

An Introduction to:

TEXAS  **STATE**

GEOGRAPHY [®]

Department's policies and procedures
Last Updated: Monday, May 1, 2017

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PURPOSE

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

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**If any inconsistencies between departmental and university policies emerge, departmental policies and procedures are superseded by:**

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

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

- **AA/PPS 02.03** – TEACHING. See in particular: 02.03.02 – Conduct of Classes; 02.03.12 – Grades and Change of Grades
- **AA/PPS 03.01** – SCHOLARSHIP ACTIVITIES AND GRANTS. See in particular: 03.01.11 – Additional Compensation for Additional Duties for Faculty Paid 100 Percent from Sponsored Programs and 03.01.12 – Faculty Course Buyout and Incentive Compensation for Externally Funded Sponsored Programs
- **AA/PPS 04.01** – PERSONNEL: EMPLOYMENT, ASSIGNMENT, AND COMPENSATION
- **AA/PPS 04.02** – PERSONNEL: DEVELOPMENT, EVALUATION, PROMOTION. See in particular: 04.02.01 – Development/Evaluation of Tenure-Track Faculty; 04.02.02 – Faculty Development Leaves; 04.02.20 – Tenure and Promotion Review

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

IDENTITY AND LOCATION

Official Logo (horizontal):



Official Logo (vertical):



Digital versions of the logos are available upon request in the main office. Texas State has a logo system that allows for identification of colleges, schools, centers, institutes, divisions, departments, units and chartered student organizations. **All university rules related to Academic Logos apply to the use of the Department of Geography logo. Exceptions are allowed for named colleges and centers only.** For more information: <http://www.umarketing.txstate.edu/brand.html>.

Official Name: Department of Geography

Department Motto: *Sharing the Spirit of Geography.*

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

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

Maps: For an interactive map of Evans Liberal Arts, go to:
<https://myatlas.com/map/?id=308&mrklid=179865#!m/179865>. Directions to the building are at: www.maps.txstate.edu/driving_maps/evans_driving.html.

Phone: 512-245-2170
Fax: 512-245-8353

VISION AND MISSION STATEMENTS

Vision:

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

Mission:

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

Academic Plan:

The 2017-2023 academic plan is online at: <http://www.geo.txstate.edu/about/academic-plan.html>.

DEPARTMENT LEADERSHIP POSITIONS

Department Chair (Alberto Giordano; ag22@txstate.edu): The position of Department Chair is voted on by the full faculty and Personnel Committee and appointed at the discretion of the Provost and President of the University. The Chair is evaluated annually by the Dean of the Liberal Arts College and every four years by the Dean with input from the department's faculty, staff, and students (see AA/PPS 01.02.11 – Role, Evaluation and Step-Down Salaries of Department Chairs and School Directors).

Associate Department Chair (Ron Hagelman; rhagelman@txstate.edu): The position of Associate Department Chair is appointed and directed at the discretion of the Chair and is a department-level appointment only. The duties of the Associate Chair are agreed upon with the Chair, vary across departments, and may vary over time.

Graduate Program Coordinator (Yongmei Lu; yl10@txstate.edu): The position of Graduate Program Coordinator is appointed and directed at the discretion of the Chair and is a department-level appointment only. The Graduate Program Coordinator is the Chair of the Graduate Committee and is charged with the administration and development of the graduate program, including curriculum and advising.

Undergraduate Program Coordinator (Brian Cooper; bc31@txstate.edu): The position of Undergraduate Program Coordinator is appointed and directed at the discretion of the Chair and is a department-level appointment only. The Undergraduate Program Coordinator is the Chair of the Undergraduate

Committee and is charged with the administration and development of the undergraduate program, including curriculum and advising, and of the department's certificate programs.

Internship Director (Mark Carter; mc12@txstate.edu): The position of Internship Director is appointed and directed at the discretion of the Chair and is a department-level appointment only. The Internship Director organizes and administers the department's internship program. Internship request from potential employer and students should be directed to the Internship Director.

DEPARTMENT STAFF POSITIONS

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

Administrative Assistant III/Office Manager (Angelika Wahl; angelika@txstate.edu)

The Administrative Assistant III/Office Manager assists the Department Chair in all matters concerning the department, supervises other department staff, processes all department paperwork, takes and distributes faculty meeting minutes, and coordinates the department's special events.

Administrative Assistant II/Main Office Supervisor (Pat Hell; ph19@txstate.edu):

The Administrative Assistant II/Main Office Supervisor assists faculty with issues related to classrooms and courses, oversees student workers, keeps supplies stocked, and ensures that department facilities are maintained and repaired as required.

Graduate Staff Coordinator (Allison Glass-Smith; am13@txstate.edu):

The Graduate Staff Coordinator provides administrative support to the Graduate Program Coordinator, including advising current and incoming graduate students on administrative procedures; overseeing the administrative paperwork associated with graduate assistants and assistantships; and assisting in the administration of the graduate program.

Undergraduate Staff Administrator (Stella LoPachin; sl15@txstate.edu):

The Undergraduate Program Staff Administrator provides administrative support to the Undergraduate Program Coordinator, including processing requests for course overrides; aiding students with registration issues; assisting faculty with orders for textbooks and desk copies; coordinating student evaluations; and assisting in the administration of the undergraduate and graduate program.

