

**Sam Houston State University**

**Faculty Handbook**



**December 2023**

## **Nepotism**

Sam Houston State University adheres to the policy of The Texas State University System, Board of Regents', [Rules and Regulations](#), Chapter V, Subsection 2.2., "Appointment of Relatives (Nepotism Rule)." For complete details, please refer to Human Resources Policy HR-01, "[Conflicts of Interest](#)."

## **Professional and Academic Center for Excellence (PACE)**

[PACE](#) provides professional development for faculty and staff. Focusing on evidence-based teaching and leadership strategies, PACE offers a variety of events including the Teaching and Learning Conference, faculty writing circles, faculty/staff book clubs, and IDEA workshops.

Further, PACE houses the Engaging Classrooms QEP and offers numerous opportunities (e.g., Association of College and University Educators, or ACUE Effective College Instruction among many others) for faculty to grow in their ability to help students learn and succeed.

## **Research by Faculty**

One of Sam Houston State University's goals is to "Provide an educational environment that encourages systematic inquiry and research," and tenured and tenure-track faculty are required to perform research or conduct creative work within their chosen disciplines and their individual interests. The faculty is also encouraged to seek funding for research and instructional projects through the Office of Research and Sponsored Programs (ORSP).

All faculty, staff and student research projects with human participants and animal subjects must be reviewed and approved for compliance with ethical principles before the research begins. Please see the [Institutional Review Board](#) (IRB) for requirements in the use of human subjects and [the Institutional Animal Care and Use Committee](#) (IACUC) for animal subjects. Also refer to Academic Policy Statement [920808, "Ethical Conduct in Academic Research and Scholarship."](#)

Sam Houston State University strictly adheres to The Texas State University System's policies concerning copyrights and patents as stated in the [Rules and Regulations](#) of the Board of Regents, Chapter III, Subsection 11, "Copyright Policy" and Chapter III, Subsection 12, "Patent Policy."

## **Use of Proctoring Services**

Given that SHSU makes available to its distance and correspondence education students a number of free identity-verification options for proctoring services, faculty members may not require, as the sole option, a proctoring or identity verification service that requires a student charge.

## **Signatures**

To improve services and reduce costs, Sam Houston State University (SHSU) authorizes, accepts, and encourages the use of electronic signatures for internal transactions when the use of such technology complies with acceptable forms of signatures described in the [President's Office Policy PRE-18, "Signatures for Internal Transactions"](#) and improves efficiency.