hear him or her.

No prior approval is needed for departmental or faculty invitations to speakers before classes or seminars or for guest speakers off campus. If there is a question concerning the wisdom of inviting a speaker who has been presented or sponsored by a student organization, it should be referred to the Public Presentation Committee. If there is a question concerning the wisdom of inviting a speaker presented or sponsored by an

academic department, it should be referred through academic channels.

**FIELD TRIPS.** Field trips can often add an important dimension to the teaching/learning experience, but care must be exercised in designing and conducting such activities.

1. Students whose schedules do not permit participation in such activities should not be penalized. (Exceptions to this guideline would be those courses for which field experience/activities are an integral part of the course and/or those courses in which a field requirement is known to the student before the enrollment.
2. To protect you and the University from liability considerations when students are taken to or meet in an off-campus location, a TCU Informed Consent and Assumption of Risk Form and Fact Sheet should be utilized. An example of this form is included in the Appendix and can be accessed through the TCU Risk Management Web page.

## ACADEMIC SUPPORT UNITS

The following sections describing various academic and support units of the university are not all inclusive. Other units also serve TCU; however, these are the ones whose programs and services are most often needed or in which there is general interest.

### TCU Library

*Mary Coats Burnett Library provides intellectual resources, innovative technology tools, and an inspiring physical and virtual environment to serve TCU's diverse community of learners, supported by approachable and resourceful staff.*

**Collections Print/Electronic.** Students and faculty have access to over 1.9 million books, CDs, DVDs, videos, and over 95,000 current journals, electronically and in paper housed in the TCU library and library annex offsite. More than 440 databases, many which include the full text of journal articles are available 24 hours a day via the library's website (<http://library.tcu.edu>), and the "FrogScholar" search box provides a single search of over 200 million records from most databases as well as the library catalog.

Materials are arranged according to the Library of Congress system in open stacks for convenient access. Librarians and staff select, maintain, and interpret the collections for library users. A music/media library and audio center and the Brite Divinity Library are also located in the Library. Particular collections include Texas, United States, and European Union documents; the Archives of the Van Cliburn International Piano Competition; the papers of former Speaker of the House, James C. Wright, Jr.; the papers of Amon G. Carter, Sr.; the University's archives, and the special collections of rare books and manuscripts such as the William Luther Lewis Collection of English and American Literature.

**Reference/Research Services.** Research Librarians (<http://library.tcu.edu/info/reference.asp#subject>) providing library and research assistance are available and can be contacted in person, by phone, by email or by live text messages as described at:

<http://library.tcu.edu/askalibrarian.asp>. Research Librarians are also subject liaisons for various subjects taught at the University. The Research Librarians regularly teach courses on using the library's resources and are willing to schedule individual consultation appointments for more in-depth research assistance. In addition, the Research Librarians are responsible for purchasing materials for the library's collections (both print & electronic) for their assigned subject disciplines.

**Borrowing.** Faculty and staff may borrow items for up to four months, with the exception of certain materials, such as videotapes and DVD's, which have shorter loan periods. The book limit is 200. All items are subject to recall after two weeks (one week during the summer), and borrowers may incur fines for failure to respond to recalls. Payment for lost library materials is the responsibility of the borrower. Items become "assumed lost" at 22 days past the due date and are charged to your account through TCU Financial Services. Items may be renewed by phone, through the Library's website (<http://library.tcu.edu>), or in person.

Periodicals are, generally, non-circulating; however, they may be borrowed by special arrangement with the Periodicals Department.

Family members of faculty/staff should get an Affiliate ID Card. To get this card please first visit TCU Human Resources to establish an ID

number. The TCU ID Card Center will create the ID that the Library Circulation department will register to be used as a borrower card. This card allows family members to check out up to 5 books for a period of four weeks. Fines and charges for lost books are ultimately the responsibility of the TCU employee.

***Interlibrary Loan and Document Delivery.***

Library materials needed for research that are not in the TCU Library collections often may be secured through Interlibrary Loan. Faculty and graduate students have this privilege automatically; others should consult with a librarian. This service does not generally incur costs to the borrower, but when an item exceeds \$19.00 the patron is asked to pay one-half of fees. Interlibrary Loan request forms can be found on the library website (<http://illiad.tcu.edu>).

Additional document delivery services are available. Faculty may request that the Library arrange for document delivery accounts, so journal articles can be ordered and received by fax or down-loading without library mediation. The Library provides these accounts in lieu of subscribing to some journals.

***Reciprocal Faculty Borrower Cards.*** TCU Participates in two programs that extend borrowing privileges. TexShare enables borrowing privileges at most academic libraries in Texas. Please see the Circulation Staff to issue the TexShare Borrowing Card. Borrowers should be ready to abide by whatever conditions or rules are set by the lending institution. Faculty seeking to use libraries out of the region or state can see if the Reciprocal Faculty Borrowing Program would suit their needs. This is a program developed by the Research Libraries Advisory Committee of OCLC (Online Computer Library Center) to give faculty at RFBP institutions borrowing privileges and on-site access to the collections of other participating academic research libraries. It is not a part of WorldCat Resource Sharing. Program participation is restricted to those academic research institutions that meet specific measurable requirements. Faculty should ask the Reference Librarians about the OCLC reciprocal program.

***Library Acquisitions.*** A book approval plan, delineated by academic departments, to assist in the selection of current publications is supplied by the Library. The Library invites the participation of the University community in recommending materials for purchase. Faculty requests are

generally charged to the Library's departmental allocations in the books account.

The Acquisitions Department furnishes request slips for book orders, and book orders may be placed through an online order form available from the library's website (<http://library.tcu.edu/services/faculty.asp>).

Complete information, including priority rating, should be filled in on all order forms. Please note that the RUSH designation is only for items that are urgently needed.

Questions concerning acquisition of new periodical subscriptions should be directed to the departmental library liaison or to the Collection Development Librarian.

***Photocopying.*** The Library has several photocopying and microform machines, and for a small fee individuals may make copies of pages from library materials. Copiers and microform machines are outfitted with equipment to use TCU ID cards (students only), faculty departmental ID cards for department charge back (please contact the library administrative office to request a card), or coin/bill acceptors to accept payment.

Copyright Law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. It is the responsibility of the persons making the copies to adhere to the copyright laws, and they are liable for any infringement.

***Placing Materials on Reserve.*** Instructors should bring their reserve lists to the Library Reserve Desk in the Circulation department at least **two weeks** before assignments are made in class. Standard reserve forms may be obtained from the Circulation department or online forms are available at

<http://library.tcu.edu/howto/reserve.asp>.

Electronic reserve is also an option. For further information call the Circulation department at 257-6113.

***Class Visits to the Library.*** Basic Library Orientation sessions for TCU freshmen, sophomores and transfer students may be scheduled with Ammie Harrison, Humanities & Theatre Research Librarian by calling 817-257-7117 or 257-5338. An online request form is available on the library's website (<http://library.tcu.edu/howto/orientation/requests.asp>).

Advanced Bibliographic Instruction is offered by a subject specialist within the TCU Library Reference Department. These librarians provide

in-depth resource demonstrations specifically related to your course topic(s). Please refer to our Reference Department Staff Directory (<http://library.tcu.edu/info/reference.asp#subject>) for subject librarian contact information.

**Faculty Research Rooms.** A limited number of study rooms are available for assignment to faculty members engaged in research. Priority in assignment is made by the University Library Committee and the Dean of the Library. Application forms are obtained from the Library Administration office.

**Scholar's Study.** Graduate students may apply for reserved study space in the library, awarded on an annual basis. Selection is based on the need for in-building library resources. For more information, please contact the Library Administrative Office.

**Information Commons.** Research Librarians (Library and research assistance) and Information Technology Consultants (computing assistance) are available at the Information Commons located within the library. TCU's Center for Writing (<http://www.wrt.tcu.edu>) maintains an annex office in the Information Commons Computer Lab and has evening office hours. The Information Commons Computer Lab has over 110 computers, PC and MAC, along with 50 PC and five Mac laptops available for use in the Library on the campus WiFi network. Six Frog Pods, collaborative group computing spaces, are available to students and can be reserved at the Information Commons Desk.

The Library maintains 24 hours for five days a week that it is open during the fall and spring terms. Operating hours are available from the library's website (<http://library.tcu.edu/info/hours.asp>). Different environments for studying include group study rooms and various "quiet zones" throughout the building. The scholarly materials are supplemented by the popular reading or bestseller authors collection located next to Bistro Burnett where you can enjoy coffee and a variety of refreshments.

**OFFICE FOR INSTITUTIONAL EFFECTIVENESS.** The Office for Institutional Effectiveness serves to enhance student learning and institutional effectiveness at TCU by providing leadership and assistance to the campus community in assessment activities, accreditation, program review, specialized accreditation and ongoing quality enhancement.

The Office for Institutional Effectiveness is responsible for providing support services to all academic units in their assessment efforts and will serve as an assessment resource to educational and administrative support units on an ad hoc basis. The office also oversees and supports the WEAVE Online Assessment Management System and the accreditation and reaffirmation process. For assistance, faculty and

staff may contact Dr. Chris Hightower, Interim Director for Institutional Effectiveness, at 817-257-7156, for assistance.

### **CENTER FOR ACADEMIC SERVICES (CAS).**

Center for Academic Services in Sadler Hall coordinates a number of programs serving students, faculty and staff. Professional academic advisors, located in Room 1022, coordinate advising for all students attending Academic Orientation, as well as for all pre-major students, declared first-year *AddRan College* students, and *Department of Interior Design and Fashion Merchandising* students. Students considering a change of major may also be referred to CAS for assistance.

Both online and printed academic skills resources are available from CAS; in addition, Academic Success Workshops are taught and limited individual sessions of academic coaching are offered. Advisors also instruct the UNPR 10001 *Self-Assessment and Career Exploration* classes to assist students in making major- or career-related decisions. *College 101* is a program provided every spring for first-time, first-year students who do not achieve a 2.0 in the fall semester where faculty and staff mentors assist these students in the skills for GPA recovery. CAS maintains advising tools for students and faculty advisors at [www.acs.tcu.edu](http://www.acs.tcu.edu). Presentations and training for academic advisors are conducted through individual sessions and Advisor Professional Development workshops offered several times each semester.

*Student Disabilities Services (DS)*, located in Room 1010, coordinates reasonable and appropriate accommodations for students with documented disabilities. Students who have or may have a disability should be referred to the Center. The approved syllabus statement for disabilities is on the Undergraduate Council website at [www.ugradcouncil.tcu.edu](http://www.ugradcouncil.tcu.edu).

**KOEHLER CENTER FOR INSTRUCTION, INNOVATION AND ENGAGEMENT.**

The Koehler Center is dedicated to facilitating ongoing, reflective discourse regarding instruction and learning, including engaging with instructional staff, departments/units, and administration. The Koehler Center will strive to meet the challenges of integrating effective, innovative instructional/learning methodologies and technologies to promote engagement and improve learning. The Koehler Center supports teaching and learning at Texas Christian University (TCU). The resources and activities of the Koehler Center are focused on responding to the present needs of instructors, as well as on keeping the TCU community informed of new educational possibilities created by the continuing development of pedagogical theories, teaching practices, and technologies.

**CENTER FOR WRITING, THE WILLIAM L. ADAMS.**

The William L. Adams Center for Writing serves the entire TCU community—faculty and staff as well as undergraduate and graduate students. The Center provides one-on-one conferences that focus on individual writing projects of all types. In addition, members of the Center for Writing are available for class presentations and workshops. Professional writing consultants can also advise faculty about designing writing assignments and responding to student’s writing. Located in Reed Hall 419, the Center for Writing is open from 8 a.m. to 5 p.m., Monday-Friday. For an appointment, use the Center’s online scheduling system, available at [www.wrt.tcu.edu](http://www.wrt.tcu.edu) or call (817/257-7221). Writers may also use the Center’s Annex at the library Sunday through Thursday from 6 p.m. to 9 p.m. Those who wish to submit a paper online may do so via the center’s website. A consultant will read the paper and offer feedback within 48 hours.

