

2020

Texas A&M University

Adopted 7/11/03.

Amended 11/7/08

Amended 4/2/12

Amended 2/19/16

Amended 8/18/16

Amended 12/15/16

Amended 12/13/18

Amended 2/21/20

PROCESS MANUAL FOR THE BIOLOGICAL AND AGRICULTURAL ENGINEERING DEPARTMENT

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PROCESS MANUAL FOR THE BIOLOGICAL AND AGRICULTURAL ENGINEERING DEPARTMENT

Article I. NAME

The name of this organization shall be the Biological and Agricultural Engineering Department (abbreviated BAEN), henceforth called the “Department”. The Department is an academic department of the College of Agriculture and Life Sciences (COALS) and is affiliated with the College of Engineering (COE), Texas A&M University. It is a unit of Texas A&M AgriLife Research, program unit number 730 of the Texas A&M AgriLife Extension Service and the Agricultural Engineering Division of the Texas Engineering Experiment Station (TEES). These agencies are all constituent divisions of the Texas A&M University System (TAMUS).

Article II. PURPOSE AND AUTHORITY

This process manual provides for the administrative organization and procedure of the Department. This process manual derives its authority from its adoption by the full faculty of the department. These processes are an extension of TAMUS policies and procedures and, as such, they must accord with those policies and rules. In case of disagreement, the TAMUS policies and the laws of the State of Texas shall prevail.

Article III. MISSION

Provide quality education, research and extension in engineering and technology for the world’s agricultural, biological, environmental and food systems.

Article IV. FACULTY MEMBERSHIP

Section 4.01 Scope

Membership in the Faculty of the Department of Biological and Agricultural Engineering is defined for the purpose of voting and communication on issues relating to the department.

Section 4.02 Categories of Membership

The full faculty of the Department includes individuals with a majority appointment in BAEN and with an academic title of distinguished professor, professor, associate professor, or assistant professor. Individuals with majority appointments in BAEN as Distinguished Lecturer, Senior Lecturer, or Lecturer are also members of the full faculty. Other categories of membership include affiliated, research, collaborating, adjunct, and emeritus as indicated in the following table.

Category	Home Department**	Ad Loc in BAEN	Example
Full	YES	YES	Teaching, Research, Extension Faculty with majority appointment in BAEN
Affiliated	YES	NO	Primarily research appointment at a R&E Center with 0% or minority appointment to BAEN. BAEN is the disciplinary home and the promotion and tenure review of these affiliated faculty are conducted by the BAEN P&T Committee.
Research	YES	YES	Majority appointment in BAEN with primary emphasis in Research, non-tenured or non-tenure track. All or some of the appointment is typically funded from non-state appropriated funds.
Collaborating	NO	NO	0% or minority joint appointment with BAEN and majority appointment with another department at TAMU-CS, who collaborates closely with BAEN
Adjunct	NO	NO	Member of a government agency, company, etc. qualified to contribute to the dept.
Emeriti	N/A	N/A	Former faculty of BAEN given title of emeritus of BAEN after retirement.

*Faculty who have BAEN as the home department have their promotion and tenure reviews conducted by the BAEN P&T Committee. Full faculty may serve on the BAEN P&T committee if they meet the requirements but Research Faculty do not.

+Faculty with an administrative appointment shall not participate in any decisions where the authority of their position will give them undo influence on the result. For example, administrators should not vote on matters for faculty under their supervision. This does not apply to associate heads.

If there is a question about which category someone falls into, the departmental head will decide. Only full faculty will vote on departmental governance issues. Affiliated, research, adjunct, collaborating, and emeriti faculty are encouraged to provide advice to the department, but have no governance responsibilities or privileges. Full faculty are selected as described in Article IX, affiliated faculty are appointed by the agriculture program administration, collaborating faculty are appointed by the head, adjunct and emeriti faculty are appointed according to procedures given in university regulations. To be appointed as an adjunct professor, the person must be sponsored by a faculty member and there has to be a clear benefit to the department. There is an expectation that Adjunct Assistant, Associate and Full Professors will continually be active in Department Missions. We expect adjunct faculty to be active in at least one of the activities below, each year:

- On-going research collaboration with one or more full faculty in the department.
- One or more lecture(s) in a class per year.
- Service on a departmental committee or a graduate student's committee.

- Other activity in the department which would bring you to campus at least once a year to interact with departmental faculty, e.g. attendance at a departmental faculty meeting or other function

The title of Adjunct is a temporary title and will expire in 3 years after appointment. They can be re-appointed after a review of their activities with the Department. This review will be done by the Faculty Advisory Committee. Adjunct Professor rank should be consistent with expectations for the different ranks of full faculty and will be determined by the department head upon appointment. Adjuncts may participate in department meetings and activities but are non-voting members.

Membership in the promotion and tenure committee is discussed in Section 8.01(a).

Graduate Faculty membership categories and associated privileges are determined by the Office of Graduate Studies as documented in the Texas A&M University Graduate Catalog. Practice for chairing graduate advising committees is based on the following policy (also described in the Graduate Student Handbook).

All Biological & Agricultural Engineering Department faculty members who hold the Ph.D. degree (this includes tenured/tenure-track/and Agency appointments) are eligible to serve as chair, co-chair, and member of BAEN graduate student committees.

When a BAEN off-campus faculty member serves as chair, an on-campus BAEN faculty member will be appointed as co-chair. This practice is intended to best serve the interests of the students. Exceptions to this guideline may be requested of the department head.

Faculty and professional staff employed by other institutions and organizations can serve as graduate committee members.

Article V. GENERAL ORGANIZATION

The Department shall be organized with a head as chief administrator. The head shall have those powers and duties designated by the Vice Chancellor of Agriculture and Life Sciences (Expectations of Department Heads in the Coordinative and Shared Governance of Statewide Research and Extension Programs) and such other powers and duties required to lead the unit.

Section 5.01 Administrative Team

The administrative team shall consist of the head and associate heads appointed by the head. The administrative team will address departmental administrative topics and provide advice to the department head. The associate heads will report regularly to the team about the status of their areas of responsibility and on special projects assigned by the department head. The associate heads are responsible for providing leadership to all matters concerning the department; however, they will also have specific responsibilities as follows:

The extension associate head shall serve as the program leader of extension for the department. As such, he/she shall represent BAEN at administrative extension meetings and provide leadership for all BAEN faculty with an extension appointment. The extension program leader will assist faculty with extension appointments in developing quality programs and will monitor their progress in producing quality extension products. He/she will assist the department head in evaluations of faculty with extension appointments.

The teaching/research associate head shall provide leadership to the department on all teaching and research matters. He/she will assist in evaluations of faculty with teaching and research appointments. He/she shall monitor activities of the undergraduate curriculum and graduate committees to ensure quality teaching programs, and will ensure that progress is made towards meeting ABET requirements. He/she will monitor all teaching/research infrastructure and make recommendations for improvement.

Article VI. FACULTY EXPECTATIONS, RIGHTS AND RESPONSIBILITIES

As the responsible body in the teaching, research, extension, and public service activities of the department, the faculty has inherent responsibilities and rights in academic policy and governance. Members of the full faculty share the responsibility to maintain high professional standards that foster academic excellence and to maintain a strategic plan to guide future direction of the department. All departmental policies and regulations dealing with the following matters shall be approved by the department's full faculty before being approved by the department head and/or higher administrative authorities:

1. Policies and requirements relating to the department's curricula and teaching programs.
2. Policies dealing with academic standards, including admission, graduation, and retention.
3. Policies and procedures dealing with hiring, tenure, promotion and annual evaluation of faculty.

The full faculty will advise regarding issues of program planning, appointment and evaluation of members of the administrative team, physical plant and facilities and other matters affecting the general welfare of the department.

Section 6.01 Expectations of Full Faculty Members

Full faculty members are expected to participate in the broad mission of the department including teaching, research and extension. Each full faculty member will have a primary area of excellence which is usually research or extension depending on their appointment. Occasionally the area of excellence may be teaching if worked out in agreement with the department head. Excellence is expected of faculty in all matters. Faculty members with an academic title of professor, associate professor or assistant professor are encouraged to either be a registered professional engineer (P.E.) in the United States or be actively in the process of obtaining their professional engineering license. The items listed in the following sections (a, b, c, d) are expectations of faculty in the various missions. Not all of these apply to each faculty member.

