



2016

Faculty & Staff Handbook



OCEAN ENGINEERING
TEXAS A&M UNIVERSITY



LETTER FROM THE
INTERIM DEPARTMENT HEAD

Dear incoming faculty and staff,

It is with great pleasure that I welcome you to our department, where we strive daily as a team to accomplish our goals of reaching preeminence as a department. We are so glad to have you as our newest addition. Within these pages you will find important and helpful information to make your transition as smooth as possible-including a brief history of our department, faculty and staff directory, and departmental guidelines and operating procedures. I hope you find this useful, and once more, welcome!

Sharath Girimaji
Interim Department Head
General Dynamics Professor of Aerospace Engineering
Joint Faculty - Professor, Mechanical Engineering
Chief Scientist- ASTRO Center
Faculty Advisor - High Altitude Balloon Club

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Mission of the Department

The mission of the Department of Ocean Engineering at Texas A&M University is to conduct research, serve the public, and educate students in a broad program encompassing traditional and emerging areas of ocean engineering. The department aims to prepare graduates entering engineering practice, continuing onto graduate study, life-long learning, and professional development; and serve the public and engineering profession in Texas and the nation through participation of faculty and students in public and professional activities. The objectives of the department are to contribute to a better understanding of ocean engineering through applied and fundamental research and support education and development of students.

Texas A&M Facts

Opened in 1876 as Texas' first public institution of higher learning, Texas A&M University is a research-intensive flagship university with more than 50,000 students — including 10,000 graduate students — studying in more than 120 undergraduate and 240 graduate degree programs in 16 colleges and schools. Students can join any of 800 student organizations and countless activities ranging from athletics and recreation to professional and community service events.

But there's more than just numbers that make up the Aggie experience. There's access to world-class research programs and award-winning faculty. There are opportunities to learn in and out of the classroom whether through technology or through one of our branch campuses or international study centers.

As any of the following sections show, Texas A&M is "developing leaders of character dedicated to serving the greater good."

Colors: Maroon & White

Nickname: Aggies

Mascot: Reveille

Total Enrollment: 62,392

College Station Campus: 57,092

Undergraduates: 47,668

Graduate and Professional: 14,095

Rank: Among nation's five largest universities

Purpose: To develop leaders of character dedicated to serving the greater good

Core Values: Integrity, Loyalty, Respect, Excellence, Leadership, Selfless Service

Rankings and Recognition

- The Wall Street Journal named Texas A&M University 2nd among all universities in the nation in a survey of top U.S. corporations, nonprofits and government agencies, based on graduates recruiters prefer to hire.
- Ranks 5th in the nation among public universities in the "best value schools" category—and 31st overall among publics by 2015 U.S. News & World Report
- Ranks 8th among U.S. public universities and 1st in Texas—in a New York Times survey of business leaders worldwide based on the top institutions from which they recruit
- Ranks 5th among U.S. institutions

for doctorates awarded to Hispanics, and 7th among U.S. institutions for doctorates to African-Americans - Chronicle of Higher Education

- Ranks 1st in Texas in student retention and graduation rates—overall and for minorities
- Ranks 4th nationally among public and private universities in 2014 Washington Monthly based on research, service, social mobility and contributions to society
- Ranks 4th in the nation in 2014 for most affordable comprehensive public universities with high return on investment—based on what graduates earn during the first 20 years of career - Payscale
- Ranks 3rd among U.S. public universities and 12th overall with an endowment of more than \$5 billion

History of the university

Texas A&M is the state's first public institution of higher education. With a current student body of more than 50,000 and a physical campus of more than 5,200 acres, Texas A&M is also among the nation's largest universities. Texas A&M owes its humble origins to the Morrill Act, approved by the United States Congress on July 2, 1862. This act provided for donation of public land to the states for the purpose of funding higher education, whose "leading object shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and mechanic arts."