**CENTER FOR INSTRUCTIONAL SERVICES (Instructional Technology and Media Production).**

The successful integration of instructional technology and media resources into the teaching and learning environment is essential in today’s classroom. Both can potentially enrich the education of students at the University. The Center for Instructional Services supports classroom instruction by providing resources to faculty, staff and students to meet their instructional needs. The Center is comprised of three support areas:

- Classroom Technology Support Services maintains and supports a complement of instructional media equipment for classroom use; training is provided for equipment installed in classrooms and, upon request, equipment may be delivered, set-up and retrieved. Technical support is provided on an on-going basis with maintenance and repair of all instructional technology equipment.
- Media Production Support Services provides assistance in the planning and production of a variety of instructional resources, including graphics in various mediums and video-based resources, for both classroom use and special events.
- Instructional Technology Planning Services provides assistance in planning, purchasing and installation of instructional media equipment.

The Center for Instructional Services is located in the Center for Instructional Services Building. For more detailed information, refer to the Center’s website at [www.cis.tcu.edu](http://www.cis.tcu.edu) or call (817) 257-7121.

**INFORMATION TECHNOLOGY.**

Information Technology provides a wide range of technology support for all levels of the university. Services include maintaining and securing the network infrastructure throughout the campus, academic and administrative computer systems, and providing application development and customization, customer support, hardware repair and software training.

- IT Support provides phone and on-site support for Faculty, Staff and Students.
- Enterprise Application Services provides administrative and academic application development and customization for PeopleSoft, Banner, ImageNow, RedDot, and other applications used across campus.
- Information Security Services maintains the security of all TCU computing and technology systems.
- Technical Services provides network (voice and data), infrastructure and printing services.
- Network Services maintains TCU’s wired and wireless networks, fiber system,

datacenters, and access to the Internet and high-speed research networks.

- Infrastructure Services maintains the physical infrastructure for the University.
- Printing Services provides copying and printing services for the University, as well as retail customers.
- Computer Systems provides centralized administration for TCU's database, email, application, web and other servers, and maintains more than 3,000 Faculty, Staff and Lab client computers.
- Hardware and Purchasing provides centralized technology purchasing and consultation for the university as well as on-site hardware support and repair.
- Training provides training courses in various computer applications, including Microsoft Office and PeopleSoft. One-on-one training sessions or custom-designed classes are available.

To request assistance with any computer-related problem or question, please contact the Computer HelpDesk.

Help Desk Phone	817/257-6855 Faculty and Staff 817/257-5855 Students
IT Department Phone	817/257-7682
Email	help@tcu.edu
Web	<a href="http://www.it.tcu.edu">http://www.it.tcu.edu</a>

**OFFICE OF EXTENDED EDUCATION.** The mission of Extended Education is to engage the University with the community through high quality courses, programs, conferences and other offerings that seek to educate, enlighten, renew and serve. The office sponsors open enrollment, certificate and custom classes providing both personal and professional development for the community. Selected classes are available to faculty and staff at a discounted rate. The office also coordinates a variety of summer programs as well as non-degree admissions. The Office of Extended Education is available to work with University departments and schools in the development of continuing education opportunities.

## STUDENT SUPPORT UNITS

**CAMPUS LIFE.** (Sadler Hall 2006, 817-257-7926). The Campus Life staff works with individual students to resolve student life issues, assist students when emergency situations occur, consult with faculty who refer students for specific academic progress concerns, and process official class absences for notification to faculty. The student discipline system described in the Student Handbook and the Sexual Harassment Policy printed in both the Student and Faculty/Staff Handbook are processed through Campus Life. The staff advises the Student Government Association and Programming Council. Additionally, Fraternity and Sorority Affairs, International Students Services and management of the Brown-Lupton Student Center are part of Campus Life.

**THE COUNSELING CENTER.** Located at the west entrance of the Health Center, Mental Health Services professional staff members provide psychological and psychiatric services on a short-term basis for TCU students. Students requiring long-term services will be referred to professionals off campus. The staff includes a part-time psychiatric medical director, clinical psychologists, and licensed professional counselors. Services are provided confidentially. Services provide focus to help students cope with personal concerns as they engage in their academic, social and personal activities. Typical student needs and concerns include learning to study more effectively, resolving interpersonal conflicts, managing stress, coping with loneliness, and handling feelings of depression, anxiety and other emotional crises. Psychiatric medication management, individual, and group counseling services are available to assist students. In addition, presentations are made to residence halls, classes, and campus organizations on a wide variety of topics in mental health. The Assessment Program of the Mental Health Services help students learn more about their aptitudes, achievements, interests, values, and personality. In cooperation with other campus departments, services are also available to students related to learning disabilities. The College-Level Examination Program (CLEP) and national tests for admission to graduate schools are administered by the Mental Health Services.

**HEALTH CENTER.** The Brown-Lupton Health Center is located at Campus and Stadium Drives west of Colby Residence Hall and houses both the outpatient clinic and mental health services. Outpatient clinic hours are 9-11:30 a.m. and 1-4:30 p.m., Monday through Friday. Students are encouraged to visit the clinic at a time that will not interfere with class attendance. Verification of illness is provided only if the student is retained at the Health Center for observation. Faculty members should use their own judgment about whether or not a student will be allowed to make up class work missed when there is no verification of illness. Most minor emergencies can be treated at the Health Center. However, in an extreme emergency or in life-threatening situations, the student should go or be taken directly to the emergency room of a nearby general hospital. Call 911 for ambulance service and emergency assistance. The Health Center facilities and services are available only to TCU students. Faculty, staff, and dependents of students are not eligible for care at the Health Center.

**THE OFFICE OF RELIGIOUS AND SPIRITUAL LIFE** (Jarvis Hall first floor, 257-7830). The Minister to the University works with several denominational ministries (including Roman Catholic, United Methodist, Disciples of Christ, and others) to provide ecumenical programs and services within the University. Such programs include: weekly worship, study, fellowship, social justice issues, and providing opportunities for services to those in need. Activities and faith experiences are also developed with the University Jewish Association and Muslim Student Association. Interfaith programs are held throughout the year. Pastoral counseling is confidential and available without charge. All services are ecumenical and open to faculty, staff, and students.

## **MISCELLANEOUS POLICIES AND SERVICES**

**Affirmative Action/Equal Employment Opportunity.** According to Policy 1.001, Affirmative Action and Equal Employment Opportunity, TCU recruits, hires and promotes qualified persons in all job classifications without

regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law.

TCU's Affirmative Action/Equal Employment Opportunity Officer is Yohna J. Chambers, Vice Chancellor for Human Resources.

**SEXUAL HARASSMENT POLICY.** The University administration, faculty, staff, and students are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, and students to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment if it occurs.

This policy applies to faculty, staff, and students enrolled at or employed by TCU. The policy applies to the total educational environment of TCU including academic, research, extracurricular, training or other program activity.

No member of the TCU community may sexually harass another. Any faculty member, staff member or student found in violation of this policy will be subject to disciplinary action. Retaliation for filing a complaint against sexual harassment is prohibited.

University administrators will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties.

Sexual harassment is any unwelcome sexual advance, request for sexual favor, reference to gender or sexual orientation, or other physical or verbal conduct of a sexual nature even under the guise of humor when:

- Submission to or rejection of such conduct is used either explicitly or implicitly as a basis for any decision affecting terms or conditions of an individual's employment, participation in any program or activity, status in an academic course; or
- An individual's submission to or rejection of such conduct is used as a basis for

academic or employment decisions affecting that individual; or

- Such conduct has the effect or the purpose of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment.

A consensual sexual relationship between a supervisor and employee is a violation of the TCU Sexual Harassment Policy. It is a breach of professional ethics for a faculty or staff member to initiate or to acquiesce to a sexual relationship with a student or person under direct or indirect supervision of that faculty or staff member. Texas Christian University thus prohibits, for example, a sexual relationship between a faculty member and a student enrolled in a course taught by that faculty member. The above applies even when both parties appear to have consented to the relationship.

Any complaint of alleged sexual harassment should be immediately referred to the University sexual harassment officer, Dr. Kathy Cavins-Tull, Sadler Hall 4017D, (817) 257-7820. *For complete information, refer to Policy 1.005 Discrimination and Harassment.*

**CONFLICT OF INTEREST AND CODE OF CONDUCT POLICY.** The University's Code of Conduct applies to all members of the University community: 1) individuals who are paid by the University when they are working for the University, including officers, faculty and staff; 2) consultants, vendors, and contractors when they are doing business with the University; 3) trustees; and 4) individuals who perform services for the University as volunteers. The code of conduct refers to all these persons collectively as "members of the University community" or "community members."

Integrity and Ethical Conduct: The University is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity, and good judgment. Each community member should demonstrate respect for the rights of others. Each community member is accountable for his/her actions.

This code of conduct describes standards to guide community members. We believe that

these standards are already being followed. Our goal is to commit them to writing and to ensure that they are understood and followed by the community.

Compliance with Laws and University Policies: The University and each community member must transact University business in compliance with all laws, regulations, and University policies related to their positions and areas of responsibility. Understanding and following these standards can be complex, such as for example, in the areas of purchasing, use of technology, and employment matters. Only designated officers are authorized to sign contracts or authorize certain personnel actions.

In addition, community members are expected to behave in a manner which respects the freedom of others, as well as, refraining from interfering with, obstructing or disrupting a normal University activity, even while exercising their own freedom of expression. Managers and supervisors are responsible for teaching and monitoring compliance in their areas.

Reported Suspected Violations or Concerns: The University's compliance efforts focus on teaching members of the University community the appropriate compliance standards for the areas in which they work. Nevertheless, violations may occur. In addition, members of the University community may have concerns about matters that they are not sure represent violations. This section describes community members' responsibilities for reporting violations or concerns, and how these responsibilities may be carried out.

Each community member is encouraged to report violations or concerns about violations of this code of conduct that come to his/her attention. Managers have a special duty to adhere to the standards set forth in this code, to recognize violations, and to enforce the standards. Disciplinary actions for proven violations of this code of conduct, or for retaliation against anyone who reports possible violations, will be determined on a case-by-case basis and may include termination of employment. Individuals who violate the code may also be subject to civil and criminal charges in some circumstances.

How to Report a Violation or Discuss a Concern: You may report violations or concerns to your immediate supervisor or department head or to the **University Ethics Officer at (817) 257-5577**. You may also call the independent **Ethics**



**& Compliance Hotline at 1-877-888-0002.** Reports may be made anonymously to this number if the caller so desires.

For complete information, refer to Policy 2.070 Conflict of Interest.

## **TEXAS CHRISTIAN UNIVERSITY NETWORK AND COMPUTER USAGE POLICY**

### **Introduction**

TCU provides technology to help facilitate the academic, research, and administrative needs of students, faculty and staff. Technology allows you to quickly and efficiently access and exchange information, both within the TCU community and around the globe. This valuable resource is provided as a privilege, and with that privilege comes the responsibility of all users to conduct themselves in a manner consistent with the mission, purposes and values of the University. It is the responsibility of every person who uses University Computing Resources to read and abide by this Network and Computer Usage Policy.