Budget and Travel Assistant (Joyce Wilkerson; J.Wilkerson@txstate.edu):

The Budget/Travel Assistant assists the chair, faculty, and staff, with their budgetary, grant, and travel needs, as well as procuring goods and services via various university-approved methods.

Micro Computer Lab Coordinator II/Senior Computer Analyst (Dan Hemenway; Daniel.Hemenway@txstate.edu):

The Micro Computer Lab Coordinator II/Senior Computer Analyst orders, installs, and maintains faculty and staff technology resources; installs and maintains software licenses; administers the *GeoSites* website; and maintains the department's inventory records.

Micro Computer Lab Coordinator I (Charles Robinson; crobinson@txstate.edu):

The Micro Computer Lab Coordinator I is in charge of installing, configuring, and maintaining computer workstations in the teaching and research labs; gathering and scheduling old asset equipment pickup in the department; and maintaining the department's website.

OFFICE AND CLASSROOM POLICIES

Faculty Office Hours

Texas State requires each course instructor to have office hours that are shown on course syllabi and posted in the first week of the semester on instructor office doors. The general rule is that for each three-hour course, instructors should have two hours of office hours per week. If the instructor cannot hold office hours on a particular day, he/she should notify the students via TRACS e-mail and ask Administrative Assistant II/Main Office Supervisor (Pat Hell) to place a note on the instructor's office door.

Business Cards

Request business cards through the Main Office Administrative Assistant II (Pat Hell).

Calendar, Department

The Department Chair submits a listing of important department, university, and discipline events at the beginning of each academic year. The Office Manager adds other significant events and e-mails the working calendar to all department faculty and staff and posts the department calendar to the department website.

Cleaning

Please contact Administrative Assistant II/Main Office Supervisor (Pat Hell) so she can contact Custodial Services for janitorial requests.

Classrooms & Computer Labs

- Be gentle pulling down classroom maps. Report immediately any map malfunction to the main office for repair.
- Close the doors to your classroom/lab when lecturing. The sound carries throughout the halls especially on the third floor, and closing lab doors keeps students wanting to use the lab from walking in on your class. Also, open doors allow distractive outside noise to enter classrooms and labs and can cause students in classrooms/labs to be distracted by activities in the hallways.
- All faculty conducting classes after 5:00 pm are required to lock their classrooms before leaving, and faculty conducting labs that end after 9:00 pm are required to lock their labs.
- Put things in order when you are finished. Roll up the projector screen and maps, turn off the projector, erase the whiteboard, put the remote back into the cabinet, lock the podium, return desks, tables and chairs to their original patterns, and turn off lights.

- Enforce the no food or drink rule in ALL classrooms and computer labs.
- Remind students to log off the lab computers and to check the copier for any documents they printed. We have found copies of Social Security cards, driver licenses, completed job applications and other documents with personal and confidential information left on the printers.

Copiers

Departmental copiers are located on the first floor in ELA 150 and on the third floor in the workroom, ELA 343. Close the copy room doors when you are finished. Copy codes are assigned to each faculty member, one for research use and one for courses. Be sure to clear your copy code when you are finished. Remember to take your original document off the copier. If you use colored paper, check for and remove any excess so you do not mess up the next person's copy job. If the copier runs out of toner, staples or paper, or otherwise is malfunctioning, immediately notify Administrative Assistant II/Main Office Supervisor (Pat Hell).

E-Mail

All department e-mails are sent to the university assigned e-mail account only. If you forward your account to another e-mail account, it is your responsibility to ensure you receive all your messages.

Exam Books and Scantrons

Scantrons and examination books (Blue Books) are distributed by the Main Office Administrative Assistant II (Pat Hell). Please order these items at the beginning of each semester.

Facilities

If you are having a problem in your office, classroom, or lab with the lights, air conditioning, insects, leaks, etc., contact immediately Administrative Assistant II/Main Office Supervisor (Pat Hell) so a work order can be submitted. Please turn off the lights when you are finished in a room. If you notice a problem in the hallways or restrooms, please contact the department's Main Office Administrative Assistant II (Pat Hell). Do not attempt to adjust thermostats – contact the Main Office Administrative Assistant II (Pat Hell) instead.

Keys

Keys are issued by Administrative Assistant II/Main Office Supervisor (Pat Hell) at the beginning of the semester. If you have a student who needs access to ELA 327, please submit a request to Graduate Staff Coordinator (Allison Glass-Smith) who will forward the request to Administrative Assistant II/Main Office Supervisor (Pat Hell). Lost or stolen keys must be reported to the office immediately!

Faculty room

The faculty room is located in ELA 343, and has a microwave, coffee maker and refrigerator. Any items you place in the refrigerator should be labeled with your name/initials and date. Supplies are provided to keep the lounge clean, including any spills/messes in the microwave or refrigerator. Please note: cleaning of microwave or refrigerator is the responsibility of the faculty using them.

Mailboxes

All mailboxes are located in the mailroom (ELA 139A). Large packages are placed on the overflow shelf.

