

DEPARTMENT OF CRIMINAL JUSTICE AND CRIMINOLOGY
FACULTY HANDBOOK



COLLEGE OF CRIMINAL JUSTICE

GEORGE J. BETO
CRIMINAL JUSTICE CENTER



CRIMINAL JUSTICE CENTER
GEORGE J. BETO
COLLEGE OF CRIMINAL JUSTICE
CORRECTIONAL MANAGEMENT
INSTITUTE OF TEXAS

SAM HOUSTON STATE UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

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INTRODUCTION

ABOUT THE DEPARTMENT OF CRIMINAL JUSTICE AND CRIMINOLOGY

The Department of Criminal Justice and Criminology is one of four academic departments within the College of Criminal Justice at Sam Houston State University. We are one of the nation's largest and oldest criminal justice programs. In 1970, the College became one of the first programs in the U.S. to offer a Ph.D. in Criminal Justice and is the first in the State of Texas to offer the Master of Science and Ph.D. in Forensic Science. In 2013, the College separated into three distinct departments (Criminal Justice and Criminology, Security Studies, and Forensic Science) to allow for a more refined focus within each academic unit. A fourth department, Victim Studies, was created in 2019.

The Department of Criminal Justice and Criminology offers bachelor's degrees in Criminal Justice (BA/BS), both online and face-to-face pedagogical approaches. The Department offers a Master of Arts degree, which focuses on research skills, culminating in an original thesis, a Master of Science (online), and a Master of Science in Criminal Justice Leadership and Management (online and weekend versions). The Department also offers a Ph.D. in Criminal Justice, which is a research-intensive degree, culminating in a doctoral portfolio, as well as a dissertation. Most students who complete the Ph.D. go on to engage in research and teach in an academic institution or work with criminal justice agencies with policy and program-related research. Each of our programs is designed to produce students who possess a deep and extensive awareness of the body of knowledge in the field of criminal justice and criminology, the intellectual and methodological skills necessary for the continuing process of discovery, and understand broad-based crime and justice-related issues.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The Department of Criminal Justice and Criminology is committed to fostering an environment that promotes and celebrates diversity in its many forms, to acknowledging the inequities that permeate society and working to correct inequities, and to ensuring a sense of belonging for students, staff, and faculty. Sam Houston State University is committed to promoting a campus culture that embraces diversity and inclusion. This is accomplished through proactive assessment of policies and operational strategies, as well as program implementation that strives to remove institutional barriers to recruit and retain a diverse university community with intersectional perspectives. Furthermore, the University acknowledges and values our responsibility to cultivate an equitable and inclusive environment where students, faculty, staff, and community recognize the benefits of collaboration and mutual respect through diverse identities and experiences.

COLLEGE OF CRIMINAL JUSTICE MISSION

PREAMBLE: The College of Criminal Justice is committed to providing students with a quality liberal arts education that develops critical thinking with a particular emphasis on the scientific method. Furthermore, students will gain an appreciation of their role as criminal justice professionals and as contributing members of society. As a part of a public university, the College also is committed to producing high-quality research and public service.

These talents include:

- An ability to communicate effectively, both orally and in writing.
- An ability to use numbers and symbols in the representation of reality and to engage in logical thinking.
- An appreciation of the scientific method and the contribution of the sciences.
- An appreciation of culture through the visual and performing arts.
- An appreciation of human diversity and the imperative of human values in the preservation of a free society.
- An understanding of the political nature of society and its role in the Union of the United States.
- An understanding of the role of the individual as part of the family, groups, organization, and society.
- An appreciation of moral and ethical judgment.
- An appreciation of self through physical, social, and psychological development.

Knowledge, Reasoning, Judgment: The Department of Criminal Justice and Criminology curriculum provides students with the opportunity and assistance to acquire knowledge of the roles of policing, courts, laws, and corrections as they contribute to social order. Students gain knowledge of the history, concepts, and critical issues in these areas through criminal justice required courses. The curriculum further provides a theoretical foundation of the discipline, combined with a thorough understanding of the scientific method as it applies to criminal justice. This combination is expected to sharpen the students' talents of reasoning and judgment - qualities imperative to rational functioning in the discipline.

Ability, Skills, Integration: The Department of Criminal Justice and Criminology curriculum provides students with the ability to achieve the professional goals of criminal justice. Students learn how to prudently integrate knowledge and practice in criminal justice. Furthermore, the curriculum provides students with an opportunity to develop the individual and group skills necessary to meet various role expectations.

Conduct, Professionalism, Ethics: The Department of Criminal Justice and Criminology curriculum provides graduates with an appreciation for the complexity and dilemmas associated with the criminal justice profession. Criminal Justice students receive exposure to the moral and ethical dimensions of the various careers within the discipline and are charged with the essential aptitudes necessary for their professional conduct.

Vision, Change, Adaptation: The Department of Criminal Justice and Criminology curriculum provides students with an understanding of the discipline as it currently exists and as it is envisioned to be in the future. The Criminal Justice student will be able to apply vision in the face of change and respond to the evolving nature of criminal justice and society. Furthermore, students will be equipped with the tools of adaptation for making these changes.

The Criminal Justice program at Sam Houston State University was established by the Texas Legislature in 1965 under House Resolution 469, which directed the University to establish a program of excellence in criminal justice with four objectives:

1. Provide training for undergraduate and graduate students preparing for careers in criminal justice;

2. Provide a program of continuing education for professionals already employed in the field;
3. Provide technical assistance and consultation services to criminal justice agencies;
4. Promote research on problems in crime and the administration of criminal justice.

Since its inception, the Department of Criminal Justice and Criminology has developed a national reputation for excellence in research, teaching, and service to criminal justice entities.

ABOUT SAM HOUSTON STATE UNIVERSITY

Vision: To be nationally recognized for inclusive excellence in teaching, creative activities, and community engagement.

Mission: To prepare students for meaningful lives and careers as adept professionals and thoughtful, engaged citizens.

Strategic Priorities:

- Prioritize Student Success and Student Access
- Embody a Culture of Excellence
- Elevate the Reputation and Visibility of SHSU
- Expand and Elevate our Service to the State and Beyond

Motto:

“The measure of a Life is its Service.”

In 2022, SHSU was designated a Doctoral University of High Research Activity by The Carnegie Classification of Institutions of Higher Education. Sam Houston State is one of only two universities that currently hold this research status within the Texas State University System (TSUS). SHSU serves approximately 21,000 students (including 3,000 graduate students) studying in over 156 degree programs in 8 colleges. The university is resolved in its efforts to increase the educational access and success of our students from every background. The University is a Hispanic-Serving Institution, a Military-Friendly school, and is committed to first-generation student success. In practice, this means that some of the students are both well prepared and highly motivated to do the work we demand of them while others may lag behind. Our challenge, therefore, is to provide the most engaging, substantive learning experience that we can, one that considers the different learning styles (haptic, visual, oral), and academic preparation of our diverse student population.

SHSU Sports:

The Bearkats compete in 17 NCAA Division I sports in the Western Athletic Conference (WAC). Women’s teams include basketball, bowling, cross country, golf, indoor and outdoor track & field, soccer, softball, tennis, and volleyball. Men’s teams include baseball, basketball, cross country, football, golf, and indoor and outdoor track & field.

Please refer to the [SHSU Faculty Handbook](#) for the University policies and procedures.

CJC OPERATIONS INFORMATION

DEPARTMENT OF CRIMINAL JUSTICE & CRIMINOLOGY CONTACTS

Dr. William Wells – *Department Chair and Professor*

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Dr. Ling Ren – *Director of Criminal Justice Graduate Programs and Professor*

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Dr. Jason Ingram – *Director of Criminal Justice Undergraduate Programs and Associate Professor*

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Doris Powell-Pratt – *College of Criminal Justice Graduate Program Coordinator*

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Joseph Horn – *Administrative Associate*

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Luke Putman – *Administrative Associate*

Email: lap040@shsu.edu | Phone: 936-294-3092 | Office: A202

COLLEGE OF CRIMINAL JUSTICE ADMINISTRATION

Dr. Phillip Lyons – *Dean of the College of Criminal Justice and Director of the Criminal Justice Center*

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Debra McCall – *Assistant to the Dean*

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Dr. Danielle Boisvert – *Senior Associate Dean and Associate Dean for Student Development*

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Dr. Janet Mullings – *Associate Dean for Program Development*

Email: icc_ilm@shsu.edu | Phone: 936-294-3965 | Office: Hotel 216

Dr. Randy Garner – *Associate Dean for Faculty Development*

Email: rgarner@shsu.edu | Phone: 936-294-4646 | Office: Hotel 221

Nu’Nicka Epps – *Director of Diversity, Equity, & Inclusion*

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Amanda Johnson – *CJ Recruitment & Engagement Specialist*

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Rose Kader – *Project Manager*

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CRIMINAL JUSTICE CENTER OPERATIONS

Sabrina Rowley – *CJC Conference Center & Building Coordinator*

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Sable Kocurek – *Coordinator IV-CJ Budget*

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Harriet McHale – *CJ Marketing Coordinator*

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Penelope Miller - *Web and Media Developer*

Email: pam045@shsu.edu | Phone: 936-294-1631 | Office: A219

Technology Specialist – For the College of Criminal Justice Phone: 936-294-1696

IT @ Sam – SHSU Service Desk | Phone 936-294-4357 | email: servicedesk@shsu.edu

EMERGENCY SITUATIONS

UNIVERSITY POLICE DEPARTMENT

[University Police](#) | TTY 936-294-3787 | 936-294-1000 or 911 (Emergency) | 936-294-1800 (Non-emergency) police@shsu.edu | Facebook: @shsupd

SECURITY ESCORT

An escort is available 24 hours a day for all persons going to on-campus destinations. Please call to request an escort: 936-294-1800.