### **Applicability**

This policy is applicable to the entire TCU community (students, faculty, staff and other authorized users) and to all University Computing Resources, whether owned, leased, contracted or managed by TCU. University Computing Resources include, but are not limited to:

- hardware (e.g. computers, mobile computing devices, servers, network devices)
- telecommunication equipment (e.g. phone systems, traditional phones, cell phones, smartphones)
- storage media (e.g. discs, flash drives, external drives)
- peripheral devices (e.g. printers, scanners, monitors)
- networks
- software
- electronic data

### **Appropriate Use**

TCU expects all users of University Computing Resources to respect the rights and privacy of other users, respect the integrity of physical

facilities and controls, and respect the ownership and usage rights for digital media. You may only use those University Computing Resources that you are authorized to use, and must use them in the manner and to the extent you are authorized. Use of University Computing Resources must not violate any applicable laws, rules or policies. Use of University Computing Resources must adhere to the university's Code of Conduct policy, available on the Human Resources website at: <http://www.hr.tcu.edu>.

University Computing Resources are intended to be used for University-related activities and, depending upon the circumstances, reasonable personal use. What constitutes "reasonable personal use" may depend on your relationship with TCU. For example, a resident student's personal internet and e-mail use is generally acceptable, but similar activities by an employee during working hours must not interfere with the employee's job performance.

Improper use of University Computing Resources can subject you to discipline by TCU. The following list, while not exhaustive, contains examples of what TCU deems to be improper use.

- Using University Computing Resources for personal commercial or financial gain.
- Consuming a significant amount of bandwidth or network resources.
- Any activity that compromises network security.
- Knowingly installing or distributing a program, such as a computer virus, intended to damage or strain a computer or network.
- Allowing unauthorized users to access any TCU network.
- Using another person's account.
- Using or disclosing another person's password.
- Connecting personal computers or devices to the University's Network without prior authorization.
- Using unauthorized network devices, such as routers, firewalls, and wireless access points.
- Manually assigning an IP address to a network device or otherwise using an IP address that is not assigned to you.

- Attempting to access any data or information by breaching or circumventing security measures.
- Attempts to monitor, analyze, or tamper with network data packets.
- Personal use of TCU Computing Resources during working hours by an employee of the University which interferes with the employee's job performance.

In addition to violations of TCU rules, certain computer misconduct is prohibited under federal and state laws. Such misconduct can subject you to a civil lawsuit and/or criminal prosecution.

Examples of such misconduct include:

- Using University Computing Resources to conduct illegal activity, to promote or advocate illegal activity, or to discuss illegal activities with the intent to commit them.
- Using University Computing Resources to harass, defame, abuse, or threaten others.
- Falsely obtaining electronic services or data without payment of required charges.
- Knowingly accessing a computer or network without the effective consent of the owner.
- Accessing, copying, transporting (to another person or location), modifying, or destroying programs, records, or data belonging to TCU or another user without authorization, whether such data is in transit or storage.
- Physical theft, relocation, modification, or damage to any TCU computer or network equipment, facilities, or property. This includes all computer labs, network hubs, wiring, ports and links.

### **Copyright and Intellectual Property**

Unauthorized duplication of copyrighted works, such as books, movies, photographs, video games, music and software, is a violation of federal copyright law. TCU supports strict compliance with federal laws regarding copyright infringement. Anyone who engages in illegal copying shall be subject to disciplinary action under TCU's policies and may be sued in federal court by the copyright owner.

### **E-Mail | Electronic Communications | Social Networks**

Electronic communications (e-mail, text messages, social networks, blogs, etc.) enjoy tremendous popularity in our society. Much of the communication between TCU staff, administration and students will be electronic. The informality and immediacy of electronic communications can, however, lead to content abuse. TCU neither sanctions nor censors individual expression of opinion in electronic communications, but TCU expects a certain level of etiquette and civility in these communications. Electronic communications must not:

- contain profanity, obscenity or inappropriate jokes;
- harass, defame or intimidate others;
- misrepresent the identity of the sender; or
- be broadcast indiscriminately to a large number of recipients.

Use common sense when communicating electronically. A good rule of thumb is to assume that any message you send will be forwarded to someone you do not know. Never send confidential information electronically unless you use appropriate electronic security measures, such as encryption.

Users who make use of social networks, forums and other public sites do so voluntarily, with the understanding that they may encounter material they deem offensive. Use of University Computing Resources to post or display offensive materials on social networks and forums may subject you to discipline by TCU. Users who subscribe, post messages, or simply browse through such sites must abide by the rules governing each in addition to TCU's policies.

### **Privacy | Access | Disclosure of Information**

In general, information stored on a computer or sent electronically over a network is considered private and confidential, unless the owner or sender makes that information available to others. All users must respect this right of privacy. Examination of private information without authorization from the owner is a violation of this policy. Merely attempting to circumvent security measures protecting the information will be treated as a violation and may subject you to discipline.

On shared and networked computer systems, certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action.

TCU will exercise reasonable security measures to protect your private files and data. Nonetheless, users should understand that no security mechanisms are perfect, and the potential for unauthorized access to private information does exist. Exercise caution when creating digital files or messages containing personal or sensitive information. Shut down or lock your computer before leaving it unattended. Do not share your network password or leave it displayed on or near your computer. Many instances of unauthorized access are attributable to the careless actions of the owner.

Even though TCU deems your electronically stored information to be private, users must understand that in certain situations, such information may be accessed, reviewed and/or disclosed by TCU.

- If you request technical assistance, the technical staff may need to view specific data in order to investigate, diagnose, or correct a problem.
- TCU logs network activity on a routine basis, and these logs are reviewed periodically by system administrators. The logs include a record of user processes.
- System administrators may access and review users' files and communications when it is necessary to maintain or prevent damage to systems.
- TCU may access the computer and electronic data of an employee who is absent or unavailable if such access is necessary to carry out the employee's job responsibilities during the absence.
- Electronic data left behind by a former student or employee, excluding retirees,

becomes the property of the University and may be accessed, archived and/or deleted, at the sole discretion of the Chief Technology Officer.

- Electronic data will be accessed and disclosed in connection with authorized TCU investigations of policy violations.
- TCU will comply with any lawful administrative or judicial order, warrant or subpoena requiring the production of electronic files or data.
- TCU may preserve and/or disclose your communications and/or documents in connection with civil lawsuits. These disclosures may occur even if you are not a party to the lawsuit. All such disclosures will be coordinated through TCU legal counsel.

In some situations, the law requires that TCU give you advance notice that your data or files may be disclosed to a third party. Even if legal notice is not required, TCU will try to inform you of a data disclosure unless the circumstances warrant otherwise.

To access, review and/or disclose electronic data and information, TCU may access discs, tapes, drives and other storage media, and electronic communications, whether in transit or storage. Keep in mind that even if you delete files or electronic communications stored on TCU's servers, copies of the data may still persist on backup media and may therefore be subject to access and disclosure in the situations described above.

## **Enforcement**

Suspected violations of this policy will normally be handled through TCU disciplinary procedures applicable to the relevant user. TCU may suspend a user's access to University Computing Resources, prior to the initiation or completion of such disciplinary procedures, when it reasonably appears necessary to preserve the integrity, security, or functionality of University Computing Resources or to protect TCU from liability. TCU may also refer suspected violations of applicable laws to appropriate law enforcement agencies.

The University's Chief Technology Officer shall be the primary contact for the interpretation, enforcement and monitoring of this policy and the

resolution of problems concerning it. Any legal issues concerning the policy shall be referred to the appropriate officials for advice. Employees may appeal the resolution of problems in regarding this policy via the University's Conflict Resolution Policy.

## **Web Pages | Domain Names | E-Mail Addresses | Account Names**

TCU maintains certain domain names and web pages considered to be "official" pages of the University. These official web pages are to be used for TCU business and may only be modified by authorized individuals. Using or displaying TCU logos on other web pages without the express written permission of TCU is prohibited. Additionally, users must not maintain any website, web page or internet domain name purporting or suggesting to be "official" pages of the University. If confusion is possible, an appropriate disclaimer should be displayed.

TCU owns all account names as well as e-mail addresses having the tcu.edu domain. TCU may revoke or modify your tcu.edu e-mail addresses or account names at any time. Therefore, using TCU email for personal communications is done at your own risk. Upon your separation from the University, excluding retirement, your right to send and receive e-mail through your tcu.edu address will cease.

## **Security | Network Issues**

- Since computer systems and networks are imperfect, users are strongly requested to report any bugs or security holes to TCU's technical staff. Likewise, users should not disseminate to others any information that could jeopardize, circumvent, or degrade system security or integrity.
- Users recognize that systems and networks are imperfect and waive any responsibility for lost work or time that may arise from their use. TCU will not compensate users for degradation or loss of personal data, software, or hardware as a result of their use of University-owned systems or networks, or as a result of assistance they may seek from TCU's technical staff.

- TCU must ensure that academic work takes precedence at all times over other computing activities in its facilities. In situations of high user demand that may strain available computer resources, TCU reserves the right to restrict (e.g., to specific times of day) or prohibit computer activities such as game playing.

## **Data Retention & Destruction**

TCU systems are backed up on a routine basis to ensure the ability to recover from computer or network failures or disturbances. TCU cannot, however, guarantee the restoration of any lost or deleted information stored on its servers.

Further, once your relation with TCU ends, your access to University Computing Resources terminates. Therefore, a user which leaves or separates from the University or its employment will not necessarily have access to University property or any personal files, email or other data stored on University property. In addition, all data (electronic or otherwise) belonging to TCU must be returned and any other copies must be destroyed.

If you utilize University Computing Resources to store your personal files, documents and communications, you do so at your risk. TCU recommends that you store your personal data on your own storage media. At a minimum, you should maintain a backup copy of your personal data.

At no time does the University accept liability for the maintenance, backup, security or loss of personal data.

## **BRING-YOUR-OWN-DEVICE (BYOD) POLICY**

**Introduction.** In response to the increasing use of personally owned computing devices (POCD) by employees for TCU business purposes, TCU has established an official bring your own device (BYOD) policy. The purpose of this policy is to define the appropriate use and procedures for using personally owned computing devices on a TCU Network.

**Applicability.** This policy applies to any user who makes a wired or wireless network connection from a POCD to the "TCU Guest" or "Eduroam" network.

BYOD is a rapidly changing technology and TCU reserves the right to modify this policy, including eliminating all support for BYOD, at any time. TCU IT may elect to implement additional requirements or processes to safeguard the University's Computing Resources (e.g. mobile device management [MDM], enforcing separation of TCU data from personal data, remotely removing TCU data, additional registration processes, or requiring a PIN number to access systems). The most current version of this policy will be posted on Information Technology's website.

**Policy Statement.** In order to support the BYOD model while appropriately managing TCU's risk, the following policies are established:

**Risks, Liabilities, Disclaimer.** Employees who elect to participate in BYOD accept the following risks, liabilities and disclaimers:

- At no time does the University accept liability for the maintenance, backup, or loss of data on a personal device. It is the responsibility of the equipment owner to backup all software and data to other appropriate backup storage systems before requesting assistance from IT.
- Persons violating this policy may also be held personally liable for resulting damages and civil or criminal charges. TCU will comply with any applicable laws regarding data loss or breach notification and may also refer suspected violations of applicable laws to appropriate law enforcement agencies.
- The University shall **NOT** be liable for the loss, theft, or damage of POCD. This includes, but is not limited to, when the device is being used for University business, on University time, or during business travel.
- TCU Information Technology provides only limited security for the TCU Guest and Eduroam networks and at no time does the University accept liability for the security of a POCD.
- TCU Information Technology will maintain wise financial stewardship of the University's resources by assessing the employee's usage of a POCD in proportion to their usage of TCU provisioned computing device. TCU IT, at its discretion, may elect to discontinue providing a TCU provisioned computing

device if it is no longer reasonably needed.

- TCU Information Technology reserves the right to implement technology such as Mobile Device Management to enable the removal of TCU owned data.
- POCD may be subject to the search and review as a result of litigation that involves the University.