Mail/Postage

Please contact Administrative Assistant II/Main Office Supervisor (Pat Hell) for any questions about mail. It is against Texas State University policy to have personal mail delivered to your campus address. Outgoing mail must be in the Mailroom (ELA 139-A) by 8:30 a.m. for pickup that day. Personal mail must have the proper postage affixed. Inter-campus mail must be in the Mailroom (ELA 139-A) by 8:30 a.m. for pickup that day. Individual stamps and books of stamps are available for purchase at the Texas State Bookstore in the LBJ Student Center, or at Copy Cats (Duplicating Services) in the Nueces Building. An additional surcharge is applied to stamps purchased on campus.

Meeting Rooms

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

Office Supplies

Office supplies are available by request from Administrative Assistant II/Main Office Supervisor (Pat Hell).

Parking Permits

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

Room Security Codes

The Micro Computer Lab Coordinator II/Senior Computer Analyst (Dan Hemenway) administers security codes of offices, classrooms, and labs.

Telephones

Telephones in the department are part of the campus-wide telephone system. To call campus offices, listen for the dial tone, then dial "5" and the last 4 digits of the number. To call off campus, dial "9" for an outside line, "1," the area code (even for San Marcos), then telephone number. Long-distance numbers cannot be called without a long-distance PIN. Should you forget your PIN, contact Administrative Assistant II/Main Office Supervisor (Pat Hell).

Telephone List

A list of all Geography faculty, staff, masters, and Ph.D. students, and centers is provided at the start of each semester. The list contains each individual's name, room number and e-mail address. Office phones are equipped with voicemail. To setup the voicemail (i.e. message and password), follow the instructions at <http://www.tr.txstate.edu/services/um-voicemail.html>. If you need your password reset for voicemail, please contact the Administrative Assistant II/Main Office Supervisor (Pat Hell).

Teaching Theater Exterior Door

Anyone teaching in these rooms should instruct students not to use the emergency exit doors in ELA 116. These doors are not to be used as “normal” exits from these rooms.

Testing Center

If you need to send exams to the Testing Center, you must fill out an Exam Request form and send it along. The link to the form is: <http://www.txstate.edu/trec/scanningservices/reqForms.html>. Main Office student workers will take the exams to the Testing Center. The link for instructions as to how to fill out the form is: <http://www.txstate.edu/trec/scanningservices/exams/examSubGuid.html>. The Testing Center will send the tests back if the Exam Request form is not completed and/or included.

Textbook Orders

At Texas State, textbooks are ordered via the Verba Software (VS). You will receive an email from the University Bookstore with the link you will need to access your course(s) using VS. For questions about the process and for assistance ordering textbooks and desk copies, please contact the Undergraduate Staff Administrator (Stella LoPachin). Stella will send a reminder regarding textbooks orders each semester.

Work Requests

Work request forms are located in the mailroom and are available electronically. Please fill out the form completely and legibly. Work requests are processed in the order received as quickly as possible, but require a minimum 48-hour notice. Tests should be given directly to Administrative Assistant II/Main Office Supervisor (Pat Hell) and are secured in the main office. Please complete the feedback portion of the Work Request and return it to the Main Office.

Your Office

Thefts do occur in the Evans Liberal Arts Building, and, as such, it is recommended that you keep your office door locked when the room is unoccupied; lock valuable items in your filing cabinet or keep them at home. You are assigned a computer. You are not permitted to install any software unless it is licensed by Texas State University or yourself. Each faculty office has a black-and-white printer; faculty computers are mapped to the department’s color printer in ELA 343. Submit requests for toner cartridges via e-mail (including the printer or cartridge number) to Administrative Assistant II/Main Office Supervisor (Pat Hell) as soon as there is indication a new cartridge is needed.

Equipment Requests, Checkout, and Inventory

Faculty may check out a variety of items for professional and classroom related use, for example, computers, digital cameras, GPS units, projectors. Requests should be made to the Micro Computer Lab Coordinator II/Senior Computer Analyst (Dan Hemenway) well in advance of the required date(s) either by e-mail or in person. The faculty person checks out the equipment and specifies the date the equipment will be returned. While graduate students may request equipment for check out, the graduate student's supervisor must accept responsibility for repair or replacement of the equipment if damaged or lost. The department chair must approve special equipment arrangements or requests.

Academic Testing for Students with Disabilities

The Academic Testing for Students with Disabilities (ATSD) administers academic tests to students with disabilities. Students with disabilities and faculty will use the same procedures for requesting and for

approving testing accommodations, which can be found at:

<http://www.txstate.edu/trec/attd/accessAttdTS.html>. Faculty may submit exams in person to the ATSD office located in Commons, Ground Level, Room G18, by fax to (512) 245-2090, or by e-mail to attd@txstate.edu. To ensure each test is administered accurately, ATSD needs to receive each test by 4:00 p.m. the business day prior to the scheduled exam. It is important to submit tests as soon possible so ATSD can review the test, included the necessary materials, and ensure that all testing accommodations are administered properly. Additional information is available at: <http://www.txstate.edu/trec/attd.html>.