COUNSELING CENTER

936-294-1720 - Crisis Hotline 1-800-784-2433 - Suicide Hotline 1-800-273-8255

EMPLOYEE RESOURCE GROUPS

Sam Houston State University will allow for the formation of [Employee Resource Groups](#) (ERGs) by current employees to network and promote awareness, respect, and inclusion at the University.

MEDICAL EMERGENCY PROCEDURES

A medical emergency that includes an accident, injury, or illness should be reported to the University Police Department at 936-294-1800 (on campus: 4-1800); however, when time is critical in saving a person's life, immediately call 911.

KATSAFE

KatSafe is the University's emergency alert system and preparedness program. The University is committed to keeping you informed by sending notifications in a timely manner and offering preparedness resources.

All SHSU community members are automatically enrolled in KatSafe voice and emails. Bearkats can update their personal information using the SamWeb portal and add up to 10 people.

SHSU students and employees can sign up for **text message alerts** using the steps available on the KatSafe website: <https://www.shsu.edu/katsafe/>

EMERGENCY CLOSINGS

To ensure the safety of students, faculty, and staff, it may become necessary to cancel classes due to inclement weather or other emergencies. This policy is fully covered in the President's Office Policy PRE- 07, "[Closing the Campus Due to Weather-Related Emergencies](#)." Notices of any closings will be sent via KatSafe messaging: <https://www.shsu.edu/katsafe/>

GETTING SET UP

FACILITIES AND SERVICES

All SHSU administrative offices are open 8:00 am to 5:00 pm, Monday through Friday, except for designated holidays. See [Academic Calendar](#) for holiday dates.

KEY REQUEST

All key requests are processed through [Facilities Management](#) Building Access and are issued for the purpose of conducting University business only.

Please contact Luke Putman, Administrative Associate, before making your request. Email: lap040@shsu.edu | Phone: 936-294-3092 | Office: A202

CAMPUS KEY POLICY

Building Access. The Sam Houston State University [Finance & Operations Policy, FO-FM-24](#), Campus Key Policy details information on building access, duplication and transfer of keys, campus master keys, key authorization procedures, key issue and return procedures, lockbox keys, and the implementation of fees for lost keys.

Faculty and Staff may be issued keys to University buildings upon recommendation of the Department Chair. Keys are issued for entry to University buildings for the purpose of conducting University business only.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key. The authorized individual assumes full responsibility for their behavior.

An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to University property resulting from failure to do so.

The University's hours of business are 8:00 am to 5:00 pm, Monday through Friday. Certain educational buildings are open for classes in the evening. Other facilities are open as scheduled for specific events. It is the policy of the University that other than during normal working hours, all buildings shall be locked unless a scheduled program or activity is in progress. The CJC building doors open at 6:30 am and lock at 8:30 pm. The hotel entrance is open 24/7. Individuals who use University buildings after hours are required to carry identification and should be able to provide information about their presence to any officer of the University Police Department if so requested.

Duplication and Transfer of Keys Prohibited. Duplication of University keys is strictly forbidden. If a duplicate key is made or used without University consent and the individual is identified, the key will be recovered, and the individual(s) involved shall be reported to their administrative supervisor for employees or the Dean of Student Life for students. In no case is a

key to be transferred from one individual to another or to be obtained from any other source than from the University. Returned or lost keys left in the custody of Departments will not be retained for any reason. All such keys will be promptly returned to Facilities Management.

Faculty and Staff. Faculty and Staff will be notified when keys are ready for pick up. Keys may be picked up from Facilities Management Customer Service located at Sam South, behind the University Police Department, next door to Property. Individuals will be asked for their Sam ID. Keys will be listed on a Key Issue Form, and the recipient will sign for all keys received.

Lost or Stolen Key Charges. A lost or stolen key charge will be assessed to any faculty, staff, or student who loses or has a key stolen. An invoice for the appropriate charge below will be sent to them from Facilities Management Customer Service. Once the invoice has been paid through the Cashiers Office, replacement keys can be obtained by forwarding a copy of the paid invoice to Facilities Management Customer Service. All key records will then be cleared, and a replacement key will be issued if requested. Unpaid key charges will become outstanding debts to the University and be listed against an individual's accounts. This charge will apply even if a replacement key is not requested.

PARKING AND TRANSPORTATION

If you plan to drive to campus, you will need a parking permit. Information on parking and transportation options can be found here: <https://www.shsu.edu/dept/public-safety/parktrans/>. All campus parking lots are zoned. The CJC building is on the North / East side of campus, with Zone 1 East (limited to faculty and Staff) being the closest parking option. Additional parking information and permit options can be found here: <https://www.shsu.edu/dept/public-safety/parktrans/epermits.html>

OFFICE SPACE

Faculty offices are assigned based on space availability by the Dean, CJC Conference Center Coordinator, and Department Chair. You will be notified of your office assignment and how to access the space if you don't yet have your keys. If you are ever locked out of your office, please contact Sabrina Rowley in A214 or Debra McCall in A252. Most CJC faculty offices are located in the C wing of the CJ Center on floors 1 and 2. Additional faculty offices are located on the second floor of the Hotel wing. The Administrative Team's offices are located in the CJ & Crim administrative corridor.

OFFICE AND AT-HOME COMPUTERS AND SOFTWARE

Full-time faculty will have access to an office desktop computer and can request a mobile device for at-home/travel. For your desktop machine, you can request an iMac or a Windows desktop. For the mobile device, you can choose between an iPad, Laptop, or Laptop 2-in-1.

During the onboarding process, an Administrative Associate will assist you with getting your office desktop set up and requesting your at-home device.

SHSU provides some software free of charge for home use. Please review the list of available software and instructions for download here: <https://www.shsu.edu/dept/it@sam/tech-tutorials/homeuse/index.html>.

SHSU offers VPN access through MyAccess VPN. The MyAccess VPN system will allow you to access various SHSU software, systems, and files remotely. You can find tutorials on how to get started here: <https://www.shsu.edu/dept/it@sam/tech-tutorials/myaccess/index.html#GetStarted>. Note: based on some software licensing agreements, some programs may not be available via VPN.

Please contact Luke Putman, lap040@shsu.edu, phone: 936-294-3092, Office: A202, for any assistance with computer and/or software requests. Or contact IT@SAM, 936-294-1950, servicedesk@shsu.edu, <https://www.shsu.edu/dept/it@sam/> for any other computer or software issues.

OFFICE TELEPHONE

Please report telephone issues to Sabrina Rowley – CJC Conference Center Coordinator
Email: srowley@shsu.edu | Phone: 936-294-1701 | Office: A214

To make internal on-campus calls: dial the 5-digit extension (4-XXXX)

To make external off-campus calls: dial 8 to connect to the outside line prior to dialing the 10-digit number.

Due to the telephone system installed, please do not unplug your phone or move it to another office.

EMAIL

Important Department information and announcements will be communicated by email. All email correspondence will be sent to the user's SHSU email account, without exception. For instructions on how to set up a proxy or to have your email forwarded to another address, visit: <https://www.shsu.edu/dept/it%40sam/technology-tutorials/index.html>

An alias email can be requested to use instead of the default username@shsu.edu. Log into MySam > All Users > Manage SHSU Email Addresses to submit the requested email address.

CAMPUS MAIL

Mail is delivered and picked up once daily. Please check your mailbox regularly. Your mailbox is located within the CJC Mailroom (C-201). Boxes are organized alphabetically by last name. If you teach off-campus and do not come to the main campus, your mail will be opened, and items will be scanned and sent to your email address. If you have items that need to be mailed, please bring them to the Administrative Associate's office in A202 to be distributed accordingly.

FACULTY WORKROOM

The Faculty Workroom is located on the second floor in Room C204. The Department's student employee is in the workroom and is available for assistance. Hours of availability are subject to change. The workroom should be locked when not in use or unattended. You may request a key with the Department's Administrative Associate for access. The workroom is stocked with supplies, and if something is out, please contact Luke Putman at lap040@shsu.edu. If there are office supplies that you need that are not available in the workroom, please request them from one of the Administrative Associates in A202.

The types of equipment available for use in the workroom include:

- Six Computer Stations
- Scantron Grading Machine
- Printer/Copier (requires access code, see Administrative Associate)
- Fax Machine
- Hole Punch
- Stapler
- Refrigerator
- Microwave
- Coffee Machine

PHOTOCOPYING

The department highly encourages the use of digital alternatives to printed paper whenever possible. The photocopiers and printers are for job-related printing only. There is a photocopy machine available in the Faculty Workroom C204. You will need a code to operate the machine; please contact Luke Putman for a photocopy code assignment. For printing needs, you can email the request to Luke Putman (lap040@shsu.edu) or drop off a hard copy in A202. Please try to make any requests at least 48 hours before you need the copies. In your request, please include the number of copies, if you want it front and back or one-sided, and the date copies are needed. Please report any issues with the photocopier to Luke Putman, email: lap040@shsu.edu | phone: 4-3092 | office: A202.

ROOM RESERVATIONS

If you would like to reserve a conference room for a meeting, presentation, etc., email the request to Luke Putman (lap040@shsu.edu).

Note: classrooms for courses are assigned by the course scheduler.

POLICIES AND PROCEDURES

TRAVEL AND PURCHASING

Each faculty member is allocated \$1,500 per academic year to support travel to academic conferences. Faculty must follow all SHSU [travel policies and procedures](#). Please note: failure to

follow travel policy may result in denial of reimbursement for travel expenses. Please direct questions about travel procedures to Luke Putman or the Department Chair.