**User Responsibilities.** Employees who elect to participate in BYOD must adhere to this policy and all University policies while using a POCD device on a TCU Network. In particular, the *TCU Code of Conduct Policy* available on the Human Resources website and the *TCU Network and Computer Usage Policy* and the *TCU Sensitive Personal Information (SPI) Policy* available on the Information Technology (IT) website must be followed. Employees who elect to participate in BYOD must:

- Not store TCU SPI data on personally owned computing devices
- Destroy, remove or return all data, electronic or otherwise belonging to TCU, once their relationship with TCU ends or once they are no longer the owner or primary user of the POCD (e.g. the sale or transfer of a POCD to another person)
- Remove or return all software application licenses belonging to TCU when the POCD is no longer used for TCU Business
- Notify TCU Risk Management of any theft or loss of a POCD containing data or software application licenses belonging to TCU
- At no time may a POCD be connected to the secure TCU networks (e.g. Faculty/Staff, TCU FSWPA2, TCU Secure) without prior approval.

**Devices and Support.** In general, any computing device may be connected to the TCU Guest or Eduroam networks provided its use does not disrupt any University Computing Resources or violate the *Network and Computer Usage Policy*.

Information Technology will prioritize the support of TCU owned computing devices and production information systems and provide only limited support for POCD. Limited support for POCD devices is defined as:

POCD support for both the TCU Guest and Eduroam networks:

- Maintaining the availability of the TCU Guest and Eduroam networks
- Maintaining the availability of the authentication systems for the TCU Guest and Eduroam networks
- Verifying authentication credentials are valid

Additional POCD support for the Eduroam network only:

- Troubleshooting connectivity or authentication issues on POCD
- Configuration of POCD for communication with TCU Email system (e.g. Exchange ActiveSync)
- Configuration of VPN and/or Remote Desktop access to TCU Computing Resources
- Providing software application support when reasonably possible as determined by IT. Note: It is the responsibility of the device owner to have and provide authentic, individually owned and registered software before any assistance will be provided.
- Ensuring wireless network compatibility for officially supported device types as listed on Information Technology's website. IT will strive to ensure compatibility for all major devices according to market share. Should you have any concerns regarding compatibility, please consult with Information Technology prior to purchasing any devices you intend to use on the "Guest" or "Eduroam" network.

Examples of POCD support not provided include, but are not limited to:

- Troubleshooting device performance or hardware problems
- Troubleshooting software applications or cloud services
- Installing OS upgrades, OS patches, or TCU owned software on POCD
- Backing up device data or migrating data to a new device
- Removing malware or spyware

**Security.** Currently, no security restrictions or Mobile Device Management (MDM) solution have been implemented for the "Guest" or "Eduroam" networks. However, TCU Information Technology reserves the right to implement such restrictions or solutions.

TCU IT may perform security scans against any personally-owned device that accesses TCU networks in accordance to the *TCU Network and Computer Usage Policy*. IT may, without notification, prevent or ban POCD which disrupt any University Computing Resources or are used in a manner which violates any University policies.

**Reimbursement.** Any reimbursement claim for purchases associated with personally owned computing devices is subject to the TCU Computer Technology Acquisition Policy and the Reimbursement Policy and Procedures for University-Related Business Expenses which can be found in the *TCU Faculty and Staff Handbook*. Furthermore:

- Computer technology purchased for personal use will not be reimbursed by the University.
- Computer technology purchased with personal funds, regardless of the intended use, may not be reimbursed by the University, without prior approval by Information Technology and Finance and Administration. This includes, but is not limited to, software or technology services, including repair or technical support services.
- Loss, theft, or damage to personally owned computing devices will not be reimbursed by the University.

**Enforcement.** Suspected violations of this policy will normally be handled through TCU disciplinary procedures applicable to the relevant user. TCU may suspend a user's access to the TCU Guest or Eduroam network, TCU Personal network, or any University Computing Resources, prior to the initiation or completion of such disciplinary procedures, when it reasonably appears necessary to preserve the integrity, security, or functionality of University Computing Resources or to protect TCU from liability. TCU may also refer suspected violations of applicable laws to appropriate law enforcement agencies.

The University's Chief Technology Officer shall be the primary contact for the interpretation, enforcement and monitoring of this policy and the resolution of problems concerning it. Any legal issues concerning the policy shall be referred to the appropriate officials for advice. Employees may appeal the resolution of problems in

regarding this policy via the University's Conflict Resolution Policy.

*Approved Chancellor's Cabinet – May 2014.  
Last updated – June 2018.*

## **POLICY FOR COMPUTER TECHNOLOGY ACQUISITIONS**

This policy applies to all TCU departments. The intent of the policy is to ensure that computer technology and services comply with University defined policies, procedures, support standards and security safeguards. Examples of computer technology include, but are not limited to: desktop and notebook computers, netbooks, iPads, tablets, servers, workstations, printers, software application systems, operating system software, wireless devices, network equipment or specialized networked-based appliance, and technical/functional computer services.

Specifically:

- All computer technology for TCU business must be purchased through Information Technology. Computer technology purchased for personal use will not be reimbursed by the University. Further, computer technology purchased with personal funds, regardless of the intended use, will not be reimbursed by the University.
- All computer technology assets purchased with University Funds are the property of the University and not a specific faculty or staff member's personal property. University funds include, but are not limited to, grant funds, endowed funds, restricted, or unrestricted funds.
- Funding for maintenance or support agreements must be coordinated with Information Technology prior to purchase.
- All desktop/notebook computers and peripherals acquired must meet University standards. For models and specifications, see Desktop Specifications List. In addition to maintain network connectivity, computers and peripherals must meet minimum configuration specifications. Please see Minimum Configuration Guide for latest requirements.

- Information Technology must approve any server or specialized appliance requiring network connectivity prior to acquisition. In addition, the device must meet the required conditions for connectivity. For current requirements, please see Connectivity Requirements.
- Network connected servers or appliance devices must reside in an environment approved by Information Technology.
- Information Technology must approve any technology that incorporates any kind of wireless access to ensure meeting TCU guidelines prior to purchase. Please see the Wireless Guidelines for current guidelines.
- Information Technology must review and approve any software application system prior to acquisition.
- Computer technology procured with restricted funds must be coordinated through Information Technology.

*Approved by Chancellor's Cabinet, April 12, 2004*

## **DATA CLASSIFICATION POLICY**

**Introduction.** The University provides access to its administrative and academic data in order to facilitate the business of the University. This access, however, must be accomplished in a manner that ensures the security, confidentiality, integrity and availability of the data. All users share in this responsibility. To help facilitate this purpose, this policy describes several classifications or categories of data and then goes on to describe how each may be used and protected.

**Applicability.** This policy applies to all University employees, students, alumni, contractors, affiliates, etc. who have access to TCU data.

### **Definitions.**

- Legitimate Interest – a need for data which arises within the scope of University employment and/or in the performance of authorized duties
- TCU Data Steward – an individual, department or their respective managers with the primary responsibility for collecting and maintaining TCU data
- TCU Data – data, in electronic or paper form, which is used with regard to University business

## **Policy Statement.**

### General

- TCU Data is critical to the University. The University, therefore, expects all users with access to its data to manage, access and utilize this data in a manner that is consistent with the University's need for security and continuity.
- TCU Data Stewards may classify their data into one of four data classes. They may also expand on the requirements of this policy.
- All users are custodians of the data they have access to since they have the ability to redistribute or in some cases alter the data. Custodians are responsible for treating the data in the manner described in this policy.

### Data Classifications

- Personal Data – Personal Data is data that is owned by an individual and is not TCU Data. Examples are:
  - photos of friends and family members
  - files related to non-TCU business
  - music purchased with personal funds
- Public Data – Public Data is TCU Data which, if exposed, would not harm the University or individuals. There is often a need to widely disseminate this data. No legal restrictions exist on the dissemination of the data. Examples are:
  - TCU press releases
  - class schedules
  - promotional or marketing information
  - public event information
- Private Data – Private TCU Data is TCU Data which, if exposed, would not significantly harm TCU or individuals but which is not intended for public release. This data is protected for proprietary, ethical or privacy reasons. This data must be restricted to users with a legitimate interest in the data. Examples are:
  - institutional research findings
  - employment data
  - large numbers of email addresses
- Confidential Data – Confidential DATA is TCU Data which, if exposed, could significantly harm an individual or the University. This data may also be protected due to legal, regulatory, contractual or University policy. Examples are:

- sensitive personal information (SPI)
- payroll data
- FERPA, HIPAA, or GLB covered data
- credit card information

Requirements – Data is subject to the controls defined for each classification. Data should not be made generally available until the data has been classified.

- Personal Data – Personal Data restrictions and protections are determined by the owner. TCU takes no responsibility for Personal Data. Users who store Personal Data on TCU-owned equipment do so at their own risk. Note: users will not necessarily have access to University property or any Personal Data stored on University property after leaving the University. *If Personal Data contains Sensitive Personal Information (SPI) as defined in the TCU Sensitive Personal Information Policy, it must be encrypted when stored on University resources.*
- Public Data – There is no restrictions on accessing or disseminating Public Data.
- Private Data – Private TCU Data must be protected to prevent loss, theft, unauthorized access, disclosure or destruction.
  - Some form of TCU-approved authentication and authorization is required in order to access this data. Examples of authentication are TCU username and password or source IP address. Examples of authorization are file permissions, PeopleSoft roles or firewall rules.
  - Authorization rules are determined by the TCU Data Stewards.
  - Duplicate or parallel copies of Private TCU Data must be approved by the TCU Data Steward and similar controls must be in place on all copies.
  - Paper copies of Private TCU Data must be kept in a closed container (e.g. desk, closet, file cabinet) when not in use in order to prevent public disclosure.
  - Electronic copies of Private TCU Data must be stored or transmitted in a manner that secures them from general public access.
  - Private TCU Data may not be stored on personally-owned computing devices unless an exception is made, e.g. email.



- Private TCU Data must be deleted or destroyed when no longer necessary.
- If Private TCU Data is shared with external parties, then there must be TCU approved contract language detailing compliance with this policy.

- Confidential Data – Confidential TCU Data must be protected in the same manner as Private Data along with the following additional requirements:

- When stored in electronic form, the data must be stored only on servers managed by Information Technology with appropriate data protection measures unless specifically approved.
- When stored in paper format, the data must be kept in locked containers or rooms with controlled access.
- When the data is transmitted, it must be in a secure and encrypted format.
- Information Technology must be notified in a timely manner if Confidential Data is suspected of being lost or disclosed to unauthorized parties.
- Confidential Data may not be stored on external or cloud-based sites or other destinations as described in the TCU Sensitive Personal Information Policy, TCU Credit Card Policy and other applicable policies.
- When no longer necessary, Confidential Data must be securely destroyed according to TCU policies.
- If Confidential Data is shared with external parties then there must be contract language detailing compliance with this policy.

**Enforcement.** Misuse of University information will be regarded with utmost seriousness. Alleged violations of this policy will be pursued in accordance with the appropriate disciplinary procedures for faculty, staff and students, and when indicated, sanctions up to and including dismissal or expulsion will be imposed. Legal action may be pursued if the violation involved external parties.

**Related Policies and Resources.**

- TCU Network and Computer Usage Policy
- TCU BYOD Policy
- TCU Credit Card Policy
- TCU Sensitive Personal Information Policy
- TCU Approved Electronic Data Storage Locations Matrix

**Policy Governance.**

Owner – TCU Information Technology – Information Security Services

**Approved Chancellor’s Cabinet – April 2015**

**MAILING AND POST OFFICE SERVICES.**

Mailing Deadlines - Monday — Friday.

First class departmental mail for metering:  
3 p.m.

Mail with stamps already affixed: 4:30 p.m.

Hours of Operation — Monday — Friday

Mailing Services 8:00 a.m. — 4:30 p.m.

Post Office 8:00 a.m. — 4:30 p.m.