DEPARTMENTAL TEACHING ASSIGNMENTS

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

HB 2504

For each undergraduate classroom course offered for credit by Texas State University and higher education institutions in Texas, Texas HB 2504 - Public Access to Course Information Web Site requires that a syllabus and a curriculum vita for the instructor of record be posted online. See <http://hb2504.txstate.edu/> for details. The Administrative Assistant III/Office Manager (Angelika Wahl) uploads to the website the undergraduate syllabi each semester and the CVs annually. Note that faculty can also upload their CVs and syllabi.

COURSE SYLLABI

Course syllabi are legal contracts with students that operationalize the Texas State Course Catalog descriptions and must follow all laws of the State of Texas, Texas State University System Regent Rules, and the Texas State University policies and procedures. See AA/PPS 02.03.01 - Conduct and Planning of Courses (<http://policies.txstate.edu/division-policies/academic-affairs/02-03-01.html>) for details. Syllabi must be submitted each semester (fall, spring, and summer) by the instructor of record to Administrative Assistant II/Main Office Supervisor (Pat Hell) with a completed and signed department Syllabus Checklist form (see Appendix A). The department chair or a delegate will review a sample of the syllabi submitted, concentrating on tenure-track faculty and non-tenure line faculty, and PhD student instructors.

STUDENT EVALUATION OF TEACHING

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

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

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

In addition to HB2504 questions, the Department of Geography has two additional questionnaires, one for lectures and one for labs (see Appendix B).

ASSIGNMENT OF OFFICES

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

FACULTY MEETINGS

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

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

- The department chair presents a working faculty meeting schedule for each semester before the initial fall faculty meeting. (Spring dates are tentative and finalized by the end of the calendar year). The department chair may call special meetings as needed.
- The department chair requests items and topics from faculty for inclusion in the meeting agenda. The department chair structures the faculty meeting agenda and distributes it to the faculty prior to meeting.

Faculty meeting minutes are disseminated according to the following procedures:

- The Administrative Assistant III/Office Manager (Angelika Wahl) or a designee takes the faculty meeting minutes.
- The department chair reviews the meeting minutes prior to publication and distribution.
- Faculty meeting minutes are e-mailed to faculty and uploaded to TRACS.

PC meeting minutes are disseminated according to the following procedures:

- The Associate Department Chair (Ron Hagelman) or a designee takes the PC meeting minutes.
- The department chair reviews the meeting minutes prior to publication and distribution.
- PC meeting minutes are e-mailed to the PC.

RETREATS

The department will host at least one retreat annually, usually in the fall. The Chair will call for retreat items and format and circulate the final agenda in advance of the event.

DEPARTMENTAL COMMITTEES

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

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

As of January 2017, the Department of Geography had eleven committees. Committees may change over time. A brief description of each committee's responsibilities is as follows:

- The Alumni Reunion & Student Celebration committee organizes and coordinates the department's annual Alumni Reunion & Student Celebration;
- The Colloquium Committee organizes and coordinates the department's colloquium series;
- The Diversity Committee advises the Chair on diversity initiatives and proposes, organizes and coordinates events;
- The Evaluation Committee recommends policy and procedure for evaluating faculty;
- The Graduate Committee administers and develops the graduate program, including curriculum and advising;
- The TA/Non-tenure Faculty Mentoring and Review Committee conducts teaching evaluations for doctoral TA's who are instructors of records as well as some non-tenure line faculty;

- The Library Committee works with the university's main library (Alkek) to develop and maintain the geography collection through purchasing and subscription recommendations;
- The Recruiting & Communication committee proposes, organizes and coordinates recruitment and communication events and initiatives, including the department's website;
- The Scholarships & Awards Committee oversees the selection of qualified individuals for the various department scholarships and awards;
- The Texas Geography Student Research Symposium (TXGSRS) Committee organizes the annual TXGSRS event;
- The Undergraduate Committee administers and develops the undergraduate program, including curriculum and advising, and the department's certificate programs.

ALLOCATION OF GRADUATE ASSISTANTS

Graduate Assistants (GAs) are allocated according to the department's programmatic needs and may be assigned to teaching, research, or teaching and research duties. The input of the faculty member and the GA will be considered at the time GAs are allocated. Although GA hours can be flexible throughout a semester (e.g. 15 hours one week and 25 hours the next week), according to state law GAs CANNOT work more than 20 hours per week full time equivalent (FTE) during the regular fall and spring semesters. See <http://mycatalog.txstate.edu/graduate/academic-grading-policies/graduate-assistants-info/> for details.

TRAVEL ALLOCATIONS AND PROCEDURES

Travel funds for faculty are allocated according to the point system in the Travel Funds Allocation Matrix (see Appendix C). Depending on available budget, the department funds up to three trips annually to professional meetings for full-time faculty and two trips for graduate students in good standing. For each conference travel request, faculty must complete the Travel Application Form (see Appendix D) and submit it to the department's Budget and Travel Assistant (Joyce Wilkerson). The department chair and her/his representative assigns travel funds to each faculty member and creates a Travel Funds Application Matrix and distributes to the faculty. Faculty must complete, sign, and submit a Travel Application Form for each travel event to the Budget and Travel Assistant (Joyce Wilkerson). Within two weeks of completion of a travel event, a department Travel Reimbursement Information Sheet (see Appendix E) must be completed, signed, and submitted to the department Budget and Travel Assistant (Joyce Wilkerson), who uploads the information for each travel event to the *TravelTracks* portal on the Texas State SAP Website. Once the travel information is entered into the *TravelTracks*, the traveler must verify the information is correct and submit the reimbursement request through *TravelTracks*.