Travel Arrangements. Prior to making any purchases for travel purposes, including airfare and conference registration, faculty must submit a **Travel Request Form** (see Forms) to Luke Putman and the Department Chair for review and approval. The department uses Chrome River to create and process travel requests. You can access Chrome River through MySam>Travel. You will receive an email when your travel request is ready for your approval. Travel requests must then be approved by all approvers in the queue, through the Travel Office, before any travel arrangements can be made. The department will notify you when approvals are complete and arrangements can be made. All airfare must be purchased through the Concur Booking Tool. Instructions on accessing and using Concur can be found [here](#). For lodging using Institutional Funds, you should use the Concur Booking Tool unless booking a conference hotel and a conference rate is booked through the conference registration page. Lodging expenses may be up to 50% of the per diem rate. Additional information on allowable expenses is available [here](#).

Travel Reimbursement. After travel has taken place, travelers must submit a **Request for Reimbursement Form** (see Forms) for allowed out-of-pocket and travel card transactions within two weeks of the travel end date to allow time for the department to process the reimbursement. Failure to submit the travel reimbursement request in a timely manner may result in a rejection of the reimbursement claim.

Purchasing Software or Equipment. Similarly, faculty must submit requests for all purchases, including software and equipment, prior to making any purchases, by contacting Luke Putman or the Department Chair. All work-related work purchases must be made through the Department and must adhere to all [SHSU purchasing policies and procedures](#).

SICK LEAVE REPORTING/TIME CERTIFICATION

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care for a member of their immediate family who is actually ill.

Immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the State.

Minor children of the employee, whether living in the same household or not, will be considered immediate family for purposes of regular sick leave.

An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care to a spouse, child, or parent of the employee who needs such care as a direct result of a documented medical condition. This provision does not extend to an employee's parent-in-law if they do not live in the same household.

If an employee is on vacation and would otherwise be entitled to sick leave, then the fact that such sick leave is requested while on vacation does not affect the employee's entitlement to sick leave.

ACADEMIC / GENERAL COURSE POLICIES

WORKING WITH GRADUATE ASSISTANTS

Graduate Assistants (GA) are Ph.D. and M.A. students in the Department of Criminal Justice and Criminology who receive funding for their work, an average of 20 hours per week during the 9-month academic calendar (Fall and Spring semesters). They are also referred to as Research Assistants (RAs) or Teaching Assistants (TAs). TA is a position in which a MA/PhD student provides teaching-based assistance to a faculty member who teaches CJ courses. RA is a position in which a MA/PhD student conducts research-based work for a faculty member. The Graduate Coordinator will notify you before each semester of your GA assignment. Should you have any specific questions or requests regarding GA assignments, or will be funding GA time through one of your grants, please notify the Graduate Program Director.

The Department makes best efforts to assign a GA to 1-2 faculty supervisors each semester based on the needs of the Department and faculty, shared academic interests between student and faculty, and professional goals of the student. GA duties should center on academic tasks that benefit both the Department and the student's professional development. Faculty supervisors should meet with their assigned GAs at the beginning of the semester, and regularly thereafter, to discuss the collective goals in teaching and/or research and the GA's progress towards achieving the stated goals. Faculty supervisors should aim to serve as sponsors or mentors, which entails conveying functional and instrumental skills and information to the student in order to prepare the student for membership in the academic guild. These skills and information pertain to various aspects of teaching, research and academic service. Faculty supervisors should provide a formal evaluation of their GA performance coordinated by the Graduate Program Director.

FACULTY SYLLABUS

All faculty must submit a syllabus for each course being taught each semester. In addition, all syllabi must be uploaded to Blackboard before each semester begins, even if you are teaching a face-to-face course section. Once you are scheduled to teach a course for the Department of Criminal Justice and Criminology, you will be given a deadline date to submit your syllabus to the Department (see Important Dates). It is critical that the syllabus is submitted to the Department via Luke Putman (lap040@shsu.edu), in a timely manner to ensure sufficient time to evaluate it for accuracy and that it adheres to the syllabus requirements. Please find a copy of the syllabus template in the **Forms** section of the handbook. General deadlines are as follows: Fall – submit by mid-July; Spring – submit by the first Monday in December; Summer – submit by mid-May. Dates are subject to change.

Faculty availability – Please include published hours of availability for student consultation during those times.

CV / RESUMES

All instructors are responsible for keeping their CVs/resumes up to date. CVs/resumes are required, by law, to be updated annually. As you update your CV, you may submit a revised

copy of the CV to the Department. A current CV/resume will be requested of all faculty by the same date as the Fall syllabi (mid-July).

TEXTBOOK ADOPTIONS

Faculty must submit course material adoptions for every section every semester through Barnes & Noble's Adoption Insight Portal (AIP). You can adopt textbooks, lab manuals, course packets, courseware, open education resources (OERs), or no materials. Textbook adoptions can be made [here](#) or through the link in MySam.

Deadlines

Self-authored material must be approved by the Office of the Provost prior to adoption in AIP. Submit approvals and adoption by the following dates. Once a textbook order has been placed, it cannot be changed after the deadline listed.

Due Dates:

Self-Authored Request	AIP Adoption	Course Terms
Feb 10	Mar 1	Summer I, Summer II, Minimester, 10-Week Summer
Mar 10	Apr 1	Fall terms including 7A/7B, 5A/5B/5C
Sept 10	Oct 1	Spring terms including 7A/7B, 5A/5B/5C

Desk Copies

Complimentary desk/review copies for faculty members may be requested by directly contacting the publisher before classes begin. If a desk copy does not arrive in time, a textbook may be acquired by emailing bearkatbundle@shsu.edu and requesting a loaner copy of the textbook. Once approved by the Office of Auxiliary Services, the textbook may be picked up from the bookstore at no charge at that time. Upon receipt of the desk copy from the publisher, the instructor may return the textbook to the SHSU Bookstore in the same condition, and the school/program will be credited for the original charge. Failure to return a loaned desk copy will result in a charge to the department.

Bearkat Bundle Program

Bearkat Bundle is our textbook rental program that will provide undergraduate students with all required textbooks, lab manuals, access codes, and electronic book versions before the first day of class. All undergraduate students will be automatically enrolled and must opt-out if they do not want to participate. More information on the Bearkat Bundle is available [here](#).

FEDERAL AID ELIGIBILITY VALIDATION (FAEV)

While Sam Houston State University is not required by any accrediting agency to record attendance, federal guidelines demand that be able to verify that financial aid recipients are eligible for the financial aid that has been awarded and disbursed to them (Department of Education Federal Student Aid Handbook, refer to Chapter 1). To that end, we use Federal Aid Eligibility Validation to validate student engagement in academically related activities for either on-campus courses or online courses, as determined by the faculty.

The FAEV reporting program will open on the last day of each census period (see [Academic Calendar](#)) and be available for three business days, but the time period for which you are reporting the students' engagement is during the census period. As a reminder, the census period starts on the first day of class and ends on a date specific to that term as set by THECB. These dates will be provided to all faculty teaching classes. You can use this link to access the program: <https://samweb.shsu.edu/faev> or through MySam.

COURSE EVALUATION – IDEA Center's Student Ratings of Instruction

Faculty members are evaluated by students in their assigned class, face-to-face and online, toward the end of the fall and spring semesters. It is important to know that administration of these evaluations to students in your classes is MANDATORY.

SHSU uses IDEA's Student Ratings of Instruction through a 100% online administration. IDEA has partnered with Campus Labs to develop a more up-to-date, dynamic, and streamlined online IDEA interface. One of the biggest benefits of the online IDEA interface is its compatibility with mobile devices. Instructors will have the flexibility to decide if students will complete the evaluations outside of class or continue to allot time during a designated class period for students to complete their evaluations on their mobile devices.

If the instructor chooses to have their students complete their evaluations on their mobile devices during a designated class period, the instructor cannot be present in the room during the allotted time. Instead, the instructor arranges with another instructor, teaching at a similar time, to administer the evaluation to each other's class, or a trusted student may also administer the evaluation.

In advance of the IDEA evaluation administration, instructors will be prompted via email to complete their Objective Selection Form (OSF). The timeline is available [here](#). It is your responsibility to complete the OSF for each assigned course. Failure to complete your OSF can impact your adjusted IDEA scores and may impact considerations for rehire in future semesters. It is highly recommended that you contact your mentor or our Assistant Department Chair for assistance with filling out the OSF or administering the IDEA evaluations for the first time.

Additional resources are available for faculty at: <http://www.shsu.edu/dept/academic-planning-and-assessment/idea-evaluations>.

FINAL GRADE ENTRY

Near the end of each semester, you will receive an email from the [Registrar's Office](#) with instructions for submitting grades. Directions are provided for you so that you can complete this process by the scheduled deadline for grade submission. When grades are not submitted by the prescribed due date and time, a message is sent to the Department Chair and the Dean of the College of Criminal Justice.

It is important to schedule your final exam and any other final assignments so that you will be able to complete the grading process by the deadline. The final date for submission of grades is typically 12:00 am on the Monday following graduation. The due date for grades is subject to change, therefore, it is very important to observe the time and due date. If you have questions about submitting grades, you can contact the Office of the Registrar at 936-294-1040 or registrar@shsu.edu. A copy of the instructions is included in the Forms section.

GRADE CHANGES

At times, there are circumstances that could require a change to a previously reported grade for a student in your course. The process for changing grades, Request for Change of Grade, can be obtained from the Office of the Registrar. When the grade change is requested, the instructor for the student indicates the justification for the grade change, signs, and dates the form. Once signed, send the form to the Department Chair and/or the Administrative Associate for approval.