(a) Teaching Mission Expectations

- Regularly update course materials; update lectures to include new information; develop improved laboratory exercises or classroom demonstration; obtain new equipment or resources that allow for improvement of course materials; bring fresh examples or materials from industry by way of guest speakers, case studies, videos, field trips, etc.
- Ensure effective interfacing of courses with preceding and following courses; maintain syllabi from these courses; reinforce concepts from preceding courses which should be reinforced; develop base needed for critical concepts in following courses.
- Provide engineering design component in BAEN courses and management in AGSM courses, establish desired level of design/management emphasis for courses; introduce design/management activities in courses as needed to achieve desired level.
- Make efforts to evaluate and improve personal teaching style; e.g., conduct critical evaluation, give midterm teaching evaluation and respond to student concerns, participate in teaching methods, workshops and seminars, have Center for Teaching Excellence videotape and evaluate your course.
- Demonstrate a level of rigor appropriate for the course prerequisites or level; incorporate biological sciences into BAEN courses as appropriate, or provide example of interaction between engineering and biology; incorporate high level mathematics in examples and assignments; include assignments emphasizing professionalism and communications skills; include an appropriate level of design or management experience; develop laboratory exercises which require active student involvement.

- Give students experience with modern engineering and management tools; give assignments which require the use of computers in unstructured problem solving; demonstrate the use of state-of-the-art tools and techniques in your class.
- If needed, develop new or significantly revise permanent or special topics courses; develop a new course as a part of curriculum revision.
- Demonstrate a concern for student mastery of the subject matter in your course; use innovative testing techniques which emphasize learning the material or problem solving processes rather than memorization; develop additional study materials and examples for student use; evaluate examination tools for clarity and relationship to course objectives.
- Demonstrate employment of pedagogical approaches that motivate and engage students in active learning.
- Develop instructional materials to meet the needs of your course; write material for a course which does not have an adequate text available; develop audio, video or computer-based instructional materials; develop computer or multimedia-based classroom presentations; develop new lab activities.
- Show concern for overall student development and learning outside the classroom; make yourself available to students outside of class; actively participate in student clubs and activities; provide counseling and advising to meet specific student needs; assist in student placement by arranging for interviews for summer or permanent employment.
- Demonstrate effective classroom preparation, interaction and delivery of course content; receive student evaluations which are consistently high or show an improving trend; regularly communicate to students the objectives and expectations for assignments; provide fair, accurate, and timely feedback to students on graded assignments; use a variety of instructional methods in order to aid learning and stimulate students; demonstrate advance preparation for class meetings by having handouts, worked examples, etc.
- Serve on graduate advisory committees by chairing and/or directing graduate student programs.

(b) Research Mission Expectations

- Independent and original basic and/or applied research which is part of a well planned and developed program; participatory role in strong multidisciplinary research.
- Publication of research in scholarly and professional refereed journals, peer-reviewed scientific publications, as well as the transfer of technology and information to popular press articles, research application bulletins, textbooks, educational software, teaching materials, book chapters, and editing, among others.
- Research funding from external sources.
- Presentation of research activity at invited seminars and professional/scientific meetings.
- Maintenance of effective relationships, sharing of information, and transfer of technology to government and industry leaders, scientific panels and other research user groups.
- Research should contribute to the advancement of knowledge or produce tangible benefit to society.

(c) Extension Mission Expectations

- Extension faculty are expected to develop strong programs in extension, scholarly activities, and service. They are expected to develop an area of expertise addressing a critical issue for our clientele, i.e., they must develop a

focused area of excellence. An area of excellence in extension and scholarly programs is an area where they will achieve or have achieved national/international recognition as one of the top experts in that specific area.

- Develop programs consisting of appropriate educational methods designed to efficiently transfer information to the targeted clientele. Conduct a thorough evaluation in order to select the most effective teaching methods based on the information to be transferred. Extension faculty should periodically make a thorough assessment of which clientele to target. Next they need to make a thorough evaluation as to the most efficient/effective method of delivering knowledge to the targeted clientele. They will usually need to continue some of the traditional methods of extension outreach such as phone calls, presentations at meetings, demonstrations, etc. This helps them stay in contact with county extension agents, producers, etc. However, with reductions in travel funds and more demands on their time, the traditional methods are not appropriate as the sole delivery methods. Extension faculty should explore methods to increase impact by using delivery methods that can reach large numbers of targeted clientele at lower delivery costs.
- Demonstrate an established program of excellence in a focused topic area by: widely used extension publications or other media, invited lectures, service to industrial/commodity organizations and government agencies, and demonstrated interactions with county extension agents and targeted clients. A program of excellence must include written material or other appropriate media that efficiently deliver a complete message to the clientele. These significant extension products should demonstrate that they have moved the knowledge base forward in the subject area. Examples would include brochures, booklets, training manuals, videos, and web sites. Any form of peer evaluation or recognition of quality extension materials are highly desirable, e.g., ASABE Blue Ribbon Awards.
- Extension faculty members usually have to spend a lot of their time consolidating existing knowledge for their clientele. However, they are also expected to generate and deliver new knowledge in their area of excellence. This is best accomplished with a quality research program that is focused in their area of expertise. To be accepted as a quality research program, proof is needed that our peers accept it as quality research. The most accepted form of proof is to have the results published in peer reviewed journals. A significant number of the publications need to be in the focused area of excellence in order to show that a program is being established in that topic area.

(d) Service Mission Expectations

- Service to the Department, College, University, and Texas A&M Agriculture Program through leadership and involvement on various committees, advisory groups, task forces, student clubs, etc.
- Contributions and service to professional disciplines and scientific societies.
- Service to the “community” through community development and continuing education.
- Professional support and involvement with county, city, state, regional, and federal levels of government.
- Service and contributions to industry and commerce.
- Involvement and contributions to economic and cultural development through international partnerships and collaboration.
- Maintenance of strong cooperative and coordinative relationships with colleagues and across disciplines at the Agency, College, University and Agriculture Program level.

(e) Departmental Activities Expectations

In the course of addressing the above missions, various activities, seminars, events and social occasions are organized. Participation in these departmental activities enhances the student-faculty relations and engenders a sense of collegiality within the faculty, staff and students. For this reason, faculty are expected to participate on a regular basis in intra-departmental events that facilitate interactions between students, faculty and staff. It is recognized that individual

responsibilities and availability may conflict with student/faculty events, and prevent faculty from participation in certain departmental activities. However, each faculty member has a responsibility to participate regularly in departmental events and to contribute to a collegial environment. It is acknowledged that participation will be less for faculty whose work location is away from College Station, but an appropriate level of participation is still expected.

(d) Mentoring

The Biological and Agricultural Engineering Department (BAEN) desires that all faculty be successful in their academic pursuits, and appropriate mentoring can aid in achieving that desire for faculty at all stages of their careers. The department desires each junior faculty member have an effective network of advisors and mentors, using both formal and informal relationships. The following statements outline both the intent and practices of the departmental mentoring policy.

Purpose of Mentoring

1. Create an environment that promotes faculty success.
2. Guide the new faculty through the Departmental, Agency, College and University procedures and requirements.
3. Provide candid, constructive feedback on materials that the candidate submits for annual evaluations, mid-term review, and promotion and/or tenure.
4. Provide candid, constructive feedback on prioritization of potential opportunities and duties that are being considered by the junior faculty.

Which faculty should have mentoring relationships?

While the advice and council of trusted colleagues can be valuable to faculty at any career stage, the formal mentoring structure focuses on faculty at the assistant professor rank. Mentoring relationships for associate professors are encouraged, and can be formalized similar to those of the assistant professors, but that is at the option of each associate professor. Faculty at the rank of Professor are expected to maintain mentoring/advisory relationship as appropriate for their needs, but those relationships are not formalized within the department.

What mentoring relationships are established?

Assistant professors (and associate professors if they desire) will be assigned a formal mentor by the department head. The assistant professor (mentee) is expected to meet with all of their departmental colleagues to discuss a potential mentoring relationship within the first six months following their initial appointment to the faculty. The mentee will then suggest to the department head at least two possible mentors. Following consultation with those named individuals, the department head will formally name one mentor for the purpose of advising the mentee and representing the mentee to the Promotion and Tenure Committee. For assistant professors located at an outlying Research and Extension Center, the department head will work with the appropriate administrators to establish mentors both in the department and at the Center. While the naming of a single mentor is required, assistant professors have the option of requesting a mentoring committee. If requested, a committee of 3-5 faculty will be named, with the formal mentor serving as the Chair of the mentoring committee. If a committee is requested, the department head is responsible for selecting the committee membership, and will do so in consultation with the mentee. The committee should include one or two members external to BAEN.

Responsibilities of the Mentor

1. Meet with the mentee on a regular basis, but at least quarterly. The frequency of mentoring sessions can vary depending on the activities of the mentee, and can include topics such as: progress toward promotion and/or tenure; successes and failures with research, teaching or Extension programs; work/life balance; time management; appropriate levels of service; recruiting outstanding graduate students.
2. If the mentee has a formal teaching assignment, assist by reviewing materials (syllabi assignments, exams etc.) and attending an occasional lecture. The mentor may conduct a formal peer evaluation of the mentee's instruction, if the mentee agrees, or shall help to identify another faculty member who will conduct that formal evaluation. The mentor will emphasize the importance of peer teaching evaluations in the promotion process. For Extension appointments, similar review and assessment of course, workshop or presentation materials should be provided.