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

GRADUATE FACULTY DESIGNATION

The criteria for graduate faculty designation and status review are described in AA/PPS 04-01-30 - Nomination and Evaluation Procedures for Graduate Faculty. For details, see <http://policies.txstate.edu/division-policies/academic-affairs/04-01-30.html>.

The AA/PPS divides graduate faculty in six categories:

- Core Doctoral – tenured and tenure-track faculty at Texas State, may teach doctoral and master’s level courses, may chair dissertation and master’s committees, may serve as a member of dissertation and master’s committees, may serve on the Graduate Council.
- Associate Doctoral – tenured and tenure-track faculty at Texas State, may teach doctoral and master’s level courses, may chair master’s committees, may serve as a member of dissertation and master’s committees, may serve on the Graduate Council.
- Adjunct Doctoral – may teach doctoral and master’s level classes, may serve as a member of dissertation and master’s committees. Individuals external to Texas State may be nominated in this category.
- Regular – tenured and tenure-track faculty at Texas State, may teach master’s level courses, may chair master’s committees, may serve as a member of master’s committees, may serve on the Graduate Council. Departments may petition that Clinical Faculty, Faculty of Practice, and Research Faculty may also assume these duties, provided they have the appropriate qualifications.
- Associate – faculty at Texas State, may teach master’s level courses as indicated in Attachment B of the Graduate Faculty Nomination/Renomination form (see AA/PPS 04-01-30), may serve as a member of master’s committees when the individual’s expertise is relevant to a particular student’s research topic.
- Adjunct – may teach master’s level courses, may serve as a member of master’s committees. Individuals external to Texas State may be nominated in this category.

Core Doctoral, Associate Doctoral, and Regular Graduate Faculty may be nominated for terms up to five years. Adjunct Doctoral, Associate, and Adjunct Graduate Faculty may be nominated for terms up to three years.

TENURE AND PROMOTION POLICY STATEMENT

For tenure-track faculty members in the Department of Geography who began their appointments in Fall 2002 or thereafter, ten refereed articles are required for tenure and promotion to Associate Professor, and twelve refereed articles since promotion to Associate Professor are required for promotion to Full Professor. Refereed publications should demonstrate leadership and quality. Excellence in teaching and service is also required for all tenure and promotion cases.

ANNUAL FACULTY REVIEW AND MERIT/PERFORMANCE ASSESSMENT

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

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

Points toward merit are earned based on ***scholarship, teaching and service*** included on your university annual review report. Detailed explanations of the scoring in each category are listed below in the *Merit/Performance Scoring Rubric*. In summary, points are awarded as follows:

Scholarship:	-1 to +3 points
Teaching:	0 to +3 points
Service:	-1 to +1 points
Grant credits:	up to 1 point
Completion credits:	up to 1 point

In addition, the Chair may assign one bonus point per evaluation category at his/her discretion to acknowledge outstanding achievement in that category.

FULL-TIME TENURED AND TENURE-TRACK FACULTY: GENERAL INFORMATION

- **Annual Review.** The University's online, annual review system will be completed by all faculty members. The Chair will notify faculty of the annual review calendar for each academic year. Merit/Performance activities on faculty annual review reports will be referenced by the Chair and faculty evaluators.
- **Access.** All members of the PC will have access to all faculty annual reports for a limited time during the evaluation process and will be notified by the Chair when reports are available online.
- **PC Evaluators.** A subcommittee of four PC members will serve as evaluators and will be rotated annually and apportioned by rank (associate and full) relative to the distribution of faculty by rank in the department. The Chair will call for the selection of the committee at the time of the call for submission of the annual report of professional accomplishments. The evaluators will be systematically selected for that year's review cycle. Evaluators will not be called to the position again until all eligible members have served on the committee. Eligible members have the right to opt out, temporarily for one or more years or permanently. Each faculty member will receive one consensus evaluation score from the group of evaluators who will apply the departmental evaluation rubric (see sections below on scholarship, teaching, and service). The findings of the four evaluators will be submitted to the Chair who will independently review the recommendations forwarded by the subcommittee.

- **Allocation of Merit Funds.** Should university funding be available, merit funds for the year will be allocated as a proportion of the total amount (“the pot”) available to the department. Every faculty member will receive a proportion of the pot relative to his/her evaluation score as a portion of the total of the evaluation scores. The sum of points is equivalent to the number of merit shares earned in that evaluation year. Merit shares accumulate over the merit cycle as defined by the administration. All personnel accumulating positive merit shares in an evaluation year will be entitled to performance pay. Personnel accumulating a negative sum of points will be entitled to performance for the first year of negative points only. If a faculty member accrues a negative sum of points in the second and/or subsequent years, no performance increase will be given. No merit shares will accrue for an evaluation year with negative sum of points. The value of a merit share will be determined by dividing the total number of accumulated shares into the total dollars of the department’s allocation for merit.