*U.S. Mail.* Postage for all official University business is paid by each University department. Mailing Services located in the Brown-Lupton University Union (BLUU) is equipped to meter all business mail. The deadline for daily mail processing (Monday through Friday) is 3:00 p.m. Personal mail must NOT be sent through the Mailing Services Office. All personal mail must be stamped and deposited in the designated U.S. Mail receptacle or handled through the window service operation of the U.S. Contract Station located in the BLUU.

*TCU Mail Addresses.* The manager of mailing services assigns box numbers. Mail is sorted by the TCU box number not department or individual names. It is the responsibility of each department to notify correspondents of their correct mailing address, which must include the appropriate TCU box number. When departments divide into new departments or when employees move from one department to another or leave the University, it is the responsibility of the originating department to forward mail to the new department or old employee by placing the new box number on the mail piece and returning it to the post office for processing.

*Special Services.* TCU Mailing Services provides the following special services: USPS Express Mail, Federal Express, and International Mail. Contact Mailing Services regarding these services and for assistance in selecting the best service available. To receive the University’s Federal Express shipping discount, all departments must reference the TCU account number. Do not open individual accounts with Federal Express or other mailers without contacting the Mailing Services Coordinator.

Note: The shipment of hazardous materials MUST be coordinated with the TCU Safety Director.

*Interoffice Mail.* All interoffice mail is handled through the U.S. Post Office Contract Station in suite 1200 of the BLUU. Envelopes must be clearly marked "Interoffice Letter" and MUST bear the return address of the originating department. Other names on reusable envelopes should be MARKED OUT to avoid any confusion. To avoid delays in delivery, the complete name, department and box number must be provided in the address section of the envelope. Interoffice mail improperly addressed will be "returned to sender." Personal mail between department members or department and students is not allowed.

Mailings in the following categories require prior approval by the Manager of Mailing Services:

1. Student organization's mailings of 50 pieces or more.
2. Departments and students conducting departmentally sponsored mailings such as class project surveys.
3. Unlabeled full coverage mailings by departments. One-page mailings of this type must be tri-folded to letter size or a folding charge will be assessed.

Mail is delivered to the TCU Post Office at 6:00 a.m. Mail pick-up is 4:30 p.m. TCU Post Office hours of operation are 8:00 a.m. to 4:30 p.m. Monday through Friday. Questions regarding policy and procedures for use of interoffice mail or incoming U.S. mail should be directed to the supervisor of the TCU Post Office in the BLUU, 817-257-7840.

*Mailing Permits.* The University has special permits for second class, third class (bulk and single piece), first class business reply mail and first class pre-sort. These may be used under specified conditions and in accordance with U.S. Postal regulations and University procedures. Bulk mail is sent to the U.S. Post Office every day at 1:00 p.m. After it leaves the campus, allow an average of two weeks for delivery. All address list files for permit mailings should be electronically transmitted to Mailing Services for certification and processing. Mailing Services must have a job ticket on file before we accept any materials or address files. All questions concerning use of permit mail should be directed to the coordinator of Mailing Services Office, 817-257-7899.

*Special Notation.* Materials printed for third class (bulk) mailing should never be deposited

directly in any U.S. Postal facility. Postal regulations are not flexible. Surplus materials mailed in small numbers require additional postage and removal of all permit information.

**HUMAN RESOURCES.** The Vice Chancellor for Human Resources oversees the division charged with facilitating Benefits programs (insurance and other ancillary programs), Compensation, Compliance, Employee Relations, Talent Management, Retirement programs, Leave programs, Performance program for staff, Workforce and Organizational Development, Timekeeping and Payroll, and Wellness for the University. Reporting to the Chancellor, the Vice Chancellor is a member of the Chancellor's Cabinet. The Vice Chancellor and the human resources leadership team work closely with the University's leadership to address the University's human resources needs.

The Human Resources team actively works to ensure University community members fully understand the scope and value of their TCU experience.

Faculty and staff should contact 817-257-7790 or [askhr@tcu.edu](mailto:askhr@tcu.edu) for detailed information related to any human resources matter. Human Resources information can also be found on their website at [www.hr.tcu.edu](http://www.hr.tcu.edu) or employees may access employee self-service through the TCU portal at [www.my.tcu.edu](http://www.my.tcu.edu) to review benefits information, payroll, taxes and salary data and personal information available through the Human Resources Information System.

While every effort is made to ensure the accuracy of information provided within this document as of the date of this publication, please note that policies are subject to modification at any time and TCU administration, including the Human Resources Department, is charged with interpretation of policies. In any instance where details of this document conflict with plan documents and/or legal requirements, the plan documents or legal requirements will prevail. No part of this document is designed to alter the at-will employment relationship.

**ON THE JOB INJURIES.** The University provides Workers' Compensation coverage for on-the-job injuries for all employees. The University defines "employee" as faculty and staff, as well as student workers paid by regular or work-study funds. If there is a question as to status, please contact Human Resources or the

Risk Manager. In order that employees receive prompt care and coverage the following basic reporting procedures should be followed:

1. Employees must report all injuries *immediately* to their supervisor.
2. Medical attention should be given to the employee in accordance to the severity of the injury.
3. Notification of an injury should be made at the earliest possible time to the Worker's Compensation Coordinator (817-257-7778) who will coordinate appropriate referral and verification procedures. Failure to report a workers' compensation injury timely may result in denial of eligible benefits by the insurance carrier.
4. The supervisor should complete a Work Injury Report. The Risk Manager must receive the Work Injury Report within 24 hours of the reported injury. As soon as possible, the supervisor should have the injured employee complete the Work Injury Report and submit the report to the Risk Manager. A copy of the TCU Work Injury Report Form is available via the TCU Risk Management Web site at [www.saf.tcu.edu/Work%/20Injury%20Report.pdf](http://www.saf.tcu.edu/Work%/20Injury%20Report.pdf).
5. A medical release is required prior to returning to work. All medical releases must be processed through the Risk Manager.

Questions concerning Texas Workers' Compensation or on-the-job injury claims should be directed to the Risk Manager or the Safety Director.

#### **PERSONAL PROPERTY ON CAMPUS.**

Personal property on campus is used at the owner's risk. Any damage or loss of personal property should be reported to the appropriate homeowner/tenant insurance carrier. Faculty and staff members are responsible for any deductible under the homeowner/tenant policy.

#### **PRIVILEGES ENJOYED BY PART-TIME/ADJUNCT FACULTY.**

Privileges made available to part-time/adjunct faculty by the University include the following:

1. TCU ID CARD: Authorization to obtain a TCU ID card is provided by the Provost's Office. Photos are taken and the cards are issued in

the ID Card Center, which is open from 8:00-5:00 Monday through Friday.

2. PARKING ON CAMPUS: All faculty, staff, and students who operate a motor vehicle on campus and choose to use designated University parking areas must register that vehicle with the TCU Campus Police. Part-time Adjunct Faculty permits may be obtained at no charge from the Campus Police located at 3025 Lubbock Avenue.
3. MARY COUTS BURNETT LIBRARY: Part-time faculty may access the Mary Coutts Burnett Library. (I.D. card is required to enter and to check out materials.)
4. TCU BOOKSTORE: A 10% discount is available on all purchases at the TCU Bookstore, except merchandise that is on sale. (I.D. card required.)
5. ATHLETIC TICKETS: Part-time faculty are allowed to purchase two discount ticket books to cover all yearly events. These are obtained at the ticket office, Daniel-Meyer Coliseum. (I.D. card required.)
6. UNIVERSITY RECREATION CENTER: Part-time faculty may purchase passes for the new state-of-the-art Center at reduced rates in the Recreation Center Office. (I.D. card required.) The Center features a four-lane indoor running track, nearly 50 cardiovascular machines w/flat screen TVs linked to the TCU cable stations, indoor and outdoor swimming pools, volleyball courts, table tennis, video games, and a big screen TV, six racquetball courts, two of which can be converted to squash courts, five basketball courts and a massage therapy office.
7. THEATRE TICKETS: Most theatrical events on campus are free to TCU faculty. In addition, TCU from time to time obtains special tickets for road shows that appear in the Metroplex. Such block tickets can be purchased at the reduced rates usually at the Student Center Information Desk or at the Box Office in Ed Landreth Auditorium. (I.D. card required.)

**IDENTIFICATION CARDS.** Identification cards are issued to those full-time and part-time persons who are on the University payroll and who work on a regularly scheduled basis. For complete information the policy and procedures,

see *Personnel Policies and Procedures Manual: Policy 6.010 University Identification Cards*. Each budget manager has been furnished a copy of this manual. I.D. cards are not issued automatically, but applications are available upon request through the Vice Chancellor for Academic Affairs Office. TCU's employee I.D. system requires having a photograph made. The Academic Affairs Office is open from 8:00-5:00 Monday through Friday. Photographs are taken in the I.D. Card Center (BLUU Room 2033), which is open 8:00-12:00 and 1:00-4:30 Monday through Friday.

**COMPLIANCE TRAINING.** To comply with federal law and provide members of the University community an opportunity to become more aware of all forms of discrimination, the University provides online, self-paced training programs on Title IX, sexual harassment, employment discrimination and codes of conduct. All TCU employees are required to complete the training within specified timeframes

**WELLNESS.** TCU offers a two-pronged approach to wellness. The first is the basic Wellness Program that offers faculty and staff a host of opportunities to improve and maintain their overall health and well-being. Events such as educational seminars, along with incentives for participation in the program, encourage healthy lifestyle choices and foster an awareness of wellness among all TCU employees.

The second, the *WellnessGold* Program, is a member-based wellness program available to all TCU faculty and staff. *WellnessGold* is a state-of-the-art wellness program encompassing the social, emotional, intellectual, physical, occupational and spiritual dimensions of wellness. *WellnessGold* serves the wellness needs of the TCU community by accommodating all ages, health, wellness, fitness levels and backgrounds and promoting healthy lifestyles by educating, supporting and empowering members to improve their health and well-being. *WellnessGold* provides a wide range of individualized wellness programs designed and implemented by competent, educated and friendly personnel whose goal is to positively impact the lives of *WellnessGold* members.

**HOLIDAYS.** The University observes the following holidays each calendar year.  
New Years' Day                      Independence Day

Martin Luther King Day              Labor Day  
Good Friday                              Thanksgiving  
Memorial Day                             Christmas Day

If a holiday falls on a Saturday, the University is closed on the preceding Friday. If a holiday falls on Sunday, the University is closed on the following Monday. The period from December 26 through December 31 is a Christmas break. The Chancellor may designate additional days when the University is closed.

**PAY PERIODS AND SALARY CHECKS.**

Adjunct faculty will be paid on the last working day each month (September through December for fall; February through May for spring). Check the HR website for the schedule of pay days: [www.hr.tcu.edu](http://www.hr.tcu.edu).

**DIRECT DEPOSIT.** All TCU employees receive paychecks through direct deposit. New employees will receive one paper check until the direct deposit information is validated (pre-noted). While student employees are strongly encouraged to enroll in direct deposit, federal regulations prohibit **mandatory** requirement for students receiving Title IV funds via direct deposit. To enroll in direct deposit, go to [my.tcu.edu](http://my.tcu.edu).

**Foreign Nationals.** All foreign nationals employed by the University must have a tax ID number (Social Security number). All foreign nationals with F-1, J-1 or M-1 VISAs are exempt from U.S. Social Security tax. If the U.S. has a tax treaty with a specific country, the U.S. source income may be exempt from U.S. taxation under provisions in the treaty.

All foreign nationals, regardless of the method of compensation, are required to complete TCU's online international reporting system (Glacier) prior to the release of pay (compensation or honorariums). For access to the international reporting system, contact the Payroll Tax Coordinator, [HRPayroll@tcu.edu](mailto:HRPayroll@tcu.edu).