3. Review written materials such as promotion documents, proposals, and manuscripts as requested. Provide constructive comments (as requested) to improve success of proposals and/or publications.
4. Any written materials and conversations between the mentor and mentee are confidential.
5. Annually, communicate with the Department Head regarding the effectiveness of the mentoring relationship with the mentee.
6. Represent the mentee before the promotion and tenure committee, and provide the feedback from that committee to the mentee.

Responsibilities of the Mentee

1. Develop a working relationship with multiple departmental colleagues, and regularly share enough information about yourself and your program to allow those colleagues to sponsor or advocate for you when opportunities arise. If you desire specific sponsorship actions, it is your responsibility to communicate those requests to colleagues. The development of mentoring relationships outside of the department, particularly with individuals who have similar interests and experiences, are encouraged, but are not part of the formal departmental mentoring program, unless those individuals are named to a mentoring committee.
2. Within six months of initial employment, share with the department head the names of colleagues you feel will be effective mentors. Inform department head about your preference of a single mentor or a mentoring committee.
3. Meet at least quarterly with your named mentor (or mentoring committee) for advice and support. Continued engagement with other colleagues for informal mentoring is encouraged.
4. Maintain up-to-date versions of your cumulative CV, promotion dossier, teaching/extension evaluations and annual reporting materials. At the end of the second year of employment and all subsequent years until promotion, submit your promotion dossier for evaluation by the BAEN Promotion and Tenure committee.
5. As part of the annual evaluation, discuss with the department head the advice provided by the mentor, and the actions taken regarding that advice. Discuss the effectiveness of the mentoring relationship and any changes that might be desired.

Relationship to Promotion and Tenure Committee

The Biological and Agricultural Engineering faculty have decided that regular sharing of progress with and feedback from the Promotion and Tenure Committee is a positive action to aid the assistant professors. The mentor should help the mentee prepare their promotion dossier after the first year of employment on the BAEN faculty. The assistant professor shall submit his/her dossier to the BAEN Promotion & Tenure (P&T) committee at the end of second year. The BAEN P&T committee shall meet annually as needed to evaluate any submitted dossiers of assistant professors. The mentor will act as a liaison to the BAEN P&T committee and to the department head and report the progress of the faculty member on an annual basis after the second year. The mentor must summarize the feedback from the P&T committee and provide annual, written feedback to the faculty member. While this practice is focused on assistant professors, associate professors have the option to participate in a similar manner.

Responsibilities of faculty colleagues not named as formal mentor

The colleague selected and formally named as a mentor has significant responsibility for guiding the mentee to success as a faculty member. While not formalized, other colleagues also have responsibilities to aid in the development of the mentee's career through sponsorship activities. Sponsorship differs from mentorship in that the sponsor is an advocate for the mentee in terms of providing access or opportunities that the mentee may not be able to attain on their own. Examples are including the mentee as a co-PI on proposals and grants, introducing the mentee to individuals who might extend their professional network, nominating the mentee for awards or professional committee membership, or providing the mentee access to unique facilities in a laboratory. Sponsors' activities in support of mentees will be recognized as service activity, as appropriate.

Section 6.02 Annual Evaluation

Annual evaluations of performance for all faculty will be conducted by the department head in accordance with University Rule 12.01.99.M2, University Statement on Academic Freedom, Responsibility, Tenure, and Promotion and the College of Life Sciences Standard Administrative Procedures, or AgriLife agency procedures, as appropriate to the individual faculty.

- The department head, in consultation with the faculty member, will develop a Position Description that accurately defines the relative expected activity in the areas of teaching; research/scholarship/creative work and service. TAMU SAP 12.06.99.M0.01 specifies that expected activity cannot go to 0 for any of the three areas. Faculty with Texas A&M AgriLife agency appointments will have Position Descriptions that accurately define their expected activities, but they are generally not expected to have teaching responsibilities. The Position Description template is provided in the COALS SAP.
- Performance criteria used in the annual evaluation will be those described in Section 6.01 in conjunction with the criteria listed in the COALS SAP Appendix II – Evaluation Criteria. Expectations of performance in each activity area will consider the portion of effort devoted to that activity. Rating categories for the annual review will include “Outstanding”, “Highly Effective”, “Satisfactory”, “Needs Improvement” and “Unsatisfactory.” Each area of faculty expected activity will receive one of these ratings along with the basis for that rating.
- A performance rating of Satisfactory or better in a responsibility area will be assigned when the faculty member is judged to have on the whole achieved the stated expectations in Section 6.01. A rating of Needs Improvement will be assigned when the faculty member is judged to have achieved a minority of the stated expectations, and a rating of Unsatisfactory will be assigned if the faculty member is judged to have achieved only one or none of the stated expectations.
- An overall unsatisfactory rating is defined as being “Unsatisfactory” in any single category: teaching; research, scholarship, or creative work; service; and other assigned responsibilities (e. g. patient care, extension, administration...), or a rating of “Needs Improvement” in any two categories. (copied from TAMU SAP 12.06.99.M0.01)
- An annual review resulting in an overall “Unsatisfactory” performance shall state the basis for the rating in accordance with the criteria. Each unsatisfactory review shall be reported to the dean or AgriLife agency director(s). Faculty responses to the “Unsatisfactory” rating (if provided) will be included. (modified from TAMU SAP 12.06.99.M0.01)
- The report to the dean or agency director(s) of each “Unsatisfactory” performance evaluation should be accompanied by a written plan, developed by the faculty member and department head, for near-term improvement. If deemed necessary, due to an unsatisfactory annual evaluation, the department head may request a “Periodic Peer Review” (section 6.03) of the tenured faculty member. (modified from TAMU SAP 12.06.99.M0.01)
- If a faculty member receives a “Needs Improvement” rating in any single category, he or she must work with his or her department head immediately to develop an improvement plan. For teaching, this plan should take 1 year or less to complete successfully. In other areas (e.g. research, scholarship, and creative work), this plan may take up to 3 years to complete successfully. The rating of “Needs Improvement” can stay as “Needs Improvement” as long as pre-determined milestones in the improvement plan are being met, otherwise the rating will be changed to “Unsatisfactory”. (copied from TAMU SAP 12.06.99.M0.01)
- For faculty with budgeted joint appointments, department heads, center directors or program directors of the appropriate units will collaborate to develop accurate annual reports.

Section 6.03 Periodic Peer Review of Tenured Faculty

The BAEN department will follow departmentally specific procedures that are compatible with University and COALS policies for periodic peer review as stated in SAP 12.06.99.M1.01 and further defined by the COALS implementation of that SAP. The BAEN implementation of these rules are summarized below. These procedures incorporate and comply with Post Tenure Review requirements.

- The BAEN Periodic Peer Review will be conducted by three member committee made up of tenured faculty members selected by vote the faculty at the same time as the election of the Promotion and Tenure committee chair.
- A peer review of each tenured faculty member's performance will be conducted no less than once every six years. The six-year period resets each time the faculty member goes through a promotion process, appointment, or review for professional development or endowed professorship/chair position. The department head will provide the peer review committee with the faculty member's most recent curriculum vitae and the annual achievement reports for each of the five prior years.
- The criteria to be used for peer review are the same as those used in annual reviews, and are described in Section 6.01 and the COALS SAP Appendix II – Evaluation Criteria.
- The committee will report to the department head a recommendation of satisfactory, needs improvement or unsatisfactory performance relative to each of the BAEN expectations as described in Section 6.01 and appropriate to the Position Description of the individual.
- A finding of “Unsatisfactory” or “Needs Improvement” on any of the expectations for faculty will result in and follow the actions described in Sections 3.3 to 3.6 of the TAMU SAP 12.06.99.M0.01.

Article VII. FACULTY MEETINGS

Meetings of the faculty generally shall be called by the head approximately three times per semester during the academic year and whenever else necessary. All faculty in all categories are invited to attend; all full faculty are expected to attend or participate via conference call. The head shall chair meetings. If the head is absent, an associate head shall be designated by the head to preside. Special meetings may be held at the call of the head. All full faculty present at a properly called meeting shall constitute a quorum. All formal votes taken by the faculty will be recorded and reported to the full faculty within 10 working days after each meeting.

A notice (including the agenda) of a meeting shall be distributed to the full faculty about a week in advance. Faculty meetings usually will be conducted informally but if motions are under consideration, the meeting shall proceed according to Robert's Rules of Order Newly Revised. When possible, the written motion will be published and distributed as a component of the agenda. A secret vote shall be taken whenever requested by a majority of full faculty present at the meeting or at the discretion of the head. A full faculty member may request that their specific vote be recorded with the general results of the vote. Each full faculty member shall have one vote on each question.