Grade Change Process:

- Go to the Office of the Registrar's webpage, <http://www.shsu.edu/dept/registrar>
- On the RIGHT side of the page, click "Faculty & Staff"
- Select "Forms and Documents"
- Scroll down to the "Faculty and Staff Forms" and look for "Grade Change" under the Request column
- Open the PDF and either fill it out electronically or print and complete it by hand
- Print form and sign
- Send/take the form to Luke Putman in office A202 or lap040@shsu.edu for the Department Chair's signature
- The Administrative Associate will send the grade change to the Registrar's office and copy the assigned faculty.

FINAL EXAMS SCHEDULE

The finals schedule may be searched by term.

<https://www.shsu.edu/dept/registrar/calendars/final-exam-schedules.html#panelfall>.

STUDENT-RELATED POLICIES

ACADEMIC DISHONESTY

Academic honesty is defined in paragraph [5.3, Chapter VI, of the Rules and Regulations](#), Board of Regents, The Texas State University System, and in the Sam Houston State University Student Guidelines published by the Office of Student Life.

The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to cheating, plagiarism, collusion, falsification of research data, or the abuse of resource materials on an examination or other academic work. Any student accused of dishonesty is subject to academic penalties and may be referred to the Dean of Student's office for additional disciplinary action. See Student Academic Policy [810213](#).

ACADEMIC GRIEVANCE

In some cases, students will have academic grievances, including grade appeals that do not involve allegations of academic dishonesty. All grade appeals and grievances begin with a discussion between the student and the instructor, according to SHSU policy. There are certain time-sensitive actions that must happen in these instances, so [please read this policy and follow the procedures](#). Please contact the Chair, Assistant Chair, or Undergraduate Program Director for more explanation of these procedures. See Student Academic Policy [900823](#).

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

Sam Houston State University abides by the Texas Education Code, Section 51.911, requiring an institution of higher education to excuse a student from attending classes or other required activities, including examinations, for observance of a religious holy day, including travel for that purpose. This policy is fully addressed in Academic Policy Statement [861001](#).

STUDENTS WITH DISABILITIES POLICY AND SERVICES

It is the policy of Sam Houston State University that no otherwise qualified individual with a disability shall, by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program or activity or in employment. The following outlines Sam Houston State University's compliance with TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, AS AMENDED IN THE ADA AMENDMENTS ACT OF 2008, AND SECTION 504 OF THE REHABILITATION ACT OF 1973. See Student Academic Policy [811006](#).

Students with disabilities that might affect their academic performance should register with the [Office of Services for Students with Disabilities](#) located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and email disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered

and procedures can be developed to ensure that participation and achievement opportunities are not impaired. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities.

VISITORS IN THE CLASSROOM

In the event an unannounced visitor attends a class, the instructor should request identification in the form of a current and official Sam Houston State University Bearkat OneCard identification card. If the visitor is not a registered Sam Houston State University student, the faculty member should act at their own discretion or refer the visitor to the Department Chair.

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the instruction thereof.

STUDENT ADD, DROP, AND RESIGNATION

Deadlines and important dates may be found on the [Add, Drop, and Resignation Deadlines webpage](#).

A resignation is when a student drops all their currently enrolled courses. If a student resigns on or before the official census date (see [Academic Calendar](#)), no record of the resignation will appear on the student's academic record. For Students who resign after the census date and prior to the final examination date, a record of the resignation will appear on the student's academic record with a mark of "W."

Students who fail to officially resign from the University will receive the grade of "F" for each course in which they are enrolled. To learn more about the University's policy on student resignations, view the [Student Resignation Policy](#).

STUDENT REQUESTS

[Course Waitlists](#)

If your class is full, you may have students asking you to allow them to register for your class. Almost all course sections have a waitlist function enabled, so please direct the student to join the waitlist. They will be notified if space becomes available. Most face-to-face courses are scheduled at capacity for the room to which they are assigned, so it is not likely we can over-enroll a course section. Requests to increase course capacity for online sections can be submitted to the Assistant Department Chair.

[Student Support and Accommodations](#)

You may need to help students become aware of the University facilities that can help them. Depending on the request, students requesting course accommodations should be referred to the [Office of Services for Students with Disabilities](#), the [Dean of Student's Office](#), the [SHSU Counseling Center](#), or the course syllabus.

Students may contact the Dean of Student's Office to request an [Absence Notification](#). An absence notification submitted to the professor by the Dean of Students' Office does not excuse students from classes and/or course requirements. Instructors will determine, based on their class attendance policies, if an absence is excused. Students are also responsible for following up with their instructors as soon as they are able to discuss possible arrangements for completing academic course requirements.

The [SHSU Counseling Center](#) provides individual, couples, and group therapy to students who are currently enrolled. All faculty and staff are eligible for consultation regarding student-related issues. Faculty & staff members who are concerned about a student's mental health can call the office at 936-294-1720 to speak with an available counselor regarding psychological/emotional issues. Counselors may be able to help faculty and staff members effectively communicate with students, provide support, and/or refer a student to the SHSU Counseling Center for services.

STUDENT MISCONDUCT

Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the Component and of The Texas State University System, copies of which shall be available to each student for review online and/or at various locations on campus. Students are also expected to comply with all federal and state laws. For further information on what constitutes student misconduct, please see the following [link](#).

RESTRICTION OF STUDENT INFORMATION

Please familiarize yourself with the Student Privacy Information: https://www.shsu.edu/dept/registrar/students/student_privacy_information.html. You are responsible for adhering to the laws, policies, and procedures associated with Student Privacy.

FACULTY CLASS ATTENDANCE

A faculty member's assignment to teach a course is an important element of the faculty member's professional responsibilities, including the obligation of the instructor to attend all classes and to teach. For face-to-face courses, faculty should expect to teach all scheduled course meetings throughout the entire semester. Hybrid courses are not permitted without prior authorization. For medical and family emergencies and other unforeseeable contingencies, a scheduled class meeting may be canceled. For legitimate, foreseeable obligations (e.g., conference travel), the faculty member is responsible for finding a reasonable, alternative way to perform teaching duties in the form of a substitute or a make-up session.

Faculty members who will be late or miss class should notify students and call Luke Putnam or Joseph Horn so that the information can be posted in the classroom.

GENERAL INFORMATION

ACADEMIC CALENDAR

The academic calendar may be searched by term, year, or part of a term, as in summer. It contains information about registration periods, payment deadlines, class start/end dates, commencement dates, breaks, and other important deadlines and dates. Academic calendar: <https://www.shsu.edu/dept/registrar/calendars/academic-calendar.html>.

OTHER DEPARTMENT KEY DATES

Faculty members are responsible for submitting, in a timely manner, information required by the department.

January 5th - Due date for updated CVs.

March 1st - Due date for summer textbooks adoptions.

April 1st - Due date for Fall textbooks adoptions.

May 16th - Due date for summer syllabi.

July 15th – Due date for Fall syllabi.

October 1st - Due date for Spring textbooks adoptions.

December 1st - Due date for Spring syllabi.

HOLIDAYS/CAMPUS CLOSURES

- Labor Day
- Thanksgiving
- Winter Break
- Martin Luther King Jr. Day
- Energy Conservation Day
- Memorial Day
- Juneteenth
- Independence Day

Alternative Holidays

The following alternative days may be observed in lieu of a university holiday. Employees will need to discuss with their supervisor about availability of the desired date to switch.

Due to university closure during scheduled holidays, employees observing alternative days shall be charged available vacation, compensatory time, or unpaid leave to account for the alternative day. The total number of holidays in a year to which an employee is entitled is not changed by the use of alternative holidays.

- Rosh Hashanah
- Yom Kippur
- Good Friday

IMPORTANT EVENTS

New Student Convocation

Serves as the ceremonial start for our new students. This ceremony is held before classes start to welcome new students, their families, and guests. Visit

<https://www.shsu.edu/dept/fye/convocation.html> for more information. Volunteers to attend from the College will be solicited before the event. Attendance is encouraged.

Faculty Meetings

Held, typically once a month during the long semesters (Fall and Spring), on Wednesdays at 12:30 pm. Faculty are not scheduled to teach during this time, so attendance is expected and required. Please review the scheduled meeting dates, usually set a few weeks before each semester, to avoid scheduling conflicts.

University Faculty/Staff Meeting

Sam Houston State University honors Bearkat faculty and staff members for their continuing service to SHSU during the annual Faculty and Staff Meeting. This yearly meeting, held near the beginning of the fall semester, is an opportunity for the President to address university matters. Attendance is expected.

College of Criminal Justice Faculty and Staff Meetings

The College of Criminal Justice will schedule a Faculty and Staff and Faculty meeting during the beginning of the fall semester. These meetings provide opportunities for the Dean to recognize achievements in the College, introduce new faculty and staff, and provide updates on college matters. Attendance is required.

Commencement

The ceremony celebrates the completion of the degree and graduation. Commencement schedules will be posted here: <https://www.shsu.edu/graduation/>. Separate commencement ceremonies are held by College, and the ceremony typically lasts about 90 – 120 minutes. The College typically hosts a reception before or after the ceremony for CJ graduates and their guests in the CJ Center lobby. Invitations to the reception will be sent out prior to the ceremony to all faculty. Attendance at Spring and Fall commencement is mandatory, and Summer commencement attendance is mandatory for those who taught during the summer sessions. Faculty should wear their regalia and hood, but caps/tams are not required. Should you need to rent or borrow regalia, please contact Luke Putman (lap040@shsu.edu).

Honor's Day

Each spring, usually the last week in April, Sam Houston State University's College of Criminal Justice sets aside a day of celebration to honor students, alumni, and friends and to memorialize professionals who have lost their lives in the line of duty. Attendance is strongly encouraged.