- **Appeals and Terminal Contracts.** For information on appeals regarding faculty evaluation issues, refer to the university’s AA/PPS 8.09 at: <http://www.provost.txstate.edu/pps/policy-and-procedure-statements/8-personnel-dev-promotion/pps8-09.html>. If a probationary faculty member is issued a terminal or final contract for the subsequent academic year, he/she is not eligible to receive a merit pay raise.

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

SCHOLARSHIP

- **Publication.** Scholarly or creative work subject to peer review prior to publication. Examples include a refereed journal, proceedings, edited volume, book chapter, contracted deliverable report or completed book manuscript. Textbook publications are not considered for merit.

- **Points assigned.**
 - -1 merit points: not meeting minimal expectations
 - 0 merit points: minimal expectation: one publication submission
 - 1 merit point: two or more publication submissions
 - 2 merit points: one publication published
 - 3 merit points: two or more publications published; or one scholarly refereed full length book published
 - The Personnel Committee evaluator subcommittee, at its discretion, may assign one additional scholarship merit point to a faculty member. This extra point may be awarded based on extra publications during the review year and/or the review subcommittee’s determination that the publication outlets were of exceptionally high quality.

- **Grants.** A grant is an award for scholarly, creative, or contract work of a geographic nature.

- **Points assigned.**

On the Annual Review of Faculty Performance, one additional merit point will be given for five “grant credits.” Four grant credits are counted when a faculty member receives an externally funded scholarly grant that includes at least one academic year of support for at least one graduate student. Two grant credits are counted when a faculty member receives an externally funded scholarly grant that does not include support for at least one graduate student for at least one academic year. Two grant credits are counted when a faculty member receives an externally funded non-scholarly grant or contract that includes at least one academic year of support for at least one graduate student. One grant credit is counted when a faculty member receives an externally funded non-scholarly grant or contract of at least \$5000 that does not include support for at least one graduate student for at least one academic year. Credit will be given each year for each year that a grant is funded. One-half (1/2) of a grant credit is counted for any internal grant. Uncounted grant credits may be carried over to subsequent years. A maximum of one additional merit point may be earned in this category in any one year.

TEACHING

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

- **Points assigned.**

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

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

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

- **Points assigned.**

On the Annual Review of Faculty Performance, one additional point will be given for five “completion credits.” Three completion credits are counted when a faculty member finishes a PhD advisee. One completion credit is counted for a faculty member who finishes an MS or MAG advisee. A one-half

(.5) completion credit will be counted for serving on the committee of a completed PhD student. A one-fifth (0.2) completion credit will be counted for serving on the committee of a completed MS or MAG student. Uncounted completions may be carried over to subsequent years. A maximum of one additional point may be earned in this category in any one year.

SERVICE

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

- **Points assigned.**
 - -1 merit points: no service or consistent record of non-attendance at faculty and committee meetings
 - 0 merit points: serve on two department level committees
 - 1 merit point: serve on three or more departmental committees, college, university, discipline, or professional community service activity

PROCEDURE FOR EVALUATION OF NON-TENURE TRACK FACULTY: BY TYPE

- **Program Faculty (*i.e.*, non-tenure track research professors, faculty of practice):**
Program Faculty are to complete the university annual review on-line. The PC subcommittee evaluators are to review the work of Program Faculty during the annual evaluation of performance. The subcommittee provides its qualitative evaluation of scholarship and service to the Chair. The Chair is responsible for final performance and merit evaluation, including merit allocation, if applicable.

- **Full-time Senior Lecturer (5- or 3-year term) and Lecturer (1-year term):**
Full-time Senior Lecturers and Lecturers are to complete the Liberal Arts College's Annual Review of Faculty Performance on-line form. As is the case for probationary tenure-track faculty, teaching evaluations (student and peer) are to be routinely conducted. The PC subcommittee evaluators are to review the work of Senior Lecturers and Lecturers during the annual evaluation of performance. The sub-committee provides its qualitative evaluation of teaching and service to the Chair. The Chair is responsible for final performance and merit evaluation, including merit allocation, if applicable.

- **Part-time Lecturer (*i.e.*, per-course teaching or 1-year term):**
Teaching evaluations (student and peer) are to be routinely conducted for part-time non-tenure line faculty. The TA/Non-tenure Faculty Mentoring and Review Committee is responsible for conducting faculty evaluations of teaching, reviewing student teaching evaluations, and providing mentoring assistance as needed for these instructors. The committee will provide qualitative evaluations of each instructor to the Chair. The Chair is responsible for performance evaluation of part-time non-tenure line faculty.

- **PhD Graduate Assistant with Instructor-of-Record Teaching Responsibilities (*i.e.*, Doctoral Teaching Assistant):**

Teaching evaluations (students and faculty) are to be routinely conducted for Doctoral Teaching Assistants. The TA/Non-tenure Faculty Mentoring and Review Committee is responsible for conducting faculty evaluations of teaching, reviewing student teaching evaluations, and providing mentoring assistance as needed for these instructors. The committee will provide qualitative evaluations of each instructor to the Chair. The Chair is responsible for performance evaluation of Doctoral Teaching Assistants.