International tax documents (1042s) will be issued to foreign nationals no later than March 15 each year.

**Withholding (W-4 Forms).** Withholding exemption certificates (Form W-4) must be updated using Employee Self Service. The IRS encourages all employees to use the [Withholding Calculator](#) on the web site [IRS.Gov](http://IRS.Gov) to perform a quick "paycheck checkup". This is even more important with the 2017 Tax Cuts and Job Acts (TCJA).

**W-2 Tax Forms.** . For the most secure delivery, TCU recommends its employees receive their annual tax documents (W2) electronically. Employees must register [here](#) ([www.paperlessemployee.com/tcu](http://www.paperlessemployee.com/tcu)). Receiving your annual tax documents electronically via a secured website prevents mail fraud and guarantees earlier distribution. Previous years' tax documents are also available on this site.

**Helpful HR websites:**

[www.hr.tcu.edu](http://www.hr.tcu.edu)

[my.tcu.edu](http://my.tcu.edu)

<https://www.paperlessemployee.com/tcu>

**Address or phone number changes.** Address or phone number changes must be submitted on [my.tcu.edu](http://my.tcu.edu). Employee Self-Service link). Questions concerning pay should be directed to Payroll at extension 7835. Should you wish to submit a question, concern and/or documentation in writing, the Payroll FAX number is 817-257-7714. It is helpful to include your TCU I.D. number on documentation provided to payroll. Payroll is located in the Human Resources Building at 3100 West Berry. The mailing address is TCU Box 298200.

**Campus No Smoking Policy.** Texas Christian University prohibits the use of all tobacco products and smoking on property owned or operated by the University. To use tobacco as part of an established religious ceremony, academic or research activity, contact the Vice Chancellor for Student Affairs to request an exemption for those activities.

**PARKING AND TRAFFIC REGULATIONS.**

Traffic rules are an official part of University regulations and are to be observed by all members of the faculty, staff, and student body. A traffic citation means that a University rule has been violated and instructions on the notice, including those concerning payment of fines, must be followed. Each year students, faculty and staff are required to register their vehicles with the Campus Policy Office and to display the permit, as indicated in the regulations, in order to park on campus. Students, faculty, and staff are not eligible to park in zones reserved for visitors. New permits are issued at the beginning of the fall term, or in the case of faculty and staff, when the member arrives on campus. The parking permit fee is waived for adjunct faculty, however, they are required to register their vehicles with the TCU Police.

# **APPENDIX**

## PEOPLE TO CONTACT:

To contact someone about other policies, procedures, or problems:

- Call your department chair, associate dean or administrative assistant.
- Call one of the following administrators/departments:

Teresa A. Dahlberg  
Provost/Vice Chancellor for Academic Affairs  
Sadler Hall 4022  
817-257-4343

Cindy Odiorne  
Faculty Coordinator for Academic Affairs  
Sadler Hall 4022  
817-257-5361

Andrew Schoolmaster III, Dean  
AddRan College of Liberal Arts  
Scharbauer Hall, Room 2017  
817-257-6163

Daniel Pullin, Dean  
M. J. Neeley School of Business  
Tandy Hall 300  
817-257-7526

Kristie Bunton, Dean  
College of Communication  
Moudy Building 266S  
817-257-4124

Jan Lacina, Interim Dean  
College of Education  
Bailey Building 205  
817-257-6786

Richard Gipson, Interim Dean  
College of Fine Arts  
Moudy Building 119N  
817-257-6607

Christopher Watts, Dean  
Harris College of Nursing and Health Sciences  
Bass Building 214  
817-257-7621

Diane Snow, Dean  
John V. Roach Honors College  
Scharbauer Hall 1016  
817-257-6961

Phillip Hartman, Dean  
College of Science & Engineering  
Tucker Technology Center 102  
817-257-7728 or 817-223-9402

Karen Steele, Ph.D.  
*School of Interdisciplinary Studies*  
Rees-Jones Hall 346  
817-257-6255

Center for Academic Services  
Sadler Hall 1010 and 1022 817-257-7486

Center for Instructional Services  
2820 W. Bowie  
817-257-7121

Center for Instructional Services  
2820 W. Bowie  
817-257-7121

Koehler Center for Instruction, Innovation and  
Engagement  
Sid W. Richardson Building 501  
817-257-7434

Center for Writing (William L. Adams)  
Reed Hall, Room 419  
817-257-7221

Dean of Campus Life  
Sadler Hall 2006  
817-257-7926

Information Commons Faculty/Staff  
HELP DESK 817-257-6855

Mary Coutts Burnett Library  
Reference/Information 817-257-7117  
Reserves 817-257-7112

Registrar's Office  
Sadler Hall 1006  
817-257-7825

# ACADEMIC CALENDAR

**Fall Semester 2019      Regular**

<b>Aug 25, Sun</b>	End of Pre-Registration
<b>Aug 26, Mon</b>	First day of classes for this session
<b>Aug 30, Fri</b>	Last day for enrollment or changing classes
<b>Aug 30, Fri</b>	Last day to withdraw at 100% tuition refund
<b>Sep 02, Mon</b>	Labor Day
<b>Sep 02, Mon</b>	Labor Day Holiday
<b>Sep 09, Mon</b>	Last day to withdraw at 75% tuition refund
<b>Sep 10, Tue</b>	Fall Convocation 11:00 am Ed Landreth
<b>Sep 16, Mon</b>	Last day to withdraw at 50% tuition refund (no refunds after this date)
<b>Sept 23, Mon</b>	Last day to withdraw at 25% tuition refund (no refunds after this date)
<b>Oct 09, Wed</b>	Unsatisfactory grades due to Registrar - 9:00am
<b>Oct 11, Fri</b>	Semester break recess 10:pm
<b>Oct 16, Wed</b>	Classes resume 8:00 am
<b>Oct 21, Mon</b>	Schedule advising begins for upcoming semester(s)
<b>Oct 24, Thu</b>	Last day to remove "I" grade from prior long semester
<b>Nov 04, Mon</b>	First day of SCHEDULED enrollment appointments
<b>Nov 11, Mon</b>	Last day to drop for this session
<b>Nov 12, Tue</b>	Last day to select P/NC for this session
<b>Nov 26, Tue</b>	Thanksgiving Holiday Classes recess at 10:00pm
<b>Nov 28, Thu</b>	Thanksgiving Day Holiday
<b>Nov 29, Fri</b>	University Closing
<b>Dec 02, Mon</b>	Classes resume 8:00 am



<b>Dec 11, Wed</b>	Last day of class for this session
<b>Dec 12, Thu</b>	Study day
<b>Dec 13, Fri</b>	Study day
<b>Dec 16, Mon</b>	Final Exams Begin - see Final Exam Calendar on <a href="http://www.reg.tcu.edu">www.reg.tcu.edu</a>
<b>Dec 17, Tue</b>	Final exam day
<b>Dec 18, Wed</b>	Final exam day
<b>Dec 18, Wed</b>	Graduating student grades due 5pm
<b>Dec 19, Thu</b>	Final exam day
<b>Dec 20, Fri</b>	Final exams end
<b>Dec 21, Sat</b>	Baccalaureate and Commencement

Consult the Registrar's Office Academic Calendar online for **information on** additional sessions.

## ACADEMIC CALENDAR

**Spring Semester 2020      Regular**

<b>Jan 12, Sun</b>	End of Pre-Registration
<b>Jan 13, Mon</b>	First day of classes for this session
<b>Jan 17, Fri</b>	Last day for enrollment or changing classes
<b>Jan 20, Mon</b>	Martin Luther King Holiday
<b>Jan 20, Mon</b>	Martin Luther King Holiday
<b>Jan 27, Mon</b>	Last day to withdraw at 75% tuition refund
<b>Feb 03, Mon</b>	Last day to withdraw at 50% tuition refund
<b>Feb 10, Mon</b>	Last day to withdraw at 25% tuition refund (no refunds after this date)
<b>Mar 04, Wed</b>	Unsatisfactory grades due to Registrar - 9:00am
<b>Mar 06, Fri</b>	Semester break recess 10:pm
<b>Mar 12, Fri</b>	Last day to remove "I" grade from prior long semester
<b>Mar 16, Mon</b>	Semester break ends. Classes resume at 8:00 AM
<b>Mar 30, Mon</b>	Last day to drop for this session
<b>Mar 31, Tue</b>	Last day to select P/NC for this session
<b>Apr 06, Mon</b>	Registration
<b>Apr 09, Thu</b>	Semester break/Holiday Recess 10 PM
<b>Apr 10, Fri</b>	Good Friday Holiday
<b>Apr 10, Fri</b>	Holiday
<b>Apr 13, Mon</b>	Classes resume from holiday 8:00am

<b>Apr 29, Wed</b>	Last day of class for this session
<b>Apr 30, Thu</b>	Study day
<b>May 01, Fri</b>	Study day
<b>May 04, Mon</b>	Final Exams Begin - see Final Exam Calendar on <a href="http://www.reg.tcu.edu">www.reg.tcu.edu</a>
<b>May 05, Tue</b>	Final exam day
<b>May 06, Wed</b>	Final exam day
<b>May 06, Wed</b>	Graduating student grades due 5pm
<b>May 07, Thu</b>	Final exam day
<b>May 08, Fri</b>	Final exams end
<b>May 09, Sat</b>	Baccalaureate and Commencement

# RISK MANAGEMENT, SAFETY AND EMERGENCY PREPAREDNESS

## **EMERGENCY PREPAREDNESS**

Communication during an emergency is critical, and there are four things we ask each of you to do to assist TCU and reassure your own family:

**When on campus, call TCU police at ext. 7777 instead of 911 in case of emergency.** This actually minimizes response time as TCU police are able to assist emergency responders navigate the campus and get to you sooner. Program 817-257-7777 into your cell phones for on-campus emergencies, or dial ext. 7777 on campus.

**Update your local and emergency contact information on file with TCU.** We will only be able to contact your spouse or other family member in an emergency if this information is current. Faculty and staff can download a PCF (personal change form) by clicking on "forms and publications" on the human resources Web site at [www.hr.tcu.edu](http://www.hr.tcu.edu). If you need assistance with the PCF form, contact your supervisor.

**Call home to let your family know you are safe.** We expect campus phone lines could be overrun with incoming calls if an emergency occurs in our area or on campus. You can help keep phone lines open and campus operating as normally as possible by calling home and telling your family you are safe.

**Communicate a designated meeting place to your family.** If you choose to leave campus in an emergency, make sure your family knows where you will go if you are not heading home (a colleague's home, for instance). . . and how they can reach you there.

At TCU, campus safety is a top priority. To that end, the University places a priority on informing faculty, staff and students about campus emergencies. In the event of an emergency or weather-related closures or delays, TCU will inform the campus through the following sources:

- TCU ALERT (text and campus-wide e-mail)
- TCU home page [www.tcu.edu](http://www.tcu.edu)
- Recorded information line (817-257-INFO or 4636; toll free at 1-866-321-7428)

The TCU ALERT service sends emergency text messages to campus members via cell phones, campus-wide e-mails and messages to home phones.

### **ENROLL IN TCU ALERT:**

[www.emergency-preparedness.tcu.edu](http://www.emergency-preparedness.tcu.edu)

Additional emergency preparedness resources and training is available via the Emergency Preparedness Web site at [www.emergency-preparedness.tcu.edu](http://www.emergency-preparedness.tcu.edu).