Activities include:

Leadership Luncheon

Recognizes a Distinguished Alumna, a Defensor Pacem recipient, student organizations, and graduate students. Attendance by invitation.

Sundial Ceremony

Held at the flagpole outside the entrance of the Criminal Justice Center is a solemn ceremony to remember criminal justice professionals lost in the line of duty.

Honors Convocation

Held in the evening, the Honors Convocation recognizes the highest standards of academic achievement and celebrates the accomplishments of its very best students. Student scholarships are awarded and exceptional students and faculty are recognized.

Ph.D. Preview Weekend

Prospective Ph.D. students are invited to visit and learn about the program and meet faculty and is usually held in February. Faculty will be notified of opportunities for participation in advance.

Graduate Student Practice Presentations

A few weeks before national conferences, Graduate Students who wish to apply for travel funding must participate in a scheduled presentation to prepare for conferences and receive feedback. Faculty sponsors are required to attend their student's session; all other faculty are strongly encouraged to attend as many sessions as their schedule allows.

Graduate Assistant Evaluations

The Graduate Program Director, with the assistance of the GDAC, conducts end-of-year evaluations of graduate student progress. Faculty who work with or mentor students will receive an invitation to schedule their student's review.

IMPORTANT COURSE INFORMATION

Across all programs, we regularly offer approximately 190 sections of courses to meet student needs. Click here for the [Undergraduate](#) and [Graduate](#) Course Catalog. The course description & prerequisites can be found in the course catalog.

Course scheduling occurs on an ongoing basis and schedules are generally drafted 6 – 9 months prior to the semester (January for Fall, June for Spring). The course scheduler will work to accommodate any teaching schedule requests, but course availability may vary based on enrollment and classroom limitations, so specific requests are not guaranteed. For a course to remain on the schedule, undergraduate sections must enroll at least 10 students and graduate sections must have 5 students. If a scheduled course is at risk of low enrollment and must be canceled, the course scheduler will work to seek alternate course assignments. Any regular faculty members whose course does not enroll a sufficient number of students will be reassigned to another course according to the needs of the department. Area of specialization, teaching schedule, and other factors will be considered as far as possible, but the faculty member is expected to teach a full load.

The current teaching workload for full-time tenure-track faculty is 3-3, meaning 3-course sections in the Fall semester and 3-course sections in the Spring semester. Large course sections (over 100 students) and Ph.D. level courses count as 2 courses toward the teaching workload. All other undergraduate and master's level courses count as 1 course. Full-time faculty with a full teaching load should expect to teach 2 face-to-face courses each semester.

Summer teaching interest will be solicited during the late fall. Course availability will be based on budget and student enrollment.

The draft course schedule will be posted in Banner prior to student advising beginning each semester. You can access the full schedule and your course assignments, once posted, in My Sam > Faculty > Self-Service Links. Please review your teaching assignment and report any errors to the Assistant Department Chair. Class Rosters will also be available through My Sam once enrollment begins.

BLACKBOARD

SHSU uses Blackboard for its course management system.

Blackboard has a variety of functions and is used to administer and manage online courses and post any materials for face-to-face courses online. You can use Blackboard to post syllabi, and exams, assignments, readings, links, reminders, emails, and conduct online discussions. Many faculty also use Blackboard to post grades for individual assignments. For assistance with accessing online course material or online course setup or design, please contact one of the SHSU Online instructional designers.

Stephen Payne (for Faculty with Last Name A – L) – Email: stdsjp13@shsu.edu | Phone: 936-294-3648

Elliott Cochran (for Faculty with Last Name M – Z) – Email: ejc010@shsu.edu | Phone: 936-294-2272

SHSU Online has many services, such as creating a variety of custom multimedia content like banners, infographics, course videos, and interactive gaming programs. For more info, click [here](#).

CLASSROOM TECHNOLOGY

We recommend visiting your classroom before the semester starts to check out the technology available for use.

ANNUAL REVIEWS

The department is responsible for establishing criteria for evaluating the performance of its members. As a Ph.D. granting department, we are responsible for maintaining standards appropriate to our mission locally, in the university, and nationally in the profession.

Promotion and tenure decisions rely in part on the candidates' annual evaluations, but the final portfolio is ultimately more than the sum of those evaluations. Reappointment of untenured faculty is not automatic. The decision to reappoint will be based on a review by the Chair and the Dean of the faculty member's satisfactory performance in the areas of teaching, research, and service, along with the department's needs, by means of formal, annual evaluation not only of the faculty member's performance but of her/his cumulative progress towards meeting the criteria for tenure and promotion to associate professor. Meeting the criteria for teaching, research, and service does not guarantee or confer an entitlement to tenure and/or promotion.

The following procedures are used in conducting annual reviews and reaching decisions on tenure and promotion cases within the Department of Criminal Justice and Criminology.

FACULTY REVIEW TYPES

ANNUAL REVIEW - FACULTY EVALUATION SYSTEM (FES)

The annual Faculty Evaluation System (FES) is designed to provide leadership information to evaluate professional activities in a way that encourages exceptional performance and acknowledges individual accomplishments during the calendar year. The FES recognizes three categories for purposes of evaluation: teaching effectiveness, scholarly and/or creative accomplishments, and service. Each of these categories will be assigned a weight as identified by [Academic Policy Statement 820317](#). Please refer to the Department's FES General Policy Statement for detailed information on evaluation criteria. Completed FES forms are due to the Department Chair before mid-January each year.

All faculty may be considered annually for merit review, when available, based on an updated CV and completion of the FES.

TENURE AND PROMOTION

Policies concerning reappointment, tenure, and promotion in The Texas State University System are set forth in The Texas State University System (TSUS) Rules and Regulations: <https://www.tsus.edu/tsus-rules-and-regulations/chapter-5/faculty.html>. The SHSU policy on Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty can be found in [Academic Policy Statement 900417](#). In accordance with college and/or department/school policy, each probationary faculty member will present a portfolio and update it on an annual basis.

1st Year Review

Faculty in their first year will participate in an abbreviated review process that takes place during their first Spring semester. This review will be conducted by the Department Chair and

will provide early feedback on teaching, research, and service. Specific deadlines for submitting materials to the Chair will be provided in the fall semester, but materials are generally due late-January/early-February each year.

2nd Year Review

After your 1st year review, CJC faculty are reviewed annually by the Department Promotion and Tenure Advisory Committee (DPTAC), a committee comprised of all tenured faculty in the department. Your 2nd year review will include a review of your submitted portfolio materials. All materials should be uploaded electronically to the portal in Talent Management. Dates the portal will be open for uploading materials will be provided in the fall semester. No hardcopy portfolios will be reviewed. Specific deadlines for uploading materials will be provided in the fall semester, but materials are generally due late-January/early-February each year. A copy of the annual DPTAC review providing feedback in the areas of teaching, research, and service shall be provided to the department chair and the chair shall review DPTAC findings with the probationary faculty member. At the request of the Dean, the chair submits the DPTAC summary review, along with the chair's comments on the faculty member's performance.

Mid-Probationary (3rd Year) Review - Assistant Professors

This review is completed in the third year of rank for Assistant Professors. The purpose of the 3rd year review is to determine the degree to which the faculty member is "on track" for promotion and tenure. All materials should be uploaded electronically to the portal in Talent Management. No hardcopy portfolios will be reviewed. Dates the portal will be open for uploading materials will be provided in the fall semester. A comprehensive evaluation of the faculty member's research, teaching and service will be completed by the DPTAC and feedback will include an informal vote by committee members. A copy of the annual DPTAC review shall be provided to the department chair and the chair shall review DPTAC findings with the probationary faculty member. At the request of the Dean, the chair submits the DPTAC summary review, along with the chair's comments on the faculty member's performance.

4th and 5th Year Reviews

CJC faculty continue to be reviewed annually by the DPTAC during their probationary period. Your 4th and 5th year reviews will include reviews of your submitted portfolio materials. All materials should be uploaded electronically to the portal in Talent Management. Dates the portal will be open for uploading materials will be provided in the fall semester. No hardcopy portfolios will be reviewed. Specific deadlines for submitting materials will be provided in the fall semester, but materials are generally due late-January/early-February each year. A copy of the annual DPTAC review providing feedback in the areas of teaching, research, and service shall be provided to the department chair and the chair shall review DPTAC findings with the probationary faculty member. At the request of the Dean, the chair submits the DPTAC summary review, along with the chair's comments on the faculty member's performance.

Tenure & Promotion (6th Year) Review

Tenure is the most important decision a university makes regarding its faculty. The quality of tenure decisions over the years determines in large measure the quality of the university. Tenure denotes a status of continuing appointment as a member of the faculty at Sam Houston State University (SHSU). It is not granted automatically because of seniority. Tenure is granted to faculty, after a rigorous probationary period, based on meritorious performance in teaching, scholarly and creative activities, and service.

DPTAC review of a faculty member's tenure portfolio will be held in the spring semester of the candidate's 6th year of appointment. The length of the probationary period may be modified in accordance with Section 4.05 of [Academic Policy Statement 900417](#). All materials should be uploaded electronically to the portal in Talent Management. Dates the portal will be open for uploading materials will be provided in the fall semester, but materials are generally due mid-January. No hardcopy portfolios will be reviewed.

The tenure decision is based primarily upon the candidate's record in teaching and research. To qualify for tenure, the faculty member must have a) established herself/himself as a successful teacher; b) engaged in research in significant, refereed publication outlets and that demonstrates in promise of continuing achievement. Committee service and engaging as a good departmental citizen is required. Promotion to associate professor occurs in conjunction with tenure.