There shall be no proxy voting; however, full faculty members may submit early votes to motions published on the agenda. Motions may also be voted upon electronically outside of regularly scheduled faculty meetings at the discretion of the head, provided that the motion was discussed within a faculty meeting, or posted for electronic discussion for 2 days before calling for a vote.

Article VIII. COMMITTEES

The department shall have committees to conduct the business of the department. Committee participation is an expectation of every member of all categories of the faculty. In addition to the standing committees, ad hoc committees may be formed and appointed at the discretion of the department head. All discussion within a committee meeting is assumed to be confidential to that committee. The committee may decide as a group which informational items to release outside the committee.

Section 8.01 Standing Committees

There are currently the following standing committees: Promotion and Tenure, Faculty Advisory, Graduate Programs and Recruiting, Engineering Undergraduate Programs and Recruiting, AGSM Undergraduate Programs and Recruiting, Infrastructure, Development Coordination, Recognitions and Events, International Programs, Safety and Scholarship. The Head will not serve on any of these committees, but the associate heads are eligible for all committees. With the exception of the promotion and tenure committee, members of standing committees are appointed by the head.

(a) Promotion and Tenure

Teaching/Research Faculty Evaluation Criteria:

In general, teaching/research faculty members are expected to do very well in all three missions of research, teaching and service. However, they are expected to be excellent in at least one of these areas, usually research. The area of excellence can be teaching, if that is agreed upon by the candidate and the department head, and if this shift in expectation is stated in recent annual evaluations. Candidates for promotion and/or tenure will be evaluated based on criteria that are discussed in the College of Agriculture and Life Sciences “Guidelines and Time Lines for Tenure and Promotion.” The following evaluation criteria are in addition to or clarifications of the College evaluation criteria. The candidate should provide evidence in their promotion dossier to demonstrate that they have met these criteria.

- *Research*
 - Publications
 - A balance between
 - Quality and quantity
 - Accomplishment and direction
 - Impact of publications – with particular attention to the prestige of the journal
 - Number of publications – what has been accomplished and the direction of publications
 - Evidence of leadership – 1st author or graduate student(s) are 1st author
 - Indication of contribution (%) in multi-authored papers
 - Publication in peer-reviewed education journals is considered to be a research contribution.
 - For those candidates applying for promotion to Full Professor
 - A record of continuous publication
 - Although there may be extenuating circumstances that need to be considered, in general it is expected that candidates should have an average of at least 2 publications per year since the last promotion and/or receiving tenure. It is expected that most peer-reviewed articles will be published in journals that are regarded as high quality for the topic area.

Note: Publication types need to be separated by category with decreasing level of importance – refer to the metrics of College of Agriculture and Life Sciences/Texas A&M AgriLife Research.
 - Grantsmanship
 - A balance between success and effort towards securing competitive grants
 - Evidence of grants being written and submitted by the candidate
 - Evidence of leadership as PI on funded projects and submitted projects, especially for promotion to Full Professor

Note: Grants and contracts need to be separated by category with decreasing level of importance – refer to the metrics of College of Agriculture and Life Sciences/Texas A&M AgriLife Research.

- Graduate Students
 - Consistent advising and supervision of graduate students
 - Consistent successful completion of student's graduate degrees
 - Successful completion of some PhD students
- Impact of scholarly work—possible indicators of impact can include:
 - Awards
 - Number of invited presentations
 - National and international recognitions
 - Intellectual property
 - Invited papers/chapters
- *Teaching*
 - Courses
 - Candidates applying for promotion/tenure to Associate Professor
 - Evidence of development, revision, or upgrade of at least one course (undergraduate or graduate level).
 - Develop or be responsible for at least one graduate level course in their area of expertise (stacked courses are included in this requirement)
 - Participate in teaching improvement activities
 - Candidates applying for promotion to Full Professor
 - Evidence of ongoing development, revision and strengthening of existing courses
 - Development of new courses as appropriate
 - Evidence of effective teaching
 - Peer-evaluation at any level as dictated by the most recent version of the Texas A&M University “Tenure and Promotion Procedure.”
 - Student evaluations (*Note*: although student evaluations are very important, more weight will be given to high-quality peer evaluation)
 - Although not required, any recognition for teaching excellence, development of educational materials, or invited presentations on teaching are evidence of effective teaching.
- *Service*
 - Candidates applying for promotion/tenure to Associate Professor
 - Evidence of leadership in professional societies
 - Evidence of participation on department, college and/or university committees
 - Contribution to the peer-review process. Some examples are:
 - Journals – reviewer of papers
 - Proposals – reviewer
 - Candidates applying for promotion to Full Professor
 - Evidence of international recognition
 - Evidence of leadership in department, college and/or university committees
 - Evidence of leadership in professional societies
 - Leadership in the peer-review process. Some examples are:
 - Associate Editor/Editor of Journals
 - Serve on Proposal Review Panel

Extension (Outreach), Research, and Service Evaluation Criteria:

- *Research*
The same evaluation criteria are generally the same as discussed earlier for teaching/research faculty. However, the number of publications must reflect the candidate funding source appointment distribution. Although working

with graduate students is encouraged, consideration must be given to the fact that some faculty at Agricultural Research and Extension Centers may have limited access to graduate students. The same expectations as given earlier for teaching/research faculty are required for “Grantsmanship” and “Impact of Research/Work,” regardless of funding source appointment.

- *Outreach*
 - Development and Delivery of Extension Products
 - Evidence of development of new products and revision or upgrade of materials to reach targeted clientele appropriately (multi-media, presentations, demonstrations, curriculum, websites, fact sheets, bulletins, training manuals, etc.) on an ongoing basis.
 - Evidence of delivery of information to the targeted clientele (web contacts, phone, email contacts, site visits, class, meetings, contact hours, etc) on an ongoing basis.
 - For promotion to full professor, must demonstrate that at least one complete program has been developed from problem and client identification through to delivery of extension products to targeted audience.
 - Evidence of effective outreach (impact of extension programs)
 - Peer-review evaluation
 - Surveys and clientele evaluations
 - Extension Products
 - A balance between
 - Quality and quantity
 - Accomplishment and direction
 - Impact of publications – with particular attention to the prestige of the journal
 - Number of publications – what has been accomplished and the direction of publication
 - Evidence of leadership – 1st author or graduate student(s) are 1st author
 - Indication of contribution (%) in multi-authored papers
 - Impact of Research/Work
 - Awards
 - Number of invited presentations
 - National and international recognitions
 - Invited papers/chapters
- *Service*

The same expectation required for the Teaching faculty

Note: Affiliated faculty with a majority funding source appointment in Texas A&M AgriLife Research will be evaluated by the criteria presented in the Texas A&M AgriLife Research section of the College of Agriculture and Life Sciences “Guidelines and Time Lines for Tenure and Promotion.

P&T Committee Membership:

- The Promotion and Tenure (P&T) Committee shall be composed of all full and affiliated faculty members with the academic title of professor and associate professor, who are dedicated to this important function. The head shall not be a member of the committee, but the associate heads may be. Each member must be dedicated to thoroughly reviewing each promotion document, participating in all P&T meetings (by attending or via conference call), and voting every time they are eligible. Members can voluntarily opt out of the committee by notifying the department head. If a member does not actively participate in the P&T process and/or does not vote without good reason, the department head will be obligated to remove them from the P&T committee. If members cannot participate in the P&T meetings, they should talk to the department head prior to the meetings.

- Associate professors on this committee shall be concerned only with promotion decisions on individuals being considered for the ranks of instructor, assistant professor, and associate professor, whereas professors shall be concerned with all ranks. Only tenured faculty members of this committee may vote on tenure. Votes for promotion, should be separated according to tenure status when the final vote is submitted to the department head.
- Each year, the committee will elect a full tenured professor as the chair by June 15.

Going up for Promotion/Tenure:

- During the annual faculty performance reviews, the head will work with potential candidates and advise them as to their apparent readiness for promotion and tenure. The head will provide the Promotion and Tenure committee chair with a list of candidates to be considered for promotion and/or tenure during that year prior to the start of the academic year. Candidates may always opt to place themselves on the list.
- The department head will coordinate the collection of external evaluation letters and the candidate's dossier, and these will be submitted to the P&T committee for evaluation. This process will include sources suggested by the candidate and will avoid sources indicated on the candidates "do not ask" list.
- Extension dossiers should be prepared using a format similar to the Teaching/Research dossiers to facilitate evaluation of Extension faculty by non-Extension faculty.
- The P&T committee is also responsible for conducting mid-period reviews of progress of new full faculty as dictated by University policy and report the evaluation to the faculty member and the department head.