TEACHING PEER REVIEW FORM

Applies to tenure-track faculty, full-time lecturers, and senior lecturers who are reviewed at least once every academic year. Reviews (see Appendix G) are based on classroom observations and assessed on the following:

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

EVALUATION OF GRADUATE ASSISTANTS

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

WORKPLACE ISSUES

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

AWARDS AND SCHOLARSHIPS

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

ALUMNI REUNION AND STUDENT CELEBRATION

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

STUDENT ORGANIZATIONS

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

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

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

APPENDICES

Appendix A. Syllabus Checklist

Appendix B. Department of Geography Teaching Evaluations

Appendix C. Travel Funds Allocation Matrix

Appendix D. Travel Application Form

Appendix E. Travel Reimbursement Information Sheet

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

Appendix G. Peer Teaching Evaluation

Appendix H. Graduate Assistant Evaluation

Appendix A. Syllabus Checklist

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

Procedure:

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



Instructor Name:	□	<input type="text"/>	□
Course prefix and number:	□	<input type="text"/>	□
Course name:	□	<input type="text"/>	□
Semester:	□	<input type="text"/>	□
Days/Time:	□	<input type="text"/>	□
Location:	□	<input type="text"/>	□

COURSE INFORMATION:

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

INSTRUCTOR INFORMATION:

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

MATERIALS AND POLICIES:

- Required text books and materials** (author(s), title, publisher/publication date and/or edition) and where found (bookstores, reserve in library, Internet, etc.)
- Classroom & attendance policies**
- Exam policies including make-up policy**
- Date and time of FINAL EXAM** (calendar is at: <http://www.registrar.txstate.edu/persistent-links/final-exam-schedule.html>). Texas State University policy: *Final examinations will be given by all faculty members and taken by all students; however, when subject matter dictates inappropriateness, the Chair and faculty member must concur on an alternate method of evaluation. Finals will be administered according to the published schedule. Individual students with conflicts or serious problems may take a final at an alternate time if they secure permission from their instructor, Chair and College Dean. Faculty who wish to change the time of the final exam for an entire class may do so with permission from their Chair, College Dean, and the Provost (Faculty Handbook, Fall 2006, pg. 64).*

***Undergraduate/Graduate Student Evaluation
Of Teaching Effectiveness Questionnaire***

Please answer the following questions to the best of your knowledge. If you do not have adequate knowledge to answer the question, please leave the answer blank.

For The Following Questions, Use This Scale:

(A) Strongly Agree (B) Agree (C) Neutral (D) Disagree (E) Strongly Disagree

- 1) The course goals were clear
- 2) The course policies were clear
- 3) The course was well organized
- 4) Assessments (exams, papers, projects, etc.) results were returned within a reasonable length of time
- 5) The instructor communicated effectively
- 6) Assessments (exams, papers, projects, etc.) were consistent with the course content
- 7) Class atmosphere was conducive to asking questions
- 8) This course improved my knowledge of this subject
- 9) I would recommend this course
- 10) I would recommend this instructor

Written Comments:

We are especially interested in what you liked most about this course and what you liked least about this course. Please feel free to provide any written comments ON THE BACK OF YOUR SCANTRON.

LAB INSTRUCTOR TEACHING EFFECTIVENESS EVALUATION

I. QUESTIONS ABOUT YOU:

1. Initially my interest in this subject was:
(A) Very High (B) High (C) Moderate (D) Low (E) Very Low
2. My interests in this subject is now:
(A) Very High (B) High (C) Moderate (D) Low (E) Very Low

II. FOR THE FOLLOWING QUESTIONS, USE THIS SCALE:

(A) Strongly Agree (B) Agree (C) Neutral (D) Disagree (E) Strongly Disagree

3. Is well prepared.
4. Is knowledgeable about subject
5. Recognizes when students are confused.
6. States objectives of the lab clearly.
7. Is helpful and courteous.
8. Is available outside of class.
9. Is fair in dealing with students.
10. Lab is well organized.
11. Lab is clearly presented.
12. Lab exams/quizzes are fair and clearly presented
13. Lab exams are spaced well and provide for thorough evaluation of student lab progress.
14. I would recommend this lab instructor to other students.

III. FOR THE FOLLOWING QUESTIONS, USE THIS SCALE:

(A) Well above Average (B) Above Average (C) Average (D) Below Average (E) Well Below Average

15. For the credit received, the workload in this lab is:
16. Overall, I would evaluate the lab as:
17. Overall, I would evaluate the lab instructor as:

Written Comments:

We are especially interested in what you felt the strengths and weaknesses were of this lab instructor. Also please include any suggestion you may have that will improve this course. Please feel free to provide any written comments ON THE BACK OF YOUR SCANTRON.

