

Sam Houston State University Faculty Handbook

Revised Mar 2016

for the [President's Employee Scholarship Program](#). For more information on this program, please refer to Human Resources Policy [B-5, "Employee Development."](#)

Graduate Faculty Status

The University recognizes that each member of the Graduate Faculty contributes to the success of its graduate programs. Whether through classroom instruction, guiding academic research, professional supervision, or mentoring, it is an honor to serve as a member of the Graduate Faculty. For complete coverage of the Graduate Faculty Status policy, please refer to Academic Policy Statement [801014, "Graduate Faculty Status."](#)

Granting of the Honorary Doctorate

Candidates nominated to receive an Honorary Doctorate from Sam Houston State University should be individuals who have achieved national or international distinction and whose lives are exemplary of the University's aspirations for its students. Coverage of the policy governing the granting of an honorary doctorate by Sam Houston State University is found in the President's Office Policy [PRE-09, "Granting of the Honorary Doctorate."](#)

Travel

Sam Houston State University is well aware of the value of professional meetings for faculty. Such travel however, must be well justified and approval must be obtained in advance. Arrangements for classes to be missed must be finalized in advance of the trip. All travel is subject to all the Finance and Operations [Travel Policies](#) which include:

SHSU Travel Policies FO-TR-01

Aircraft Charter Guidelines FO-TR-02

Airfares FO-TR-03

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Board of Regents Regulations FO-TR-04

Car Rentals FO-TR-05

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Texas Travel Allowance Guide FO-TR-37

To Washington, D.C. FO-TR-38

Travel Advance Policy FO-TR-39

Travel Application Forms FO-TR-41

The faculty are encouraged to contact the departmental secretary within academic departments for questions and assistance with travel. Additional assistance may be obtained from the Travel Office located within Administrative Accounting.

Faculty members intending to confer on legislative or appropriation issues with the U.S. Congress, the federal government, staff, or officials are required by the State of Texas to submit travel information to the Office of State-Federal Relations in advance of travel. Please refer to the above referenced travel policies and procedures, specifically Finance and Operations policy FO-TR-38 "Travel to Washington, D.C."

Sam Houston Humanitarian Award

The Sam Houston Humanitarian Award is granted at the discretion of the President of the University. Guidelines governing the conferring of this award are explained in President's Office Policy [PRE-10, "Guidelines for Bestowing the Sam Houston Humanitarian Award."](#)