P&T Process:

- All proceedings of the promotion and tenure committee will follow university and college guidelines.
- The P&T Committee shall have broad powers to consult with appropriate faculty and other persons on matters concerned with evaluating faculty for promotion and tenure.
- The committee recommendations must be based on a set of written tenure and promotion evaluation criteria. The BAEN Department evaluation criteria are given above and are in addition to the evaluation criteria published by the College of Agriculture and Life Sciences in the document titled "Promotion and Tenure Recommendations."
- The candidate's dossier including the candidate's statement, curriculum vitae, and draft reports for teaching, research, service and extension will be distributed to the P&T committee members prior to the committee meeting.
- The P&T committee members shall review dossiers of candidates prior to the meeting. Voting on whether promotion and/or tenure should be granted will occur at the meeting.
- Meetings will be structured to ensure that everyone has an opportunity to express their opinion in-turn without interruption from others. Discussion will be held openly and confidentially within committee meetings. Voting will be by secret ballot and every effort will be taken to ensure that confidentiality of the votes will be maintained. Two people will count each vote and will compare the results with each other immediately to ensure that they match. One of the vote counters will be the P&T Committee chair and the other one will be elected from the P&T Committee at the start of the meeting, and must be eligible to cast all votes that will be counted.
- Draft reports will be revised based on discussion at the committee meeting and submitted to the P&T committee Chair.

- As per Item 9 of Dossier Items of the University Tenure and Promotion Procedures, the BAEN P&T Committee must submit a report for the dossier to convey the meaning of the vote. Prior to submitting the final report to the department head, the Chair of the P&T committee will distribute the revised reports, the committee vote (in percentage format only), and the summary comments (including disagreements) to explain the vote to the P&T Committee for final comment. The report to the committee will indicate only the percentage of the votes that were cast that favored, opposed, and abstained, without separating by rank or tenure status. When votes are cast for both tenure and promotion for the same candidate, report one set of percentages for each.
- Final comments will be incorporated into the reports as necessary and the documents forwarded to the department head. The final report should include a table of the committee votes by category (tenure status). The final report should also include a statement that all committee members concur with that report. The vote of the P&T Committee reported on the dossier cover sheet should include only the tenured-faculty votes for dossiers submitted to the Dean of Faculties.

(b) Peer Review Committee

This committee follows the procedures outlined in Section 6.03.

(c) Faculty Advisory Committee

- The purpose of this committee is to foster leadership, to provide a sounding board for the head, and to provide a forum for discussing faculty issues with the head.
- The committee will meet with the head at least 2 times per semester and at special meetings called by the head or members of the faculty advisory committee.
- Membership of the committee includes the chairs of each of the standing committees (excluding the Scholarship Committee and the External Advisory Council), plus the associate heads.

(d) Engineering Undergraduate Program and Recruiting Committee

- Review and evaluate undergraduate engineering curricula.
- Prepare new and revised curriculum recommendations for consideration by the department faculty.
- Prepare for ABET review.
- Develop methods to enhance teaching excellence.
- Prepare catalog materials.
- Determine laboratory equipment needs.
- Coordinate recruitment, retention, and placement of engineering undergraduate students.
- Develop recruiting materials for engineering undergraduate programs, including brochures, videos, display material, etc.
- Regularly review and recommend updates for departmental website.
- Develop co-op and internship opportunities.

(e) AGSM Undergraduate Program and Recruiting Committee

- Review and evaluate undergraduate agricultural systems management curriculum.
- Prepare new and revised curriculum recommendations for consideration by the department faculty.
- Develop methods to enhance teaching excellence.
- Prepare catalog materials.
- Determine laboratory equipment needs.
- Coordinate support courses for the College of Agriculture and Life Sciences.
- Coordinate recruitment, retention, and placement of AGSM undergraduate students.
- Develop recruiting materials for AGSM undergraduate programs, including brochures, videos, display material, etc.
- Regularly review and recommend updates for departmental website.
- Develop co-op and internship opportunities.

(f) Graduate Programs and Recruiting Committee

- Review and evaluate departmental graduate degree course offerings, policies and procedures.
- Develop recommendations for consideration by the department graduate faculty.
- Develop and implement graduate recruiting program, including brochures, videos, etc., to expand graduate student enrollment.
- Regularly review and recommend updates for departmental website.
- Formal review, evaluation, and recommendation of approval of graduate student admissions to degree programs within the department.
- Monitor graduate student progress.
- Prepare recommendations concerning honors and awards for graduate students.
- Update course description and content for catalog.
- Update the Biological and Agricultural Engineering Graduate Student Manual.
- Coordinate recruitment, retention, and placement of graduate students.
- Regularly review and recommend updates for departmental website.

(g) Infrastructure Committee

- This committee will provide strategic direction and operational support to departmental infrastructure and will work to expand development funding to assist our students and programs.
- Infrastructure includes building space, laboratories, computing facilities, and any other infrastructure needed to support departmental missions. This includes all buildings, computing equipment, website, and laboratory facilities.

(h) Development Coordination Committee

- Developmental funding will be for undergraduate scholarships, graduate student fellowships, enhanced technology, laboratory enhancement, and departmental excellence.

(i) International Programs

- Coordinate international experiences for BAEN undergraduate and graduate students, including the oversight of study-abroad programs and international exchanges
- Provide guidance to the department head on international activities of the faculty, including hosting of visiting students and scientists, potential collaborative agreements and other opportunities.

(j) Safety

- Coordinate safety programs for the department, including specifying necessary training for all employees, safety procedures to be followed in teaching and research laboratories, laboratory inspections and utilization of first aid equipment.

(j) Scholarship Committee

- Selects recipients for scholarships awarded by the department.
- Explore additional funding for scholarships.
- Prepare recommendations concerning honors and awards for undergraduate students.
- Document criteria used in selecting recipients.
- Ensure that scholarship recipients write thank-you notes to donors.

(k) Recognitions Committee

- Coordinate and develop nominations for honors and awards for faculty, staff, and alumni.
- Encourage nomination of honors and awards among alumni and colleagues.

(l) Communications Committee

- Develop and maintain means of implementing the departmental Communications Plan.

- Most notably resume regular publication of the newsletter and maintain an updated departmental website.

(m) Climate and Work Environment Committee

- Develop plans and take actions to enhance the workplace environment within the department
- Periodically assess the departmental workplace environment and recommend actions to the department head on actions to enhance our work environment and collegiality.
- Report to COALS or other central administration offices as requested regarding climate issues
- Plan and coordinate social and recognitions events for department's faculty and staff

Section 8.02 External Advisory Council

Name: The name of this organization shall be the Biological & Agricultural Engineering Department External Advisory Council (BAEN-EAC).

Mission: The missions of the BAEN-EAC are to:

- Foster stronger linkages and provide a continuing liaison between the academic community (faculty, staff, students), the practicing profession, and clientele.
- Assist the Department of Biological & Agricultural Engineering (herein referred to as the Department), College of Agriculture & Life Sciences, College of Engineering, and Texas A&M University in providing the highest quality of achievement in accomplishing the multiple missions of the land grant university system including teaching, research, and extension.
- Assist the Department in setting strategic direction to insure relevancy and impact of its programs.

The missions of the BAEN-EAC will be accomplished through the following functions:

- Review programs and goals of the Department. Typical areas to be reviewed follow.
 - Future challenges (state issues, new technologies, research initiatives, scope and direction for the Department, identification of collaboration, etc.).
 - Academic programs (educational needs, curriculum guidance, new directions, etc.).
 - Student professional development (student opportunities, mentorship, ethics, leadership development, etc.)
 - Research (clientele needs identification, priorities, collaboration, infrastructure, etc.)
 - Continuing education and professional development (identification of needs of professional engineers, curriculum development, delivery technologies, etc.).
 - Extension and outreach (strategic directions, initiatives and new programs, organization, communications, etc.).
- Advise the department head and the Department.

- Council members will have access to the department head both formally and informally through scheduled meetings and are strongly encouraged to provide suggestions and advice.

Membership:

- The Council shall consist of voluntary members. Members shall be appointed by the Biological & Agricultural Engineering department head based on the suggestions by the Department faculty and the BAEN-EAC.
- Members shall serve a three-year term. Terms shall be staggered on an annual rotation such that approximately an equal number of new members are appointed each year. Members will be allowed no more than two consecutive terms.
- Members shall be selected based on the following guidelines.
 - Members shall be selected from those individuals whose business and/or professional careers have brought them recognition for sound judgment, decisive action, and high integrity.
 - They shall have knowledge of and interest in the multiple missions of the land grant university system and a particular interest and concern for the development, advancement, and recognition of the Department.
 - A diverse membership—taking into consideration programmatic areas, employment, and geographical areas—is desired.
- Active participation is essential. Any member missing three meetings may be replaced at the discretion of the department head. In the event that a membership becomes vacant, the head of the Department shall appoint a new member prior to the next meeting.