Appendix D. Travel Application Form

Department of Geography: Travel Application

REVISED AUG 2015

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

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

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

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

TO BE COMPLETED BY FACULTY ONLY

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

CLASS	TIME OF MEETING	SUGGESTED ARRANGEMENT

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

SIGNATURE OF APPLICANT

DATE

APPROVAL FROM ACCOUNT MANAGER

DATE

Appendix E. Travel Reimbursement Information Sheet



Travel Reimbursement Information Sheet

Name: _____ Destination: _____

Travel Dates _____

Please check ALL items for which you are seeking reimbursement. Make sure that you have an itemized receipt for each item you have selected, excluding mileage. Please attach all receipts, conference programs, and other necessary travel information to this sheet. Return to **Joyce M. Wilkerson, CTPM, ELA 129, ext. 2092; jw50@txstate.edu**

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

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

<u>Date</u>	<u>Daily Information</u>

Signature: _____ Date: _____

Last updated: 04/18/12

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

 <p style="text-align: center;">TEXAS STATE UNIVERSITY <i>The rising STAR of Texas</i></p>	<p style="text-align: right; font-size: small;">Form T-4</p> <p>INTERNATIONAL TRAVEL RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT FOR INTERNATIONAL TRAVEL INCLUDING TO AREA WITH U.S. STATE DEPARTMENT TRAVEL WARNING</p>
--	--

Individual Traveling: _____
 Destination(s): _____ Travel #: _____
 Date of Departure: _____ Date of Return: _____ # of Personal Travel Days: _____
 Department Contact Person: _____ Phone #: _____
 Traveling Dependents and/or Guests: _____

I have requested and voluntarily choose to participate in the Texas State University travel to the destination above ("Travel") during the dates specified. In consideration for Texas State University ("the University") funding and/or facilitating the Travel, I (for myself, my heirs, executors, and administrators) **HEREBY RELEASE, HOLD HARMLESS, DISCHARGE, AND OTHERWISE AGREE TO INDEMNIFY** the University, the Texas State University System, their regents, employees, agents, and volunteers (collectively, "the Released Parties") from and for any claims, demands, liability, lawsuits, injuries (including death), property damage, attorney's fees, expenses, costs, causes of action, judgments, or awards of any kind or character ("Loss") that may accrue, arise, or otherwise exist because of my travel and participation in the Travel. I intend this release to include any Loss sustained by a third party through whom or on behalf of whom (or whose estate) I may assert a claim, lawsuit, or cause of action.

I understand and agree that this **RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT EXPRESSLY RELEASES, HOLDS HARMLESS, CONTRACTUALLY BINDS ME TO INDEMNIFY** (i.e., reimburse the Released Parties for any Loss they may sustain, resulting from a claim by a third party) and **OTHERWISE EXONERATES THE RELEASED PARTIES FROM THE CONSEQUENCES OF THEIR OWN NEGLIGENCE, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONTRIBUTING CAUSE OF MY LOSS.** I intend this release, hold harmless and indemnity to be as broad and comprehensive as possible as I do not desire that the Released Parties have any liability, directly to me, my spouse (if any), my child (if any), or indirectly to any medical provider or insurer, arising from my participation in the travel.

ASSUMPTION OF RISK

My participation in the Travel is voluntary. I understand that, through this Travel, I will spend time in the aforementioned destination, an area that has been or may be designated as having a Travel Warning by the U.S. State Department. I have been put on notice that such designation means that this area may include an unstable government, civil war, ongoing intense crime or violence, and/or frequent terrorist attacks, and may be hostile to visitors from the United States. I understand that my participation includes a risk of personal injury, property damage, death or other Loss as described above. I hereby acknowledge that the U.S. State Department provides travel advisories at <http://travel.state.gov/content/passports/english/alertswarnings.html>. I have been advised to view alerts and warnings prior to and during my travel so that I can remain aware of any necessary safety precautions. I am electing to participate and travel at my own risk. On behalf of myself, my heirs, executors and administrators, I **VOLUNTARILY ASSUME ANY AND ALL RISK OF LOSS** as defined and described in the above Release, Hold Harmless and Indemnity Agreement.

By signing below, I **REPRESENT** that I am **OVER THE AGE OF 18**, I have read and understood what is written above, and that I **VOLUNTARILY** bind myself to the Conditions stated herein.

Signed on this the _____ day of _____, 20_____.

Signature

Printed Name

Permanent Address

Revised 10/16/15

Appendix G. Peer Teaching Evaluation

Department of Geography
Peer Class Visitation for Evaluation of Teaching

Instructor Evaluated:

Evaluator:

Course #: Course Title:

Date of Evaluation: Approximate Class size:

General Content of Lecture or Presentation:

Grasp of Subject Matter:

Assessment of Lecture or Presentation:

Student Response and Student-Instructor Rapport:

Additional Comments:

Appendix H. Graduate Assistant Evaluation

**Texas State University
Department of Geography**

Graduate Assistant Evaluation

Semester/Year: _____

Graduate Assistant's Name: _____

Faculty Member: _____

Check one:

_____ Research Assistant
Section

_____ Lab Instructional Assistant

_____ Instructional Assistant for Lecture

Brief description of Graduate Assistant's Duties

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

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

Additional Comments: