This Handbook describes processes utilized and documented in the University College Faculty Handbook at Texas A&M University-Corpus Christi. The processes outlined in the handbook are not intended to be directives that dictate the details that must be followed by the faculty; instead, they are designed with sufficient flexibility to meet specific needs consistently and fairly.

The processes are not meant to replace any University rule and procedure or University System policy and regulation. Instead, they serve as a supplement to those rules, procedures, policies, and regulations. In several cases, the processes refer readers to university rules and procedures printed in such documents as the University Catalog and University Handbook. College processes may be more restrictive than University Rules/Procedures or University System Policy/Regulations.

The College’s faculty has assumed an integral role in the Handbook’s preparation, periodic review and revision. Review of the college handbook will take place in the Spring of each academic year. When issues arise, faculty as individuals or groups prepare a written document for all faculty to review and recommend for final approval by the Dean.

Major issues are formally presented and discussed in faculty meetings before being approved. Processes are updated and revised as needed. This Handbook is on the College’s website to facilitate its update and continuous improvement. Faculty and staff are encouraged to notify the Dean with suggestions involving point of clarification or omission.