Officers:

- The BAEN-EAC will elect a chair and a vice-chair.
- The executive committee will be comprised of the chair, the vice-chair, the department head, and the immediate past chair who will serve in an ex-officio capacity.
- Officers shall serve a one-year term and will be eligible for re-election.
- The chair shall preside over the meetings of the BAEN-EAC and provide leadership and guidance in the achievement of its goals.
- The vice-chair shall preside over the BAEN-EAC meetings in the absence of the chair and shall take primary responsibility for providing leadership and guidance to the committees and task forces established by the BAEN-EAC.
- The department head shall designate a Department member to serve as recording secretary of the BAEN-EAC. The recording secretary shall be responsible for maintaining minutes of the meetings as well as providing any other staff level support possible to increase the efficiency of the BAEN-EAC function.

Meetings:

- The BAEN-EAC will hold regular meetings. An effort will be made to schedule the BAEN-EAC meetings so members can interact with students at student club meetings or functions.

- Meetings will be called by the chair in consultation with the department head.
- Special BAEN-EAC meetings may be called by the chair or the head with sufficient notice.
- The agenda for each meeting will be established by the executive committee. Agenda items will be received from the faculty of the Department through the department head and from the members of the BAEN-EAC through the chair.
- A request for agenda items will go to the BAEN-EAC and the members of the Department at least one week prior to any scheduled meeting.
- An item may be added to the agenda at anytime up to or during a meeting at the discretion of the chair or the department head.

Committees:

- The chair shall appoint ad-hoc committees and task groups as required. Typically, committees will be appointed only for the duration of the requirement to be met.

Finance:

- Overhead expenses incurred by the officers of the BAEN-EAC in carrying out their responsibilities will be borne by the Department.
- BAEN-EAC members are individually responsible for personal lodging and travel expenses incurred in connection with BAEN-EAC activities.

Section 8.03 Other Committees

The head shall establish other standing and ad hoc committees as are necessary for the functioning and well being of the Department.

Article IX. APPOINTMENTS OF NEW FACULTY MEMBERS

Full Faculty: the head shall consult with the faculty advisory committee and members of the full faculty (as at a faculty meeting) prior to requesting new faculty appointments. If a new faculty position is approved, the head will appoint a search committee with advice from the faculty advisory committee. The search committee will review the position description, decide where to advertise, arrange for advertisements to be placed, and distribute the job description as appropriate. The search committee will review the applications and recommend to the head a short list of candidates for which reference letters should be requested. The search committee will review the reference letters and notify the head which candidates they would recommend for interviews. The head will make the final decision on candidates to interview and supervise the arrangement of interviews. All full faculty will be notified of the interview schedules and are expected to attend the seminar if possible. The search committee will solicit feedback from the faculty on all candidates. After the interviews, the search committee will provide a recommendation as to which of the interviewed candidates are acceptable. If a consensus cannot be reached, a vote should be taken and reported to the head. The search committee should list strengths and weaknesses of the finalists that they deem acceptable and submit to the head. The head will make the final decision on which candidate to make an offer. The promotion and tenure committee must vote on tenure if tenure is to be offered to a new appointment in the department.

Research Faculty: Research professors of all ranks are non-tenured and non-tenure track. They are expected to develop their own research programs that are independent of other faculty members, just like any full faculty member. However,

collaboration with other faculty is encouraged. Candidates for a Research (Assistant, Associate or Full) Professor must present a seminar to the BAEN faculty. The BAEN faculty will be asked to provide input to the department head. A review of the candidate by the BAEN P&T Committee is not necessary, but it is expected that the candidate will meet the usual requirements as for full faculty for the rank (Assistant, Associate or Full) that they are being consider. The head will make the final decision on whether or not to hire the candidate.

Article X. SPACE

Space and facilities allocated to the department are for the use of all faculty to conduct university business and complete all our stated missions. The department head has the responsibility to allocate all departmental resources for the best benefit to the entire department. The department head will allocate all staff/faculty office and laboratory space. These spaces can only be occupied after receiving written approval from the department head. Graduate student office space will be allocated by the Graduate Programs Committee after consulting with the student's major advisor. All requests for major facility modifications or re-allocations of space should be submitted to the Infrastructure and Development Committee for review. This committee should then forward their recommendation and discussion to the department head for a decision.

Office space generally designated as faculty office space will not usually be assigned to non-faculty unless they are on short-term appointments and excess space is expected to be available for the duration of that appointment. Visiting scholars, research/extension associates and post-docs will be given priority in these short-term assignments to faculty offices. They may be asked to move before their appointment is completed. Emeriti may be assigned space, depending on availability, if they have an active ongoing program that is beneficial to the department.

Laboratory space will generally be assigned to programmatic areas or as flexible labs, and will not be assigned for the exclusive use of individual faculty. Individual faculty may be assigned as coordinators of laboratory space and they will be responsible for ensuring that the space is fully utilized and available to all appropriate faculty. The laboratory coordinator will also be responsible for keeping the space safe and tidy. A flexible lab is space allocated for temporary projects. The project manager will be responsible for removing project equipment when the project is finished.

Computing hardware and software is maintained by the department to meet the stated missions. General use computing laboratories for graduate and undergraduate student use are supervised and maintained by the departmental computing support staff. Policy on the use of these facilities and the software provided is the responsibility of the Infrastructure and Development Committee. Individual computers in faculty offices are the responsibility of the faculty member. Each faculty member must ensure that all software has a legitimate license. Individual computers in staff offices are maintained by the computing support staff. Staff shall not install unauthorized software on those machines.

Article XI. MODIFICATIONS TO THE PROCESS MANUAL

Editorial changes can be made with the approval of the head. All substantive changes require a 3-step process. First, the faculty advisory committee must submit a written request of the proposed changes to the head and, second, the head must approve the changes. Third, the proposed changes must receive a majority vote from the faculty that reply to an oral, written or electronic vote request.

For related University rules, refer to: <http://rules.tamu.edu>.

Article XII. ADDITIONAL PROCEDURES

As departmental policies are established, they may be added to this Article as a means of making them widely available to all departmental personnel. Policies approved by the faculty by vote (oral, written or electronic) may be added to this Article without following the Article XI procedures for modifying the process manual.

Departmental Building Key Issuance Deposit and Deposit Return Procedures

1. Keys will be issued by the departmental designated staff member (key manager) responsible for keys.
2. Replacement keys will be ordered from Physical Plant Key Control by the key manager.
3. To issue keys, requirements are as follows:
 - A. Room number
 - B. Supervisor Authorization
 - C. Deposit
4. The key manager will prepare “Key Information Card” for each key holder and file alphabetically in file held in locked key cabinet.
5. Deposits will be charged as follows:

All BAEN buildings

1-2 keys deposit = \$5.00

3-above keys deposit = \$15.00

6. Deposits will go to the Business office to log into “Receipts Log”
7. Cash will be deposited in account 06-203016-09203. Deposits will be delivered to the Fiscal office.
8. Deposits will be reconciled with cash log.
9. Key deposit list will be maintained in the Business office.
10. Upon key user termination, the key user is responsible for returning all keys to the key manager. . As keys are returned, key card will be noted and forwarded to the Business office to prepare a purchase voucher for deposit reimbursement. All returned keys given to key manager will be returned to key cabinet.
11. In case keys are lost or not returned, the deposit will be kept upon termination to replace the key/keys.
12. If employee terminates without returning keys, a 6 month waiting period will be triggered, during which the employee can return the keys and request the deposit return. After six months, the deposit will be transferred to 06-203016-09204 holding account.

Policy initiated April 11, 2011, amended Dec. 13, 2018

Departmental Color Printing Policy

Problem: Payment for the number of color pages printed beyond the contract allowance more than doubles the cost of the copier each quarter. The department has been paying the full printing costs, but recent budget reductions no longer allow that practice.

Details: The contract for the Xerox copier in Scoates allows for 75,001 black/white per month and in Hobgood for 20,000 black/white per month.. Excess black/white copies cost \$0.0056/page and all color copies cost \$0.0506/page. We do not reach the B/W limit. The average quarterly number of copies during FY18 was 8138 - Scoates, and 1508 - Hobgood. The majority of this usage was from about 20% of the accounts.

Actions to be taken:

1. Access to color printing will not be limited, but heavy users will be asked to cover a portion of their cost.
2. The department will continue to cover the cost of up to 300 color pages per account per quarter. Color pages printed beyond 300 will be charged to the user at the contract rate (\$0.0506/page as of 12/13/18).
3. The Xerox printer will be set to default to black/white printing. To obtain color, the user will have to select color in the print job set up window. This is intended to minimize unintended color printing.