On rare occasions, truly outstanding faculty may be considered for tenure prior to completion of the probationary period. Early consideration of tenure requires the approval of the Chair and Dean prior to the second Monday of October in the academic year in which tenure is to be considered. Special permission by the Chair and Dean does not imply a subsequently favorable recommendation. If approved for early consideration for tenure, the probationary period for that faculty member is effectively modified and the current year will be deemed the terminal year of the probationary period. No subsequent consideration of tenure shall be allowed beyond the new terminal year.

Post-Tenure Review

A post-tenure comprehensive faculty review evaluating a faculty member's teaching, service and research record, is required every 6th year. This review will be conducted in the spring semester following 5 full years in rank of associate professor, and every 5 ½ years following. Promotion to professor is granted as recognition of sustained, high-quality performance, combined with efforts of leadership and continuous improvement.

TEACHING

Sustained effective teaching and mentoring of students will be documented and evaluated based on student evaluations and peer and/or chair reviews. Other possible measures may include an exemplary record of academic advisement, supervision of student research, or thesis/dissertation direction. Contribution to program support, such as course and curriculum development, innovations in teaching methodology, electronic instruction development, or

participation in interdisciplinary academic programs, are also examples of standards of performance.

TEACHING RESOURCES

There are multiple resources across campus that provide support to instructors regarding course structure, format, technology, syllabi, and nearly every facet of instructional design.

PACE <https://www.shsu.edu/pace/>

Engaging Classrooms QEP <https://www.shsu.edu/qep/new/index.html>

ACUE <https://www.shsu.edu/qep/new/effective>

SHSU Online <https://online.shsu.edu/>

RESEARCH

A sustained pattern of peer-reviewed research/publications or scholarly work that contributes to the discipline will be documented based on the faculty member's CV and supporting evidence. Standards of performance include evidence of growth in quality/significance of scholarly contributions. Scholarly activities shall be interpreted to include, but are not limited to, production of basic and applied research, writing and publications, scholarly grant development, scholarly grant acquisition, presentations to professional and learned societies, and professional development directly related to scholarly accomplishments.

Minimum expectations for scholarly accomplishments align with the top criteria outlined in the annual review process. However, successful performance does not guarantee or entitle a faculty member to tenure and/or promotion.

RESEARCH RESOURCES

There are multiple resources across campus that provide support for faculty in the area of research.

- The Office of Research and Sponsored Programs <https://www.shsu.edu/dept/office-of-research-and-sponsored-programs/index.html>
- Compliance and Institutional Review Board <https://www.shsu.edu/dept/office-of-research-and-sponsored-programs/compliance/irb/>
- Faculty Writing Circles <https://www.shsu.edu/pace/faculty-writing-circles>
- Library Faculty Services <https://library.shsu.edu/services/faculty/>
- Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT): is a nationally recognized Institute offering premiere professional development opportunities in policing. <http://www.lemitonline.org/>
- Correctional Management Institute of Texas (CMIT): delivers professional development training programs to personnel in juvenile and adult institutional and community corrections agencies. <http://www.cmitonline.org/>

- Crime Victims' Institute (CVI): studies the impact of crime on victims, their friends, families, and society and makes policy recommendations to the Texas Legislature and victim advocacy groups. <http://www.crimevictimsinstitute.org/>
- Institute for Homeland Security (IHS): is a center for strategic thought with the goal of contributing to the security, resilience and business continuity of the critical infrastructure sectors of Transportation, Energy, Chemical, and Healthcare from a homeland security perspective. <https://www.shsu.edu/academics/criminal-justice/institutes-ihs.html>

GRANT APPLICATION PROCEDURES

The Sam Houston State University Office of Research and Sponsored Programs (ORSP) is committed to partnering with faculty and staff to promote, facilitate, and enhance scholarly activities through sponsored projects. Please review the ORSP [website](#) for information on the grant submission process.

The Pre-Proposal Notification (PPN) form notifies ORSP that you are thinking of pursuing a funding opportunity. ORSP requests that the PPN form be submitted at least 30 days in advance of the sponsor's proposal due date. Failure to notify ORSP may limit the services available. The Pre-Proposal Notification (PPN) Form can be found here: ([LINK](#)). This is only an intent to submit a proposal and is not binding and can be withdrawn at any time. Once the form is received, ORSP will assign a team to work with you on your project.

In addition to notifying ORSP, please update the Department Chair and Sable Kocurek on your grant submission. For questions on budget (amount needed for course buyouts or graduate student funding), please work with Sable Kocurek to ensure that your grant funds will cover your budget items. If your grant budget includes funding for a graduate student, please notify the Graduate Program Director. If your grant budget includes funding for a course buyout, please notify the Assistant Department Chair. Once the grant is awarded and funds are confirmed, please make sure to update all parties. Note: Notification of the grant award is not the same thing as confirmation of funds. It can be a lengthy process for funds to be in place once the award is accepted by SHSU (3 – 5 weeks). Please plan accordingly.

When your grant is awarded, please make sure the IRB application is submitted and approved. The Office of Research Administration (ORA) will then work you to manage your grant. Please review the ORA grants [website](#) for information on the grant management process. Once your project has been assigned a Fund, Organization, Account, and Program (FOAP) code, you may begin using your funds. Departmental procedures for purchasing and travel must still be followed for reimbursement.

SERVICE

Service includes service to students, colleagues, program, department/school, college, and the University; administrative and committee service; and unpaid service beyond the University to the profession, locally, regionally, nationally, and internationally, including academic or professionally-related public service. Sustained service to the department, college, University,

profession, or community, as appropriate for the discipline, will be documented based on the faculty member's CV and supporting evidence. Please review the criteria outlined in the department's FES policy for specific detail on expected levels of service. Faculty at the beginning of their careers (generally in the first three years as an assistant professor) are not expected to participate in professional and university service activities at the same level as tenured faculty and advanced assistant professors.

Assignment to department committees is at the discretion of the Department Chair or by policy. Committee assignments will be distributed at the beginning of the academic year. Requests to serve on a particular committee can be sent directly to the Department Chair for consideration. Assignment to college committees is at the discretion of the Dean. For University-level committees, faculty will receive a survey during the spring semester where they submit any preferences for selection to a university committee. University committee assignments are at the discretion of the President

COLLEGE STANDING COMMITTEES

- Curriculum Committee
- Beto & Awards Committee
- College Academic Panel Review

DEPARTMENT STANDING COMMITTEES

- DPTAC – Department Promotion Tenure Advisory Committee
- GSAC – Graduate Standards Advisory Committee
- GDAC – Graduate Development Assessment Committee
- Undergraduate Curriculum and Assessment Committee
- Faculty Mentoring Committee
- L&M Committee
- MSCJ Committee
- Faculty Search Committee (when needed)

CAMPUS FOOD LOCATIONS

Restaurants

Einstein Bros.	Criminal Justice Center
Chick-fil-a	LSC 1ST Floor
Panda Express	LSC 1ST Floor
Subway	LSC 1ST Floor
Starbucks	LSC 2ND Floor
	Library Entrance
Steak 'n Shake	LSC 1ST Floor
Three Horse Tavern	LSC 1ST Floor

Dining Halls

General's Market	2012 Ave J
Old Main Market	1001 Bearkat Blvd

P.O.D. (Provisions on demand - for a quick drink, snack, or small meal)

University Hotel	1ST Floor
CHSS Building	1ST Floor
Lee Drain Building	1ST Floor
Lowman Student Center	1ST Floor

ACADEMIC POLICY MANUAL

Faculty Policy Manual

Policy Title	Policy Number	Year Revised
Academic Advisory Councils	921007	(R-2017)
Academic Credit for Work Experience	860904	(R-2017)
Academic Fresh Start (Academic Fresh Start Form)	940317	(R-2018)
Academic Instructional Staffing	800114	(R-2012)
Academic Probation and Suspension	910312	(R-2018)
Appointment of Clinical Faculty Members	041020	(R-2007)
Appointment of Visiting Scholars	911106	(R-2012)
Appointment, Workload and Evaluation of Chairs	110511	(R-2017)
Consortial and Academic Contractual Agreement Review	081217	(R-2017)
Courses and Grades Transferred from Other Colleges and Universities	801007	(R-2017)
Department/School Academic Distinction Program Policy	800521	(R-2017)
Designation of Distinguished Professors	860425	(R-2017)
Distribution of Recovered Facilities and Administration Costs	950818	(R-2018)
Early Retirement Program for University Faculty	840901	(R-2017)
Employment of Graduate Assistants	890303	(R-2017)
Employment of Non-Tenure Track Faculty	890301	(R-2007)
English Language Proficiency for Instructional Personnel	871214	(R-2019)
Establishment and Review of Centers and Institutes at Sam Houston State University	950609	(R-2019)
Ethical Conduct in Academic Research and Scholarship	920808	(R-2018)
Faculty Absences on Religious Holy Days	860915	(R-2017)
Faculty Administrative Leave Program	800215	(R-2017)
Faculty Development Leave Policy (Faculty Development Leave Forms)	800328	(R-2019)
Faculty Evaluation System, The (Faculty Evaluation System Forms)	820317	(R-2009)
Faculty Grievance Procedure, from TSUS Rules & Regulations, Chapter V (Faculty Grievance Form)	TSUS-ChV	
Faculty Instructional Workload Policy	790601	(R-2010)
Faculty Participation in Commencement	791221	(R-2017)
Faculty Reappointment, Tenure, and Promotion	900417	(R-2013)
Faculty Retirement and Emeritus Status	800925	(R-2019)
Faculty-Led Study Abroad Program	130424	(R-2018)
Graduate Degree Enrollment and Completion Requirements	930129	(R-2019)
Graduate Faculty Status	801014	(R-2018)
Guidelines for Awarding Competitive Academic Scholarships	850822	(R-2018)
Instructional Overload Assignment	810701	(R-2003)
Insurance Fringe Benefits and Sick Leave Accrual for Interim Faculty Members	830401	(R-2018)
Library Use Policy	840606	(R-2017)
Market Adjustments in Salary	110720	(R-2019)
Members Not Employed by SHSU Serving on SHSU Thesis and Dissertation Committees	950601	(R-2017)
Merit Advances in Salary	800722	(R-2010)
Out-of-State/Out-of-Country Resident Credit Courses	800107	(R-2019)
Outside Employment for Faculty (Approval For Outside Employment Form)	860811	(R-2018)
Performance Evaluation of Tenured Faculty	980204	(R-2010)
Prerequisite Policy	100428	(R-2018)
Procedures in Online Education	021120	(R-2004)

Faculty Policy Manual

Reassigned Time for Faculty Members Pursuing Research and Artistic Endeavors (Request Form)	900420	(R-2018)
red Developmental Education	930226	(R-2018)
Shortened Format Courses	860110	(R-2018)
Subsequent Master's Degree	801215	(R-2018)
Substantive Change Notification	081212	(R-2018)
Tenets for Faculty Status for Academic Librarians	810814	(R-2004)
Uniform Undergraduate Degree Plan Requirements	950531	(R-2018)
University Textbook Requisition Procedure	860211	(R-2018)
Use of Copyrighted Material	891208	(R-2018)
Use of Tobacco Products in Academic Classrooms and Facilities	890228	(R-2017)

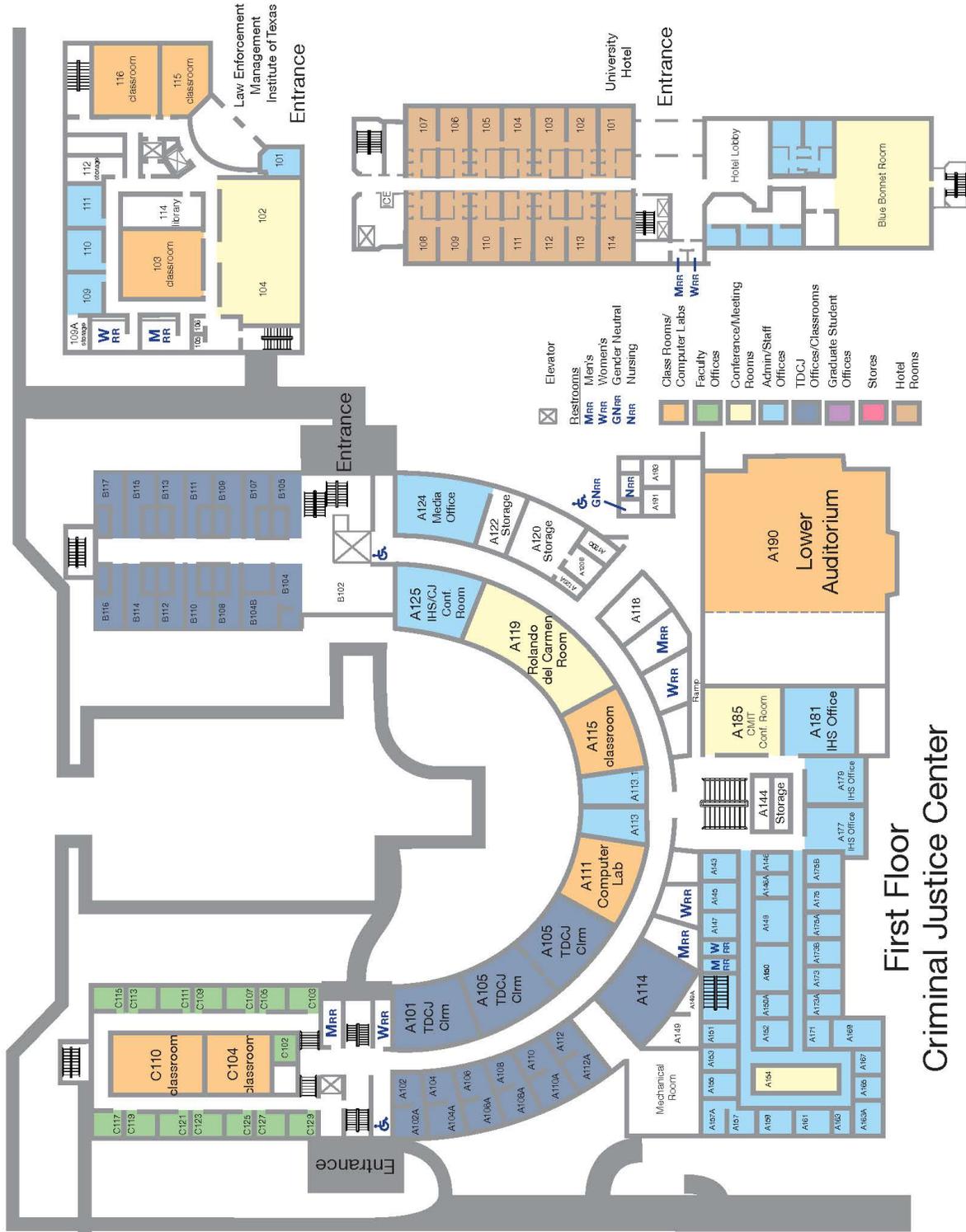
Student Policy Manual

Policy Title	Policy Number	Year Revised
Academic Grievance Procedures for Students (Student Grievance Form)	900823	(R-2018)
Admission Standards for Undergraduate Students	840502	(R-2018)
Class Attendance	800401	(R-2017)
Disabled Student Policy	811006	(R-2018)
Student's Use of Academic Facilities	030603	(R-2018)
Graduating with Honors	030325	(R-2018)
Posthumous Recognition of Students	830824	(R-2018)
Procedures in Cases of Academic Dishonesty	810213	(R-2018)
Student Absences on Religious Holy Days	861001	(R-2017)
Student Educational Records	810806	(R-2019)
Student Resignations	990407	(R-2019)

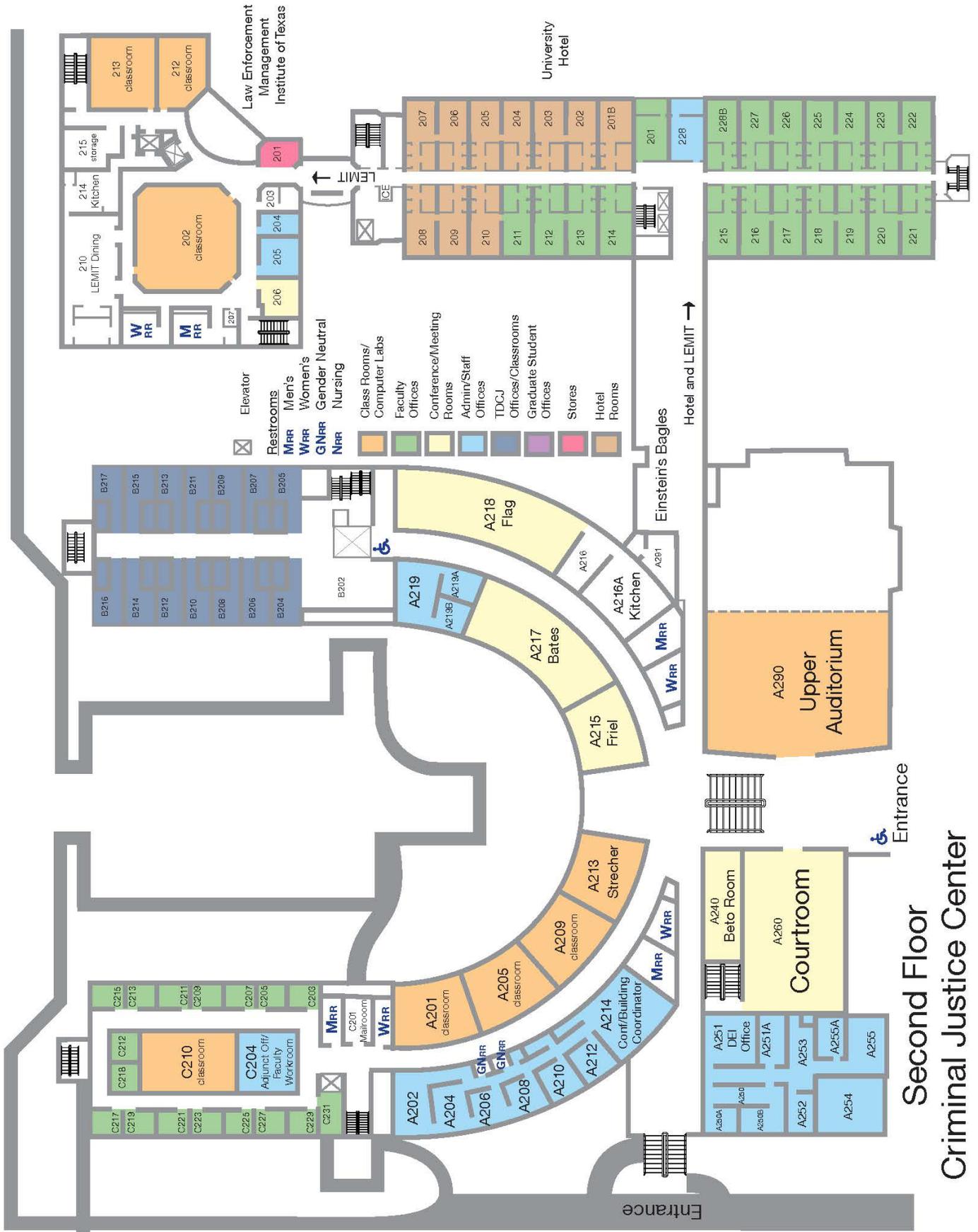
CJ CENTER MAP

This map of the Criminal Justice Center shows the offices, classrooms, conference, and meeting rooms in the building. Please note, the conference and meeting rooms are often referred to by their name instead of the number, so it may be helpful to familiarize yourself with these names. Most graduate-level courses are scheduled in A213 or A205. ([Link](#))

FIRST FLOOR

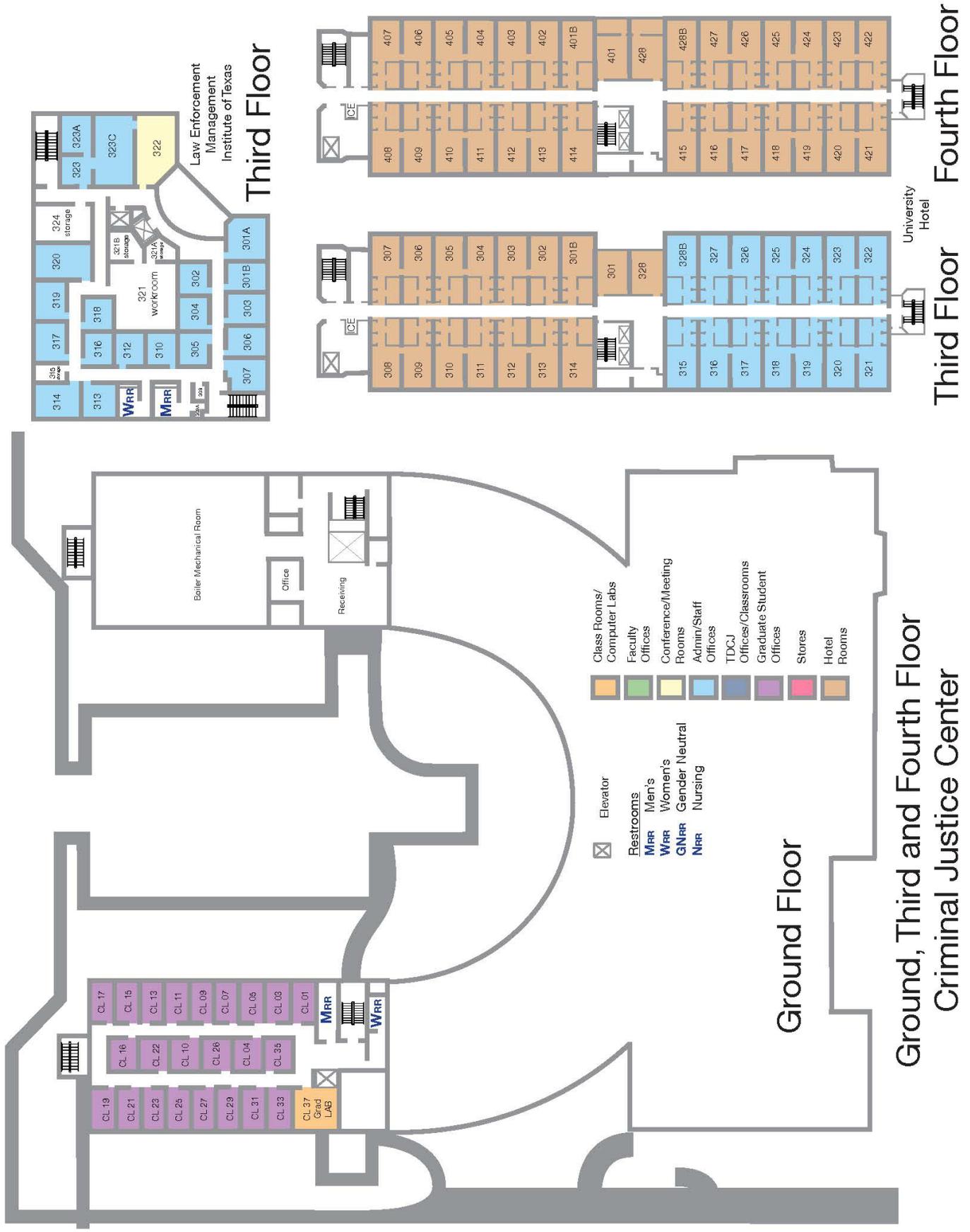


SECOND FLOOR



Second Floor
Criminal Justice Center

GROUND FLOOR, THIRD, and FOURTH FLOORS



FORMS

The following forms may be printed for use or requested from the Department.

SYLLABUS TEMPLATE

[FINAL GRADE ENTRY WALKTHROUGH](#)

[REQUEST FOR CHANGE OF GRADE FORM](#)

REQUEST TO ISSUE AN INCOMPLETE (“X”) GRADE FORM

TRAVEL REQUEST FORM

[TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE](#)

[COST COMPARISON TRAVEL FORM](#)

[REQUEST FOR REIMBURSEMENT FOR TRAVEL FORM](#)

[TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION FORM](#)

OUTSIDE EMPLOYMENT REQUEST FORM



REQUEST FOR CHANGE OF GRADE

Date _____

REQUIRED: CRN # _____

REQUIRED: Section # _____

I request that the grade for _____
(Student's Name) Last First MI

_____, in _____,
(Student's Identification Number) (Course Prefix and Number)

for the _____, be changed from _____ to _____.
(Semester)

If the grade is being changed to an "F", please list the student's last date of attendance: _____

The reason for this grade change is _____

I certify that I was the instructor of the above named student in the course so indicated and the grade change is for the above stated reason.

Instructor's Signature Acknowledged: _____ Date _____
Department Chair's Signature

(Print Instructor's Name)

THE SIGNATURE OF THE DEPARTMENT CHAIR IS *REQUIRED* ON ALL CHANGE OF GRADE FORMS **THIS FORM WILL NOT BE ACCEPTED FROM STUDENTS**

PROCESSED BY DATE

Sam Houston State

REQUEST FOR ISSUING AN INCOMPLETE (“X”) GRADE

This form is to be completed by the instructor requesting to issue an incomplete (“X”) grade to a student due to emergency circumstances beyond the student’s control. The completed form should be submitted to the Department Chair for consideration and signature. Please allow 24 hours for the Chair to review the request.

Supporting documentation can be attached to this form.

Student Name:		Sam ID:
Date of Request:	Class (Example: MATH 1314.01):	CRN:
Reason (Please be specific.):		
Stipulations of Student-Instructor Contract/Agreement with deadlines:		
Student Signature:		Date:
Instructor Signature:		Date:

CHAIR DECISION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Signature:	Date:	

Per the Sam Houston State University Course Catalog: The mark X indicates that the student has not been able to complete the course because of emergency circumstances beyond the student’s control. These circumstances usually prevail over other drop dates and opportunities to withdraw from the course. When the student is given the X mark, it is assumed that the student will be able to finish the course without further instruction or tutoring from the faculty member in charge of the course. Permission to award the mark of X is granted only by the chair of the academic department involved with the recommendation of the instructor. If the student meets the prescribed requirements of the course before the end of the next long semester (fall or spring; the summer term is not considered a long semester for X grade submissions) after the X is given, the student will receive the grade earned; otherwise, **the mark X will be automatically changed to the grade of F.**

<http://catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/scholastic-requirements/#grades-grade-points>

The following underlined information is to be included on all syllabi. It does not have to be in any specific order. Faculty may opt to include additional information such as study tips, instructor evaluations, information about academic support services, availability of tutoring, and classroom rules of conduct. All syllabi must be placed on Blackboard. Any revisions to the syllabus must be communicated to the students and a revised copy placed on Blackboard.

Please check all links.

Department of Criminal Justice and Criminology

Course Name and Course Number

Semester and Year

Class Location, Day & Time

Credit Hours

Professor:

Office:

Telephone:

Email:

Office Availability:

COURSE INFORMATION

Required and Optional Textbooks and other Resources: Requires complete citation.

Course Description: If you are teaching 2361, 3378 or 4398, please see the last page for important course requirements.

Learning Outcomes: Please list and number.

Attendance Policy:

Grading Policy:

(If the course is writing enhanced, the following statement MUST be included: This is a "W" course, which means that at least 50 percent of your course grade will derive from writing activities designed to help you master course objectives.) Applies to 4398 & 3378 Only

Make-up Exam Policy:

Student-provided Technological Devices Policy: *(Create your own classroom policy.)*

Tentative Course Outline:

This may not be simply an identification of lecture dates and chapter numbers to be covered. Please include the date/time of the final exam, and that it coincides with the [SHSU Finals Schedule](#).

REQUIRED POLICIES

Syllabus Must Include Information on the Four Required Policies:

Faculty may opt to use a single link, <http://www.shsu.edu/syllabus>, or include information for each policy

1. Academic Dishonesty
2. Absences for Religious Holy Days
3. American with Disabilities Act
4. Visitors in the Classroom

College of Criminal Justice
Sam Houston State University
816 17th Street
Huntsville, TX 77340

Box 2296
Huntsville, TX 77431-2296

www.shsu.edu/cj

<https://twitter.com/CJCSamHouston>

<https://www.facebook.com/shsucj>

<https://twitter.com/shsucj>

<https://www.linkedin.com/company/shsucj/>

<https://twitter.com/shsucjcares>

https://www.instagram.com/SHSU_CJ/

https://www.youtube.com/channel/UCoqiC_6Jbi2F35LPsh2JWNQ