## **RISK MANAGEMENT**

The Risk Management Department can assist faculty or staff with a variety of issues which range from automobile (rental, use on business, students driving, field trips, etc.), liability (for student participation in non-tradition educational experiences, contracts, dealing with vendors, etc.), workers compensation (for work related injuries), safety, environmental health, emergency preparedness, and business continuity. More information can be found by calling the Director of Risk Management at ext. 7778 or the website:

<https://tcuriskmgmt.tcu.edu/>

## **SAFETY POLICY**

Detailed information of the University's safety, environmental and insurance policies can be found on the *TCU Safety Management* Web site at [tcusafety.tcu.edu](http://tcusafety.tcu.edu) or by calling extension 6363. Additional information on emergency procedures can be found in the TCU publication titled, *TCU – Responding to Emergencies*. Copies of this publication are available through the Safety department, ext. 6363.

Each member of the University family must accept the challenge of maintaining an accident-free environment.

The University Safety Director has the responsibility to assist in the establishment of an effective safety program for the University. A portion of this responsibility includes identifying safety deficiencies and problems, assisting in the development of written programs for compliance with governmental safety regulations, and assisting departments in the establishment of safety procedures. Deans, unit and department heads are responsible for implementing the appropriate safety procedures in their respective areas. All employees are expected to fully support the safety program, follow proper procedures and ensure that equipment and facilities are maintained to desired standards.

**Emergency Floor Officer Program.** To assist in emergencies, the University has established a program using "Emergency Floor Officers" (EFO's) that are assigned to each floor of most major buildings on campus. These EFOs assist in evacuation and securing buildings during emergencies. Contact the Safety department, ext. 6363, for further information on this program.

## **GENERAL FIRE SAFETY**

In general, please know devices with open flames (candles, etc.) are prohibited in most areas at TCU except when a permit has been obtained from the Fort Worth Fire Department. All faculty, staff and students should recognize emergency situations as quickly as possible so preventive measures can be taken. Be familiar with the locations and operation of fire extinguishers near your office and classrooms. For fire extinguisher training please call TCU Emergency Preparedness at 817.257.7778.

Please keep in mind during normal business hours, the Emergency Floor Officers (EFO's) will be a resource for emergency information. The Emergency Floor Officer will help in pre-emergency planning of your building/floor and assist with the evacuation of your building.

### ***Pre-planning:***

- Identify and be familiar with your building/floor/classroom exits. Remember, in the case of a fire, elevators cannot be used.
- Identify a designated gathering site and inform faculty/staff/students in your assigned building/floor of the designated gathering site.
- Identify individuals with physical disabilities, permanently assigned in your area, who may need assistance evacuating.
- Inform faculty/staff/students that the policy of the University is that individuals must evacuate the building if a fire alarm is activated.
- Open flames (other than those needed in laboratories) – such as candles – are not permitted in the workplace.

### ***Actions in the event of a fire emergency:***

- Call TCU Police at **817.257.7777**. When calling TCU police be prepared with as much information as possible such as:
  - Location of the fire by building name and street address. If known, include the location of fire by floor and office/room.
  - Identify any types of injuries of which you are aware and the type of help that is needed.
  - Describe any additional details regarding the situation to the dispatcher.
- Regardless of the cause of a fire alarm, evacuate the building or area of the fire. Remember do not use the elevators.
- If possible, close doors – especially fire exit doors – to help contain the fire and smoke.
- Warn and help others on your way out of the building.
- Activate the fire alarm system at the closed pull alarm.
- Go to your designated gathering site.

### ***Do not do the following:***

Return to the building until an “all-clear” signal is given by Physical Plant emergency personnel, TCU Police, or the local fire department.

- Use the elevator when evacuating.
- Leave your gathering site until you are accounted for by your supervisor or designated staff.
- Prop open fire exit doors.

### ***Bomb Threats.***

When a bomb threat is received by phone:

- If the threat of explosion is immediate, evacuate all people from the premises at once.
- If the caller indicates there is some time before the bomb will go off:
  - Try to get as much information as possible about the location and description of the bomb and the caller.
  - Listen for background noises that could provide clues to their location.
  - Check your phone screen to see if a phone number of the caller is listed.
  - Stay on the line only as long as the caller continues to provide useful information.

- Immediately evacuate the premises.
- Call TCU Police (817.257.7777) and notify of above information.

### **Emergency Actions**

Discovery of a suspicious item:

- If you find an item you suspect is a bomb, DO NOT touch, move or disturb the item. Contact TCU Police immediately (817.257.7777). Keep persons away from the area until help arrives.

**Hazard Communication Program.** This program is based on federal and state requirements concerning the use of hazardous chemicals in the workplace. A copy of the written program is available to all employees for review through the safety director's office or by visiting <http://tcusafety.tcu.edu/safety-guides/>. The safety director will assist any department in compliance with these requirements.

**Hazardous Waste/Chemical Spill Procedures.** It is the policy of this University to follow the requirements set forth by federal and state agencies concerning the storage and disposal of hazardous waste. The safety director will assist any department with concerns in this area. Additional information can be located by visiting <http://tcusafety.tcu.edu/environmental-management/chemical-spills/>.

**Lockout/Tagout and Electrical Safety.** Each department involved in the maintenance of equipment or where persons have a potential for exposure to electrical shock should develop lockout/tagout procedures which meet or exceed the appropriate governmental regulations. The safety director will assist any department in this area.

### **BAD WEATHER POLICY**

Days the University is officially closed because of weather conditions are designated as bad weather days.

When the University is officially closed, all students, faculty and staff members will be excused from reporting, except for those persons providing essential services related to:

1. Health and safety
2. The presence of a residential student community, and
3. Agreements with the public for the use of university facilities.
4. Each department is responsible for identifying and communicating to their employees that are considered essential employees.

The decision to close the University will be made by 6 a.m. on the day in question and will be communicated to local news media. Members of the University community are encouraged to get their information from that source.

**Severe Storm/Tornado Procedures.** The University has established uniform instructions in the event of a severe storm and/or tornado. Although tornadoes can occur at any time during a given year, the typical tornado season for the TCU area is March through September. Please check the TCU Emergency Preparedness website for detailed information on safety procedures during bad weather. [www.emergency-preparedness.tcu.edu](http://www.emergency-preparedness.tcu.edu).

#### **Definition of Terms — Tornado/Severe Storm Watch.**

This indicates that a tornado or severe thunderstorm is possible until a set time. Severe weather conditions would include the possibility of high winds, hail, funnel clouds, etc. During a watch, you should monitor the weather and be prepared to seek immediate shelter.

**Tornado/Severe Storm Warning.** This indicates that a tornado or severe storm has been detected by either sight or radar. Be aware that since tornadoes can form quickly, there may not be enough time to issue a warning for those in the immediate area. For this reason, you should be prepared to move quickly.

**Sources for Tornado/Severe Storm Information.** The primary source for notification is the All-Hazard siren indicating that an emergency situation has occurred and additional information is required. For example: If a severe storm is imminent or a tornado has been sighted or indicated by radar take cover in accordance with your emergency plan. There are two sirens located by the baseball field and across from the Smith Entrepreneurs Hall. You should be aware that the Civil Alert system is tested the first Wednesday of each month at 1:00 p.m. if clear weather exists.

Additional sources of information include KTCU-FM, local radio and television stations, and "narrow band" FM receiver-weather alert radios. Weather radios are located in residence hall offices. Additionally, the weather is monitored by TCU Campus Police and the HVAC Control Center through local TV stations and by using weather-alert radios.

**How to Prepare for a Severe Storm or Tornado.** Upon detection of severe weather or tornadoes within the city, the city of Fort Worth Emergency Management Agency will sound the All-Hazard siren. At the sound of the All-Hazard warning siren, faculty, staff and students are to proceed immediately to a designated storm shelter area in an orderly fashion.

In general, the safest area in a building is interior hallways on the lowest floor away from windows and doors. Avoid areas with large roof spans or excessive glass (i.e., lecture halls, gymnasiums, lobbies, etc.). Each employee should determine the appropriate shelter site for each building in which he/she works as soon as possible after beginning employment.

If time permits, occupants of smaller temporary or residential-type buildings should go to a building of major construction. If time doesn't permit, find shelter in an interior closet or hallway.

Residential Hall occupants should take a pillow when they leave their room. If a tornado hits, curl up so that your head and eyes are protected.

Do not leave the building to reach a vehicle in an effort to drive away from the storm. If you are in a vehicle, leave it immediately for a safe building or ditch. Don't try to outrun a tornado. Don't stay in the vehicle.

Remain in the shelter area until you have determined whether the storm has passed (contact Campus Police at 7777 for the latest information). Do not call the Weather Bureau except to report a tornado.

Injuries should be reported to the TCU Campus Police office.

**Lightning Warning System.** Texas Christian University has installed a lightning prediction system manufactured by Thorguard, Inc. This system is designed to predict a lightning strike within a defined geographical region. Using sensors connected to a computer, this system is able to measure and analyze the electrostatic field in the atmosphere. It is in this field that lightning originates. Once pre-established detection limits are reached, the system activates a series of horns and strobe lights to warn those working outside to seek shelter. Since this system is automated, it can provide warning even when there appears to be no evidence of lightning. The system is designed to operate from 6:00 am until midnight.

Six sets of warning horns and strobes have been installed around the TCU campus. When the conditions for a lightning strike exist, the system will give a **steady, 15-second blast** on the horn cluster. At the same time, a **yellow strobe** will activate and stay on until the danger has passed. Once the potential for a lightning strike has passed, the system will activate the horns for an all-clear signal — **three steady blasts** — and the strobe lights will go off.

In many cases, weather systems bring with them high winds, tornados, and hail. By design, the Thorguard system will likely activate as severe weather approaches the campus. While this system may provide some warning to these different types of weather phenomena, it does so only because lightning may accompany the storm. The warning of storms having the possibility of large hail and tornados still comes from monitoring local weather stations and the weather alert system provided by the City of Fort Worth. The weather alert sirens covering the TCU campus are located at the corner of Bellaire Drive North and Alton Drive and across from the Smith Entrepreneurs Hall.

*Should you hear the Thorguard Lightning Prediction System activate, then you should **go inside a nearby building**. Do not seek shelter under towers, trees or other tall objects that could attract a lightning strike. Motor vehicles can provide shelter, but once inside do not touch any metal that could be part of the vehicle frame. If you have **outdoor groups working, cease operations** and guide your participants inside.*

Should you have any questions or concerns about the lightning prediction system, please contact the TCU Risk Management at ext. 6363 or visit the TCU Risk Management Web site.

## TCU Informed Consent and Assumption of Risk Form - Fact Sheet

Generally, TCU does not ask students to sign waivers or releases for programs/trips that support their academic work. It is, however, important that students be informed of the dangers they may face while participating in these programs/trips. It is strongly recommended that all students sign an Informed Consent and Assumption of Risk Form before participating in the trip, to establish their voluntary participation and to establish that they have been fully warned of the dangers, and are aware of their responsibility for their own safety. This form does not have the student waive his/her right to recover for losses caused by negligence of the University or its employees.

Informed Consent and Assumption of Risk Forms must be specific to each trip. There are no generic forms. Some classes may take frequent trips, such as a geology class. In such cases, an informed consent form about class activities may be appropriate in lieu of a form per trip.

This form is designed to answer the most frequently asked questions regarding liability, insurance and risk management issues around field trips, class trips, intern or practicum placements. It is also designed to facilitate your communications with your students before you go off campus and to give you tools to help you make the off campus experience safer for all participants.

The form is available in a downloadable format via the TCU Risk Management website at [www.tcu.saf.edu](http://www.tcu.saf.edu). If you have any questions regarding this material or need any assistance, please contact the Risk Management at extension 7798.

- This form requires that you summarize the risks specific to your planned off campus trip on the portion of the form designated (Specific dangers endemic in this Program's area of travel or endemic to the Program.)
- If you assign the practicum or internship site, contact the site coordinator to find out if he/she is aware of criminal activity in their facility or in the parking lots adjacent to the facility. If there is criminal activity, include this information in the Specific Dangers portion of the form.
- You may duplex this form but do not reduce in size.
- Instruct students/participants to report all accidents and injuries to you as soon as possible.
- You may use a range of dates as long as you give detailed activity description.
- Students under the age of eighteen must have form signed by parent or legal guardian.
- Retain this form in your file for one year from the date of the activity. If an accident or injury occurs, please contact Risk Management at extension 7798 or [www.tcu.saf.edu](http://www.tcu.saf.edu).
- Campus Police has emergency contact information for accidents occurring after work hours or on weekends.
- Do not use this form for international travel study programs, activities other than for-credit courses, TCU sponsored camps, conferences or athletic activities. Contact Risk Management for form appropriate for these activities.



TEXAS CHRISTIAN UNIVERSITY  
INFORMED CONSENT AND ASSUMPTION OF RISK

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Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name) \_\_\_\_\_ understand I am to participate in the \_\_\_\_\_ (henceforth referred to as the Program).

I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.

I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that is my responsibility to know what I will need for the Program and to provide what I will need. I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue any activity. I will not wear or use or do anything that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others. I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

**SPECIFIC HAZARDS OF TRAVEL OR PROGRAM:** Despite precautions, accidents and injuries can occur. I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous, and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Theft, loss or damage of my personal property while in transit or participating in the Program.
- Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.
- Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.
- Listed below are specific dangers endemic in this Program's area of travel or endemic to the Program.

**INSTITUTIONAL ARRANGEMENTS:** I understand that TCU is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that TCU may provide these services only as a convenience to participants and that accordingly, TCU accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that TCU is not responsible for matters that are beyond its control. I acknowledge that TCU reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by TCU.

**INDEPENDENT ACTIVITY:** I understand that TCU is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any TCU activity. In addition, I understand that any travel that I do independently on my own before or after the TCU sponsored Program is entirely at my own expense and risk.

**HEALTH AND SAFETY:** I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that TCU is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility. I agree to pay all expenses relating thereto.

**TCU RULES, REGULATIONS AND POLICIES:** I agree to obey and comply at all times with all of the rules, regulations, codes and policies of TCU while participating in the Program. I agree to notify my professor immediately of any injury or loss.

**TRAVEL CHANGES:** If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

**SIGNATURE:** I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Informed Consent and Assumption of Risk Form and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which take effect as a sealed instrument.

**IMPORTANT - READ ENTIRE AGREEMENT BEFORE SIGNING.**

\_\_\_\_\_  
Signature of Program Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian  
(If student is a minor)

\_\_\_\_\_  
Date

# Safety Guidelines

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## Suggestions For Your Safety Off-Campus...

### Walking to and from your car...

- Have entry/ignition keys in hand before starting for your car so you're not trying to find them while you walk to the car or standing at the car door.
- Stay alert when crossing the parking lot and watch for suspicious persons.
- If you have a cell phone, have it within easy reach
- Even if your car was locked when you left it, check the interior prior to entry for uninvited guests.
- If a stranger approaches you, continue walking to your car, politely decline requests for money or information. Don't stop walking toward your car.
- If asked for help, offer to call the police or suggest they return to the business. DO NOT offer assistance yourself or allow a stranger to use your cell phone.
- If a situation seems suspicious, look for someone to help you or dial 9-1-1.

### While driving...

- Follow established roadways. Use familiar streets, not back roads or "shortcuts".
- Make sure all doors are locked while driving.
- Put purses and/or other valuables out of sight, if possible, or cover item(s) with a towel.
- Stay alert at stop signs and traffic lights. If a stranger approaches your car at a traffic light, drive away.
- Don't leave your car's engine running while you're out of or away from the car.
- If your car breaks down or you have a flat, call for assistance from within your (locked) car and remain inside until help arrives.
- Don't travel to remote areas by yourself.
- Be sure you have plenty of gas before you start a trip.
- Plan your route. Get driving directions from the Internet if necessary.

### If you should become involved in an accident:

- At night, drive (if possible) to a lighted area.
- If the occupants of the other car make you uncomfortable, call the police from within your (locked) car and remain inside until the police arrive.
- Jot down the description and license number of the other car while you wait for the police.

BY SIGNING THIS DOCUMENT, YOU ARE WAIVING CERTAIN LEGAL RIGHTS.  
PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING.

TEXAS CHRISTIAN UNIVERSITY  
STUDENT/PARTICIPANT RELEASE AND INDEMNITY AGREEMENT

Printed Name of Student/Participant: \_\_\_\_\_

Course/Activity: \_\_\_\_\_ Course Number (if applicable): \_\_\_\_\_

Instructor/Sponsor: \_\_\_\_\_ Destination (if travel required): \_\_\_\_\_

Semester/Dates of Participation: \_\_\_\_\_

For and in consideration of being permitted to participate in the Course/Activity above (including related travel, if any), **I, THE UNDERSIGNED, HEREBY FULLY RELEASE AND FOREVER DISCHARGE** Texas Christian University and all instructors, sponsors, agents, employees, officers, trustees and affiliates of Texas Christian University (collectively "TCU"), of and from any and all liability to me, my personal representatives, assigns, heirs and next of kin, for any damage to or loss of my property, any injury to my person or my death or any one or more of the foregoing, arising directly or indirectly out of my participation for any purpose in the Course/Activity, **INCLUDING ANY SUCH DAMAGE, LOSS OR INJURY THAT IS CAUSED BY ANY ACT OR OMISSION ON THE PART OF TCU, INCLUDING ANY NEGLIGENT CONDUCT OF TCU** but excluding any gross negligence or willful misconduct of TCU. **IT IS MY EXPRESS INTENT THAT THE ABOVE RELEASE INCLUDES THE RELEASE BY ME OF TCU FROM THE CONSEQUENCES OF TCU'S OWN NEGLIGENCE. THE ONLY CIRCUMSTANCE UNDER WHICH MY RELEASE OF TCU DOES NOT APPLY IS WITH RESPECT TO ANY OCCURRENCE RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF TCU.**

**I FURTHER AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS** TCU for, from and against any and all liabilities, damages, claims, lawsuits, costs (including court costs, attorney's fees and costs of investigation), and actions of any kind or description for any damage to or loss of my property or the property of another, any injury to me or my death, or the injury to or death of any other person or any one or more of the foregoing, arising out of my participation for any purpose in the Course/Activity, **INCLUDING ANY DAMAGE, LOSS OR INJURY CAUSED BY ANY ACT OR OMISSION ON THE PART OF TCU, INCLUDING ANY NEGLIGENT CONDUCT OF TCU** but excluding any gross negligence or willful misconduct of TCU. **IT IS MY EXPRESS INTENT THAT THE ABOVE INDEMNITY INCLUDES INDEMNIFICATION BY ME OF TCU FROM THE CONSEQUENCES OF TCU'S OWN NEGLIGENCE. THE ONLY CIRCUMSTANCE UNDER WHICH MY OBLIGATION TO INDEMNIFY TCU DOES NOT APPLY IS WITH RESPECT TO AN OCCURRENCE RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF TCU.**

By execution below I hereby acknowledge that I recognize and assume all of the risks associated with the Course/Activity. **I ACKNOWLEDGE THAT IT IS IMPORTANT THAT I VERIFY THAT I HAVE INSURANCE COVERAGE WHICH EXTENDS TO ME WHILE PARTICIPATING IN THE COURSE/ACTIVITY, AND THAT I SECURE SUCH COVERAGE IF I DO NOT ALREADY HAVE IT.** I understand that TCU does not provide such coverage, and that no insurance coverage may exist through TCU to cover any injuries or damages which I may sustain or claims which may arise as a result of my participation in the Course/Activity.

The terms of this Release and Indemnity Agreement are to be governed by and construed under the laws of the State of Texas, and venue with respect to any dispute arising between TCU and any other party that involves this Release and Indemnity Agreement or my participation in the Course/Activity shall be exclusively in Tarrant County, Texas.

Each provision of this Release and Indemnity Agreement is severable and if one portion is invalid or illegal, such invalid or illegal portion shall not apply, but the remaining portions shall nevertheless remain in full force and effect. I understand that the terms of the Release and Indemnity Agreement are contractual and not mere recitals, and that such terms are binding upon me, my heirs, personal representatives and assigns.

In making this Release and Indemnity Agreement, I have not relied upon any statement or representation pertaining to this matter made by TCU or any other person or entity which is hereby released.

**I WARRANT THAT I HAVE CAREFULLY READ THIS DOCUMENT AND KNOW ITS CONTENTS, AND THAT I AM 18 YEARS OF AGE OR OLDER AND HAVE FULL AUTHORITY TO EXECUTE THIS DOCUMENT AND THAT I HAVE EXECUTED THIS DOCUMENT VOLUNTARILY AND AS MY OWN FREE ACT. I EXECUTE THIS DOCUMENT FULLY INTENDING TO BE BOUND BY ITS TERMS.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

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Signature of Student/Participant

**If the Student/Participant is not eighteen (18) years of age or older, the signature of Student/Participant's parent or legal guardian is required.**

As parent or legal guardian of the above-mentioned Student/Participant, I agree to and approve the terms of this Release and Indemnity Agreement and consent to the Student/Participant's participation in the Course/Activity and warrant that I have full authority to do so on behalf of myself, the Student/Participant and the Student/Participant's heirs, personal representatives and assigns. I understand and assume the risks of the Student/Participant's participation in the Course/Activity.

**I, THE UNDERSIGNED, HEREBY FULLY RELEASE AND FOREVER DISCHARGE** Texas Christian University and all instructors, sponsors, agents, employees, officers, trustees and affiliates of Texas Christian University (collectively "TCU"), of and from any and all liability to me, my personal representatives, assigns, heirs and next of kin, from any and all claims, demands, controversies, actions or causes of action, belonging to me or Student/Participant now or in the future for any damage to or loss of Student/Participant's property, and any injury to Student/Participant's person or Student/Participant's death or any one or more of the foregoing, arising directly or indirectly out of Student/Participant's participation for any purpose in the Course/Activity, **INCLUDING ANY DAMAGE, LOSS OR INJURY CAUSED BY ANY ACT OR OMISSION ON THE PART OF TCU, INCLUDING ANY NEGLIGENT CONDUCT OF TCU** but excluding any gross negligence or willful misconduct of TCU. **IT IS MY EXPRESS INTENT THAT**

THE ABOVE RELEASE INCLUDES THE RELEASE BY ME OF TCU FROM THE CONSEQUENCES OF TCU'S OWN NEGLIGENCE. THE ONLY CIRCUMSTANCE UNDER WHICH MY RELEASE OF TCU DOES NOT APPLY IS WITH RESPECT TO ANY OCCURRENCE RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF TCU.

**I FURTHER AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS** TCU for, from and against any and all liabilities, damages, claims, lawsuits, costs (including court costs, attorney's fees and costs of investigation), and actions of any kind or description for any damage to or loss of Student/Participant's property or the property of another, any injury to Student/Participant or any other person, any injury resulting in Student/Participant's death or the death of another or any one or more of the foregoing, arising out of Student/Participant's participation for any purpose in the Course/Activity, **INCLUDING ANY DAMAGE, LOSS OR INJURY CAUSED BY ANY ACT OR OMISSION ON THE PART OF TCU, INCLUDING ANY NEGLIGENT CONDUCT OF TCU** but excluding any gross negligence or willful misconduct of TCU. **IT IS MY EXPRESS INTENT THAT THE ABOVE INDEMNITY INCLUDES INDEMNIFICATION BY ME OF TCU FROM THE CONSEQUENCES OF TCU'S OWN NEGLIGENCE. THE ONLY CIRCUMSTANCE UNDER WHICH MY OBLIGATION TO INDEMNIFY TCU DOES NOT APPLY IS WITH RESPECT TO AN OCCURRENCE RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF TCU.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Signature of Parent or Legal Guardian

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Printed Name of Parent or Legal Guardian

Revised 2/23/00