Policy effective date: September 16, 2011, amended Dec. 13, 2018

Departmental Inventory Procedures

For new items:

- You will be given a tag for your equipment from the departments designated inventory manager when the item has been delivered and she will process the voucher for payment.
- You are to affix the tag on your asset in a place that is easily accessible to an auditor.
- Sign and return the form stating you have put the label on the equipment and all the information is correct to the inventory manager within 5 business days. (This will begin the “file” for your asset.) If the item description needs to be changed to insure that it is accurately and clearly described, make changes on the form before returning it.
- Any changes in location must be submitted to the inventory manager with the new location within five business days of a location change. (Note: This includes changing rooms within a building.)
- Any transfers made into the department or between faculty members within the department will require a signature or email confirmation from the faculty member accepting the item. Anyone inheriting an item from a former faculty member will be asked to accept the items before they are listed on that individual’s inventory. Assets should not be assigned to you without your knowledge.
- Upon leaving employment, you will do a termination checklist with the Business Administrator. At that time, you should decide what your plans are for your inventory and give that information to the inventory manager. If you are passing responsibility for an item to another faculty, the receiving faculty member must confirm they accept the item.
- Remember, **you are responsible for the items assigned to you**. Please secure them properly.

For Disposal of Obsolete or Unused Items:

These steps will be followed in disposing of unwanted inventory items.

1. Email the inventory manager to request that an item be removed from your inventory. In your email, include the full asset number and description of the item. State in your email whether the item is in working condition or not. This email will be forwarded to BAEN faculty, staff, and graduate students asking if anyone else has a need for your item.
2. Items can be removed from inventory by “dropping”, sending to Surplus Property or by sale on the Lone Star auction web site. The most appropriate means will be determined by business and departmental support staff.
 - a. “Dropping” an item means it is broken beyond repair and will not be sent to Surplus.
 - b. Sending to Surplus Property requires that the proper paperwork be filled out and approval obtained before the item is taken to Surplus Property
 - c. Items can be sold via Internet auction. Appropriateness of items for the auction will be determined by a staff member designated by the Department Head to handle auction items
3. Disposal of computers that are not claimed by others – Desk top computers should have any hard drives removed so that the computer chassis and hard drive(s) are separate items. Laptops do not have to have the hard drive removed. That task will be done by inventory staff.
4. If someone wants to claim an item that is to be disposed, that request should be made by or through a faculty member within one week of the forwarded disposal request. While some staff are assigned inventory, no inventory items will be assigned to graduate students. The faculty member will need to accept the item(s) on their inventory.
5. For items that are not claimed, inventory manager will complete the online transfer and obtain all necessary approvals. (Approvals should take no more than 2 days.) The disposal forms will be given to the owner of the item, and that person is responsible for delivering the item and the paperwork.

6. Items that are designated for disposal will be collected and stored in secured areas prior to transfer to Surplus Property. There will be one locked area in Scoates Hall and one at West Campus. Items for disposal will be accepted by a staff member (currently Technical Laboratory Coordinator or Senior Systems Administrator). Those items will only be accepted in person and only if they are accompanied by the disposal paperwork from Business Coordinator I. Items will be accumulated in storage for periodic trips to Surplus Property. Technical Laboratory Coordinator has responsibility for transferring inventory items to Surplus Property at an appropriate frequency. Each item stored must have the disposal paperwork attached to it. **Do not drop items outside of offices or storage spaces without someone accepting them. Responsibility for the item remains with the original owner until accepted by the staff member.** Once accepted and stored by a staff member, the item will remain on the inventory list until accepted at Surplus Property.
7. Technical Laboratory Coordinator has been assigned responsibility to determine appropriateness for and management of sales on the Lone Star auction site. He has authority to determine if an item will be sold at auction or taken to Surplus Property. Any funds gained through the auction of surplus items will go into a departmental operating account to support the shop, vehicles, etc. For items with significant value (>\$5000 selling price), the proceeds will be split equally between the department and the inventory owner. Receipts will be created for any items sold.
8. Items not auctioned will go to Surplus Property. When Technical Laboratory Coordinator takes items to Surplus Property, he will receive receipts for all items accepted. Primary responsibility for taking items to Surplus is Technical Laboratory Coordinator's, but others can take items, if coordinated with him. All procedures must be followed in obtaining receipts.
9. The receipt for items transferred should be given to Business Coordinator I. One copy will stay on file in the department and the item owner will be given a copy for their records. **This receipt is the only proof that your item made it to Surplus, and will be removed from your inventory. Keep it with your inventory lists.**
10. Property will mail a formal Deletion Certification to the department for our files. We will refer to this document if questions appear on your inventory next year.

QUESTIONS?

BAEN Departmental Contact
Melanie Aguilar
Business Coordinator I – Inventory Manager
maguilar87@tamu.edu
845-4290
Prepares inventory forms

Surplus
Antonio Sarate, Surplus Manager
845-3427

AGENCY CONTACTS:

Texas A&M AgriLife Research/Extension (06/07)
Procedures can be found at: <https://agrilifeas.tamu.edu/documents/inventory-procedures.pdf/>

Jared Kotch, Property Manager
jared.kotch@ag.tamu.edu
845-4791

Sharon Gillespie, Financial Accountant I
skgillespi@ag.tamu.edu
845-6473

*Manager for all aspects of inventory for AgriLife
and Texas Veterinary Medical Diagnostic Laboratory.*

*Maintains AgriLife inventory by recording and entering
expeditures, Transfers, deletions, request to sell and
sales forms, gifts and reclassification*

Texas A&M University (02)

Procedures can be found at: <https://fmo.tamu.edu/property/>

Todd Gregory, Director of Property Management

tlgregory@tamu.edu

845-8147

Texas Engineering Experiment Station (28)

Procedures can be found at: [http://coe-
intranet.tamu.edu/Business and Finance/TEES/Property/Property Guidelines.php](http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Property/Property_Guidelines.php)

Jennifer Caddel, Property Manager

jcaddel@tamu.edu

458-7642

Departmental Safety Policy

Departmental Adhoc Committee on Safety – Recommendations

Participants: Elena Castell-Perez; Richard Epting; San Fernando; Ron Lacey and Zivko Nikolov

1. Safety Courses:

a. Courses available pertinent to different constituents of the BAEN Department are as follows:

- i. Introduction to Laboratory Safety (classroom) offered by TAMU Environmental Health and Safety Office. Registration Link: <https://ehs.tamu.edu/how-do-i/register-for-laboratory-safety-training/>

This training is required for all TAMU personnel (including graduate students on assistantships) who are laboratory employees. For more information contact Nancy Eaker (5-5332).

- ii. Other online and classroom training programs covering a broad range of topics including Fire Safety, Respiratory Protection, Radiation Safety etc. are available at <https://ehs.tamu.edu/home/training-opportunities/>
- iii. TAMU Safety Manual contains comprehensive information on topics pertinent to BAEN (such as General Safety, Laboratory Safety, Shop Safety, Electrical Safety, Biological Safety, Chemical Safety, Radiation Safety, Agricultural Safety and Vehicle Safety). This could be a good resource to be made available for those engaged in specific activities.

2. Policies

a. Departmental personnel need to take appropriate safety training as identified below on a bi-annual basis:

Type of Personnel	Laboratory Safety (online version)	Shop and Tool Safety	Specific Training
Faculty	✓	✓ (as required)	✓ (as required)
Staff (administrative)			✓ (as required)
Staff (Technical, Teaching and Extension)	✓	✓ (as required)	✓ (as required)
Laboratory employees (including grad./undergrad. students)	✓	✓ (as required)	✓ (as required)
Shop employees		✓	
Graduate Students	✓		✓ (as required)
BAEN Undergraduates	*(in BAEN 301)		
AGSM Undergraduates		*(in AGSM 360)	

Note: The immediate supervisor will be responsible in determining the training requirements

*The curriculum committees to decide on whether such a blanket course requirement is necessary and if so, how it will be implemented.

- b. Machine Shops: When operating machinery with moving parts, at least one person in addition to the operator should be present in the vicinity.
 - c. In laboratories, the laboratory proctors (or Principle Investigators) are responsible in identifying experiments/activities that carry substantial risk (chemical, mechanical, fire etc). These activities should be carried out only when an additional person is present especially during afterhours (between 5.00PM to 8.00AM). Personnel carrying out such activities during afterhours should get prior approval from the laboratory proctor/PI.
 - d. When an activity is ongoing in a laboratory, safety gear (goggles, masks, gloves etc as required) should be worn by responsible parties at all times. It is the PI's responsibility to enforce safe laboratory practices.
3. Safety Issues Identified and Recommendations
- a. None of the departmental buildings (Scoates, Hobgood and P&M) have heart defibrillators and these units need to be installed. It is proposed to have a unit each in Scoates, Hobgood and P&M buildings.
 - b. No trained personnel in first aid and/or defibrillation are present in any of the BAEN buildings. It is recommended to identify at least two personnel for Scoates and two for Hobgood/P&M to be trained in first aid.
 - c. It is recommended to form a permanent "Safety Committee" (stand-alone or as a part of the infrastructure committee) to help ensure safe practices are adopted. This committee will be responsible for performing annual laboratory walkthroughs and filling out "Lab Inspection Checklists" for individual labs.
 - d. More signage is needed near equipment/locations where potential risks are present. Also, signs should be posted in appropriate locations (E.G. machine shops) stating that personnel who do not have appropriate training are not allowed to use the facility(ies).

Suggested Courses for Specific Safety Hazards Identified Pertinent to Research/Teaching/Extension Activities of BAEN Department

Hazards	Suggested Safety Training Course
General work safety	Classroom <ul style="list-style-type: none"> • Hazard communication (http://ehsd.tamu.edu/Training.aspx) Online <ul style="list-style-type: none"> • Safety for Office and General Work Areas (via TrainTraq)
Shop Operations Electrical Mechanical	Online: <ul style="list-style-type: none"> • Shop and Tool Safety Training (https://labsafety.tamu.edu/training/shopsafety/default.asp) • Also available via TrainTraq
Chemical Chemical Laboratory Safety	Classroom: <ul style="list-style-type: none"> • Introduction to Laboratory Safety offered by TAMU Environmental Health and Safety Office. (http://ehsd.tamu.edu/Training.aspx) Online: <ul style="list-style-type: none"> • Lab Safety offered by Office of Engineering Safety (https://labsafety.tamu.edu/training/labsafety/default.asp) • Also available via TrainTraq
Radiological	Classroom:

	<ul style="list-style-type: none"> • General Radiation Safety Training – New Users (Open Isotope and Sealed Source) <p>Online:</p> <ul style="list-style-type: none"> • General Radiological Safety Refresher Training (Open Isotope and Sealed Source); Also available via TrainTraq • Laser Safety Training • X-ray Devices: Radiation Safety Training (XRD, XRF, cabinet x-ray, research)
Biohazards (maybe different levels depending on the organisms handled)	<ul style="list-style-type: none"> • NIH Guidelines for Principal Investigators • Biosafety Level 2 Annual Training • Biosafety Level 3 Annual Training • Bloodborne Pathogen Training • Training related to specific biohazard(s) are available in TrainTraq
Agricultural equipment operation Tractor Safety (John Deere) ATV General Safety Riding Lawn Equipment	<p>Online:</p> <ul style="list-style-type: none"> • via Traintraq • Utility Vehicle Safety Program (self study)
Equipment training for use of BAEN shop tools (anyone who wants to use our tools, to be given by Richard)	Epting shop tool training
Field Research Agricultural Pesticides	<p>Online:</p> <ul style="list-style-type: none"> • via TrainTraq
Operation of generators as a remote power source	TBD
Fire	<p>Classroom</p> <ul style="list-style-type: none"> • Fire Extinguisher Training (http://ehsd.tamu.edu/Training.aspx) <p>Online:</p> <ul style="list-style-type: none"> • Fire and Life Safety (via TrainTraq)
Food Safety	TBD
Other Hazards (to be identified)	TBD

Communications Plan for the Biological and Agricultural Engineering Department

Communications Objectives:

The Biological and Agricultural Engineering Department (BAEN) has several faculty, staff, associates, visiting scholars, friends, students, peers, and administrators, who are scattered around campus the State and the world. BAEN needs effective and targeted communications among all of these groups to meet a variety of goals. This communications plan will help us implement strategies for communications which have largely been overlooked in the past.

Specifically, our objectives are to:

- Enhance communications among faculty members.
- Enhance communications between department head and faculty/staff.
- Increase communications between department and college (COALS and COE)/agency (AgriLife Research/Extension, TEES) administrators.
- Increase communications between department and external friends of department.
- Increase communications between department and potential students on and off campus.
- Increase communications between department and current students.
- Increase communications between department and peer departments – on-campus, domestic and international.

Among Faculty Members:

Faculty members:

- Need to know what other faculty are doing in their research, teaching and extension programs.
- Need recognition for their achievements from their peers.
- Need an appreciation of what their peers contribute to the department.
- Need to have a sense of pride and belonging regarding their department.

Between Department Head and Faculty/Staff:

The Department Head needs to:

- Make faculty/staff aware of important events and happenings in the department.
- Motivate them to take specific actions.
- Inform them of decisions that affect several people.
- Establish a collegial work atmosphere.

Between Department and Administrators:

The Department needs to:

- Make administrators aware of our accomplishments, success stories, and relevance.
- Make administrators aware of problems and how to help us.
- Communicate goals and directions.

Between Department and External Friends:

The Department needs to:

- Maintain contact with former students, industries and commodity groups who may wish to help us financially and provide guidance in goal setting.
- Make external friends aware of our accomplishments, success stories and relevance.

- Make potential employers aware of our quality students.

Between Department and Potential Students:

The Department needs to:

- Make potential students aware of our degree programs.
- Make students aware of the exciting career opportunities once they receive their degrees.
- Increase number of students overall and especially students from under-represented groups.

Between Department and Current Students:

The Department needs to:

- Make students aware of all emphasis areas and help them make choices in classes and direction.
- Retain students by continually informing them about our discipline.
- Motivate students to be involved in student organizations, internships, and international experiences.

Between Department and Peer Departments:

The Department needs to:

- Make peer departments (on and off campus) aware of our excellent research, teaching and extension programs to maintain high national rankings.
- Make peer departments want to collaborate with us.
- Make peer departments want to recommend their graduate students to us.
- Make potential faculty want to work with us.

Delivery Vehicles and Timeframes:

- Newsletter – 6/yr [Send to faculty, staff, graduate students, undergraduate students, administrators, external friends of department, external advisory committees, Texas Section of ASABE, past donors and targeted potential donors]
- Department Web Site – revised once per year; updates as needed.
- Faculty meetings – 6/yr (3/semester)
- Faculty/staff evaluations – 1/yr
- Faculty/staff socials – 12/yr
- Faculty/graduate student seminars – 12/yr
- Various committee meetings – minimum 2 times/yr per committee
- Faculty/student socials – 4/yr
- Student Awards Banquet – 1/yr
- Written degree promotion pamphlets – 1/3 years
- Articulation agreements, MOUs with peer departments/other institutions – as appropriate
- Faculty visits to external departments/institutions – as opportunities arise
- Departmental review with administrators – 1/yr
- External Advisory Committee to Department – 2/yr
- Email notices and communications – as needed
- One-on-one meetings – as needed

BAEN Communications Plan Matrix:

From Whom:

1. BAEN Department
2. Department Head
3. Faculty

To Whom:

1. Faculty
2. Staff
3. Administrators
4. External Friends
5. Potential Students
6. Current Students
7. Peer Departments

Delivery Method:

1. Newsletter
2. BAEN Web Site
3. Faculty Meetings
4. Faculty Evaluations
5. Staff Evaluations
6. Faculty/Staff Socials
7. Seminars
8. BAEN Committee Meetings
9. Faculty/Student Socials
10. Student Awards Banquet
11. Promotion Pamphlets
12. Articulation agreements, MOUs
13. Faculty visits
14. Annual department al review with Administrators
15. BAEN External Advisory Council
16. Emails
17. One-on-one visits

<i>Whom</i>	<i>From Whom</i>	<i>To Whom</i>	<i>Delivery Method</i>	<i>Interval</i>
General News	1-3	1-7	1,2,3,16,17	6/yr
Individual Faculty News	3	1-7	1,3	6/yr
Departmental News	1-4	1-7	1-3,6,10-11,13-17	6/yr
Motivation to Action	2	1-7	1-17	As need
Collegial Work Atmosphere	2-3	1-3,6	1,3,6,7,9,10,16,17	6/yr
Address Challenges to Department	2	1-3	3,4,5,7,14,15,16,17	As need
Establish Goals and Directions	2	1-4	3,8,14,16,17	As need
Market Students to Employers	1-3	4,7	1,2,15,16	6/yr
Recruit Students	1-3	5	2,11-13,15,16	2/yr
Recruit Faculty	1-3	7	1,2,13	6/yr
Maintain High National Rankings	1-3	7	1,2,12,13,16	6/yr
Peer Collaboration Opportunities	1-3	7	1,2,12,13,16	6/yr
Inform Current Students	1-3	6	1,2,11,16,17	6/yr