The State of Texas agreed to create a college under the terms of the Morrill Act in November 1866, but actual formation didn't come until the establishment of the Agricultural and Mechanical College of Texas by the Texas state legislature on April 17, 1871. A commission created to locate the institution accepted the offer of 2,416 acres of land from the citizens of Brazos County in 1871, and instruction began in 1876. Admission was limited to white males, and, as required by the Morrill Act, all students were required to participate in military training.

Texas A&M underwent many changes in the 1960s under the presidency of Gen. James Earl Rudder. Under his tenure the college diversified, opening its doors to African-Americans and formally admitting women. Participation in the Corps of



Cadets was also made voluntary. In 1963 the Texas state legislature officially renamed the school to Texas A&M University, with the "A" and "M" being a symbolic link to the school's past but no longer officially standing for "Agricultural and Mechanical".

Since that time Texas A&M has flourished and has become one of the nation's premier research universities. Along with the University of Texas and Rice, it is one of only three Tier 1 universities in the state. In 1971 and 1989 respectively, Texas A&M was designated as a Sea Grant and a Space Grant institution, making it among the first four universities to hold the triple distinction of Land Grant, Sea Grant, and Space Grant designations.

While membership in the Corps of Cadets became voluntary in 1965, it has nonetheless continued to play a key role in the university. The Corps is often referred to as the "Keepers of the Spirit" and "Guardians of Tradition." Texas A&M remains one of only six senior military colleges, and the Corps is the largest uniformed body outside the national service academies. As such, it has historically produced more officers than any other institution in the nation other than the academies.

The George Bush Presidential Library and Museum opened in 1997 on West Campus, making Texas A&M one of only a few universities to host a presidential library on their campus. President Bush maintains an active role in the university, hosting and participating in special events organized through the Library.

Department Overview

In fall 2015, Texas A&M University launched the Department of Ocean Engineering (OCEN), by combining two related programs existing at Texas A&M: Ocean Engineering in College Station and Offshore and Coastal Systems Engineering in Galveston. This merger brought together the world-class infrastructure and resources of the very large engineering campus at College Station with the strategic waterfront location and unique resources at Galveston.

These are exciting and challenging times for the field of ocean engineering. While some of the more classical ocean engineering disciplines are maturing into tested-technology, new areas of interest in deepwater offshore technology, renewable energy, air-sea interaction engineering, coastal and ocean environmental protection and preservation are rejuvenating the field.

The evolving challenges and opportunities call for continuous evolution of the student experience including in-class engineering instruction such as laboratory and field-based instruction in addition to a large research portfolio that includes fundamental research, advanced numerical modeling, and field-based engineering research. Our most important asset at the new department is the talented and dedicated faculty who have served many generations of Aggie Ocean Engineers under each of the two programs.

The OCEN department has access to several world-class technology centers at Texas A&M: AeroSpace Technology, Research & Operations (ASTRO) Center (Director: Greg Chamitoff), Geochemical and Environmental Research Group (GERG) (Director: Tony Knapp), Center for Autonomous Vehicles and Sensor Systems (CANVASS) (Director: John Valasek) and the

Center for Geospatial Sciences, Application and Technology (Director: Michael Bishop).

Texas A&M Galveston campus offers unique field-testing facilities such as direct access to the coast, and waterfront operations with a variety of boats ranging in length from 14 to 224 feet readily available for field-based instruction and research.

The department looks forward to playing a critical role in the development, protection and preservation of the Gulf of Mexico and serving the state of Texas and the field of ocean engineering.



Ocean Engineering Staff Profiles



Linda Acosta
Lead Office Assistant

- Employed with Texas A&M University for 31 years between 1985-1999 and since 2009.
- Texas Educational Support Staff Association (TESA) Certificate, 2001
- Provides and coordinates daily office supports activities and assists in the daily workflow for OCEAN & MARE Engineering at Galveston campus, Coordinates parking for visitors; may supervise, train and evaluate other support staff and/or student workers.
- Supports departmental accreditation thru recordkeeping and coordination of activities



Charlie Donaway
Senior Academic Advisor
Undergraduate Student Services

- Bachelor of Science, Texas A&M University
- President's Award for Academic Advising: 2016; Outstanding Contributions Award: Ocean Engineering 2015-2016; Outstanding New Staff Award: Civil Engineering 2013
- Omega Epsilon Honor Society Primary Advisor
- TAMU XPrize Ocean Discovery Team: Shell Ocean Discovery Competition
- National Academic Advising (NACADA) Member
- University Advisor Council Member
- College of Engineering Undergraduate Advisors Group



Cory Froelich
Tech Lab Coordinator

- Over 20 years IT experience
- Employed at Texas A&M University- Galveston since November 2002
- Administrator for four computer labs for Ocean Engineering (OCEN) and Marine Engineering Technology (MARE)
- Support faculty of OCEN and MARE for technical issues
- Maintain equipment in 5 engineering test labs
- Keep track of MARE inventory at TAMUG



Robyn Wright
Business Coordinator II

- Oversee Ocean Engineering Business Office
- Serve as staff Human Resources representative
- Create and manage departmental budget
- Process tuition and fees payments and assistantship waivers
- Process Texas A&M & TEES credit card reallocations, invoices
- Student and TAMUG employee travel processing
- Scholarship processing
- Leavetraq/Timetraq administrator
- Process payroll



Lisa Pollock
Administrative Coordinator

- Associates Degree in Legal Secretary
- 15 years of employment at TAMU
- 2013 Department of Civil Engineering New Staff Excellence Award
- Assistant to Department Head
- Faculty hiring and appointments, tenure and promotion
- Assist with departmental undergraduate and graduate scholarship application procedures
- Oversees event planning, processes J-1 visas and visiting scholars



Johnnie P. Reed
Technical Laboratory
Coordinator

- Coursework with Community College of the Air Force (CCAF), completed basic electronics for Ground Radio Maintenance and Electronic Warfare Technician in the United States Air Force
- Retired from the Air Force after 30 years of service, employed with Texas A&M University since 1995
- Outstanding Staff Award for 2015 from the Civil Engineering Department
- Order, maintain, and coordinate the use of laboratory facilities, equipment, tools, and instrumentation for both academic and research in the Civil and Ocean Engineering Departments



Shraddha Sankhe
Communications Coordinator

- B.S., Business, University of Mumbai-India; M.A., Journalism, University of Missouri
- Employed with Texas A&M University since 2014
- Recipient of New Employees Award, Texas A&M Engineering, 2016
- Oversees department's website, external communications and marketing

Information Technology

The department's Management of Information Services/Information Technology (MIS/IT) division provides system assistance to all faculty, staff, graduate student offices, graduate student labs, department academic labs and department computing laboratories (undergraduate and graduate).

The Department provides access to servers, a high-bandwidth networking infrastructure, electronic mail, network printing, faxing, etc. to all faculty and staff offices. Detailed information can be found in the Departmental Computing and Information Services Policy and Procedure Guide, with key topics outlined within.

General Guidelines

Faculty, staff and students are asked not to move computers and peripherals (including data acquisition equipment) inventoried under the university system without proper notification to the MIS/IT and the property officer. The department enforces the bidding process for all purchases governed by university guidelines. Guidelines for maximum purchase amounts (including shipping) are: \$10,000.

State funds: Quotes must be obtained PRIOR to any purchase that will be paid for using state funds. Any purchase being paid from state funds requires a 3-way-match before payment can be made. The 3-way-match consists of:

- 1 - Quote dated prior to purchase date
- 2 - Receiving / Shipping slip
- 3 - Invoice

Faculty will use their administrative support staff for scanning, document processing, etc. Given the limited resources available to the department computing personnel, faculty should delegate these tasks, unless requiring special assistance, to the administrative staff of the department.

The department guarantees support and compatibility with department resources for hardware and software purchased through the MIS/IT division. Items not purchased through MIS/IT are subject to case by case evaluation depending on the service request; however, compatibility cannot be guaranteed. In order to purchase

equipment or software, faculty will provide an account and/or project number at the time of purchase request.

The department provides no automatic backup of faculty computer files. Faculty is responsible for consulting the MIS/IT to devise an appropriate backup strategy for their computing needs.

Hardware and Software

Faculty should meet with MIS/IT personnel before purchasing hardware to ensure compatibility with existing systems and/or integration with network equipment.

Faculty should meet with MIS/IT personnel before purchasing software to ensure that all hardware requirements are met and that no software conflicts will arise. Faculty members are responsible for all personal software purchase. They should read and understand the license agreement, paying specific attention to "right of use" clauses. The Department is not liable for any misuse of application licenses.

Users should provide at least one (1) week advanced notice to install and/or upgrade software to properly allocate time and resources by the MIS/IT staff.

Faculty may not install hardware or software in or on any equipment not bearing a university, TEES, Research Foundation, Development Foundation, or other Texas A&M University System Inventory number. Faculty is responsible for policing research laboratories and graduate student offices for pirated software. Faculty should immediately remove pirated software from systems and destroy any illegal copies found on disks, tapes, CD-ROMS, or other media.

Email/Internet

Use of the department Web is limited to official department promotion/representation, academic work, student organizations, research groups, research laboratories, and consortium.

The department provides e-mail services for faculty and staff for official university and department business. E-mail services are not for personal use or list serve access other than that pertaining to official

academic or research work. Please do not propagate chain mail and "spam" mail through the department or university.

The department makes every effort to validate and protect the integrity of user files/e-mail stored on department resources; however, the department is not responsible for situations that disrupt the integrity of a file/e-mail. Individual faculty members should maintain a hard copy or other back up media for irreplaceable data.

Passwords

A good password should:

- Be at least eight characters long
- Not contain spaces
- Contain at least one alpha character and one numeric character
- Not begin with an exclamation point (!) or question mark (?)
- Not contain your login ID
- Not have the same first three characters
- Not be the same as your last password

Examples of good passwords:

- A name slightly modified: Bob*1Smith
- A phrase, modified: hello1@World2
- "ttl*hi?wur5" contains upper and lower case letters, special character and numbers

Invalid Passwords:

- Your account name
- Names of co-workers, pets, family, etc.
- Phone numbers, license plates, or birthday
- Simple passwords like "asdf" (adjacent keys on the keyboard)
- Dictionary words

Department Computer Laboratories

The department maintains a computer lab for student use. Access to the lab is limited to students actively pursuing a degree in the department. Research activities not directly tied to a degree are not permitted in the laboratory.

Advising Services

Undergraduate Advising

The general duties of the department's undergraduate advising office includes:

- Advising-academic and providing university resources for academic success
- New Student Conferences
- Q-drops- undergraduate students are allowed six Q-Drops over their academic year at TAMU
- Scholastic Probation
- Awarding Scholarships
- Graduation receptions
- Meeting with prospective students and parent(s) (Graduate program does not meet with parents)
- Course Scheduling
- Grade Changes
- Faculty Evaluations
- Undergraduate Catalog

Please see the undergraduate advising office in the Civil Engineering Building room 140 for additional information.

Technical Laboratories and Shops

Laboratories

The department has several technicians that set up and supervise laboratory experiments for various classes. These laboratories compliment lectures from professors and may be modified to aid in the learning experience. Inquiries concerning laboratory curriculum should be directed to the faculty laboratory coordinator. All other inquiries should be directed to the technical laboratory coordinator.

The department maintains academic labs in the following areas:

College Station

- OCEN 336 Fluid Dynamics Lab (CVLB 109), J. Reed
- OCEN 401 Underwater Acoustics (CVLB 109), J. Reed
- OCEN 410 Ocean Engineering Lab (CVLB 109), J. Reed
- OCEN 688 Marine Dredging (CVLB 109), J. Reed

Galveston

- MASE 213 Principles of Materials Engineering (PMEC 157), C. Froelich
- MASE 265 Introduction to Geotechnical Engineering (PMEC 173), C. Froelich
- MASE 319 Fundamentals of Naval Architecture Design I (PMEC 172/178), C. Froelich
- MASE 344 Reinforced Concrete Structures (PMEC 173), C. Froelich
- MASE 401 Underwater Acoustics (PMEC 178), C. Froelich
- MASE 410 Measurements in the Ocean Laboratory (PMEC 172 and Bldg. 3002 Rm. 116), C. Froelich

Graduate Advising

The general duties of the department's graduate advising office include:

- Advising-academic and providing university resources for academic success
- New Student Conferences
- Q-drops, no limit for graduate students
- Scholastic Probation
- Awarding Scholarships/Fellowships-process new course and special topics course requests
- Graduation receptions
- Course Scheduling
- Grade Changes
- Graduate student recruitment
- Teaching and Research Assistant Evaluations
- Teaching and Research Assistant offer letters-The graduate office and the Graduate Department Director assign teaching assistants prior to a new semester. Individually faculty members determine RA's. Our office provides new students with information on open TA/RA positions within the department.
- Special topics course paperwork-A syllabus of the courses required must be approved by the division head.
- Graduate Faculty Membership- To be appointed you must submit a completed Graduate Faculty form and a resume. You cannot serve on student committees until university approval is given.
- Graduate catalog
- Graduate student information
- Request graduate course sections be opened
- Graduate program web page

Please see the graduate advising office in Civil Engineering Building room 140 for additional information.

Accounting and Business Office Services

Employment

On or before your start date you need to complete required federal forms and enroll in an online orientation. Please see the academic business administrator or department payroll accountant to fill out your paperwork. You must have the original blue copy of your social security card, a current driver's license and/or a valid passport. Non-U.S. citizens are required to furnish a valid passport and any other applicable employment documents (which include visa, I-94, I-20/DS-2019, etc.).

Pay Periods

Monthly employees: Paychecks are issued the first working day of the month following the previous month, i.e., 8/18/31 is paid 9/1 if it falls on a business day. You should elect to have your check electronically deposited to your bank account because the payroll office is located off campus. You can input and edit your direct deposit information on sso.tamus.edu.

Biweekly employees: Checks are issued based off the schedule that Budget Payroll Personnel (BPP) provides. You may obtain a copy of this schedule from the department payroll office, located in CVOB 802E

* All employees who are paid hourly must submit electronic timesheets via TimeTraq, located under the TAMU SSO login. Supervisors are required to approve employee timesheets by 12PM on the due date, otherwise employees will be at risk of having their timesheets cancelled and not being paid promptly. Deadlines for submissions are located in OCEN supplies/ copy room and late submissions are not accepted.

Student Employment

A. Graduate Assistantships: All graduate assistant positions must have an offer letter in order to be placed on payroll which must include the effective date, title, rate of pay, and source of funds. Tuition – If awarded, tuition will be covered for student when the student completes the necessary payroll documentation.

B. Wage Workers: Student worker employment offers that will utilize

department funds must be approved by the Department Head prior to an offer of employment. The Ocean Engineering Employment Form which is needed for any and all staff, graduate assistants and student workers should be completed and routed to the OCEN business administrator for processing. The request will include the effective date, title, rate of pay, and source of funds. An offer letter will be prepared and placed in the employee personnel file.

C. Rate increases, changes in title or hiring above established rates requires approval from the TEES business office. You will need to complete a memo to request any of the above changes. Please check with the OCEN business office when making such requests. **Student employment does not begin until the student visits our business office, brings in the necessary documents for employment, and fills out all employment documents/forms.**

Human Resources

Insurance & Tax questions: For concerns or questions about insurance and taxes, please visit TEES.TAMU.EDU/personnel/ contact.

Business Meals

A personal reimbursement form must be completed, signed and turned in to the business office for processing. Please note that many accounts do not allow reimbursements for tips; however, mandatory service charges or gratuity are reimbursable. The form is required even if the restaurant is direct billing to the department. To be reimbursed, accounting will need:

- Itemized receipt indicating what was purchased
- Credit card receipt
- Completed personal reimbursement form (see your administrative support staff)

(Galveston has TAMU 02 and 28 TEES College Station has the same in CVOB 802E to be checked out. Depending on what you are purchasing needs to correspond with what card that you check out. 02 can be used for miscellaneous purchases)



Copy and Fax ID (Galveston)

A Net ID is required in order to use any department copier and or fax machine. Any student(s) you hire, unless they have previously worked for the department, will require a Net ID. Please see OCEN business administrator for a Net ID assignment.

General Accounting Structure

Texas A&M has three systems: A&M, TEES, and MAESTRO. All A&M accounts have six digits, e.g., 155233, while all TEES accounts have five/five digits, e.g., 32195/18144 (account/project). Accounts with TEES can be viewed online through the EPIK portal. To request access to the portal (TEES), see the academic business administrator. MAESTRO allows you to view all accounts regardless of TAMU/TEES designation.

There are 2 types of funding, TAMU and TEES. All accounts can be viewed in Maestro which is accessed from the SSO login page.

The dollar limit for the systems is \$10,000 for purchases without a formal requisition, including freight. If the purchase amount is \$10,000 or more, it must go through the appropriate systems as a purchase requisition. See accounting personnel for purchase requisitions.

In-House Purchase Orders

See accounting personnel if a vendor requires a "hard" copy or "official" purchase order and the amount is under the dollar limit. Accounting will prepare a purchase order for you to send to the company.

Invoices

Invoices received by mail are sent electronically via the invoice Management System (IMS) to the professor for approval.

IMS is used to approve invoices for payment. This is accessed by going to <https://ims.engr.tamu.edu/>. These must be electronically signed within five (5) business days. Account numbers must be given. Late fees are assessed if invoices are not paid timely on your incentive account.

Any invoices received at the time of the purchase should go to accounting for immediate processing. This eliminates late payments or suspended accounts for non-payment. This should be stressed to all students working for you. See accounting personnel if assistance is needed.

LeaveTraq E-Z Instructions

LeaveTraq is an online system where employees may request leave and view leave balances. It is an easy-to-use tool that reduces paperwork and automatically handles some of the leave management functions such as accruals and compensation time expiration among others.

LeaveTraq is organized around roles. How you use LeaveTraq depends on the role you are performing while in the system. Leave eligible employees in TEES and the Dwight Look College of Engineering will have the role of 'employee.' If you approve leave for an employee you may also hold the role of Manager.

The roles used in LeaveTraq are:

Employee, Manager, Departmental Administrator and Central Administrator.

Following are at a glance instructions for the employee and manager. Full employees and manager instructions are available from your Departmental Leave Administrator or TEES Personnel Services.

After eight (8) failed attempts your account will become locked, you will then need to contact your department's leave administrator, Amanda Hammill. If you are attempting to logon and forget your password, click on the 'Forgot Password' button. After you answer your secret question, a temporary password will be sent to your email address. Click on the tab

above your name for the function needed, such as requesting leave. Logout when finished.

The first time you use LeaveTraq: Logon at <https://sso.tamu.edu>

Employee ID is your social security number (no spaces or hyphens).

Password is set initially to your date of birth and must be entered as follows: mm/dd/yy.

You will be prompted to reset your password the first time you login.

The new password must be between 6-12 characters long, include at least one number and is case sensitive.

Next you will be prompted for a secret question and an answer. If you ever forget your password, click on the "Forgot Password" button on the logon screen. You will then be prompted for the response to your secret question. When you answer the question correctly, a new temporary password will be sent to your email address.

Set a bookmark for future use of LeaveTraq. Review the personal data listed on your "Home" tab by clicking on the 'more' button. Report any errors in percent effort, accrual rates, and longevity to your departmental leave administrator.

Set up your 'Profile' to indicate when you desire notification of leave request approvals. You may also change your email address and use this section to change your password.

Program Benefits Include:

Emergency medical evacuation, emergency personal cash advances, medically-supervised repatriation access to international SOS clinics repatriation of remains, security evacuation in times of crisis, emergency message transmission, situational updates posted daily for security hotspots.

For information on International SOS services and program benefits visit [https:// www.internationalsos.com/en/assistanceabroad.htm](https://www.internationalsos.com/en/assistanceabroad.htm)

Travel

Concur allows to book travel and track expenses from booking to reimbursement. The system will automatically route travel requests, which allows for online approval from the pre-trip to post-trip reimbursement cycle.

Faculty - Request for domestic travel IS NOT required

Students – Request for domestic travel IS required

Faculty/Staff/Students – Request for foreign travel IS required and in advance of FIVE weeks prior to travel

[Concur](#) – Powerpoint instructions or click on the links below for helpful information

[Creating and updating your profile](#)

[Using Concur Mobile to Create an Expense Entry](#)

[How to Create a Domestic Travel Request in Concur](#)

[How to Create a Foreign Travel Request in Concur](#)

[How to Create an Expense Report without a Request](#)

[How to Create an Expense Report from an Approved Request](#)

[How to Add Expenses to an Expense Report](#)

[How to Itemize an Expense in Concur](#)

[How to attach receipts](#)

[How to Mark an Expense as Person](#)

[How to Reimburse a Guest in Concur](#)

[How to Add a Delegate](#)

[Entering GSA Meal Allowance Information in Concur](#)

Administrative Services

Commencement & Fundamentals of Engineering Exam Representatives
The deans office asks for representatives to volunteer.

Consulting
Consulting/Outside Employment Requests forms are distributed yearly from TEES and sent to faculty to complete and return. All faculty are required to submit consulting requests for Department Head approval prior to undertaking the consulting or outside employment activity. Upon approval and prior to leave, faulty must also complete a "Request for Business Travel/Travel Advance/Travel for Prospective Employee" form for Department Head approval.

Parking
Parking permits are allocated by Transportation Services. The department also has parking scratch-offs for guests when attending meetings at other parts of campus. Parking in spaces without a reservation will result in towing of your vehicle.

Policy & Procedures
Information regarding policies and regulations for TAMU are available on the Internet at: <http://sago.tamu.edu>. TEES rules and regulations are found on TEES Personnel Services Office Web at <http://tees.tamu.edu>. Contact Lisa Pollock for clarification on policies and procedures.

Promotion/Tenure
If you are a new tenure-track faculty member, please see Lisa Pollock to obtain a copy of the College of Engineering Faculty Appointment, Promotion & Tenure Guidelines. Guidelines for the university are located on the Dean of Faculties website at <http://dof.tamu.edu>.

Workers Compensation
Texas A&M University requires students, visitors, and employees to complete an "Employer's First Report of Injury or Illness" form whenever there is an accident that occurs on campus or at any TAMUS facility in Brazos County. Should an accident occur please contact Lisa Pollock.



Mail
Incoming/Outgoing mail is distributed twice a day, morning and afternoon, to the mailroom (2nd floor). No personal mail can go through the campus mail delivery system. Federal Express form/supply packaging materials are available.

Department Fax Number
The department fax number is 979-862-8162 and is located in 802. Incoming faxes will be delivered to the faculty and staff mailboxes as they arrive.

Supplies
Supplies can be obtained through the Administrative Support Staff in 802.

Reserving Conference Room
Please contact Lisa Pollock to reserve 801C.

Communications
The Communications Coordinator is your marketing and public relations professional and is available to help you formulate and distribute your message to a broad range of audiences. Our department's communication coordinator uses various media channels to effectively bring attention to your research projects, awards and honors, and the success of the students we serve. News story ideas, updates to the website and other related requests can be sent to shraddha@tamu.edu.

Faculty/Staff Directory

NAME	TITLE	PHONE	OFFICE	EMAIL
ACOSTA, Linda	Lead Office Associate	409.740.4807	PMEC 222 (Galveston)	acostal@tamug.edu
CHANG, Kuang-An	Professor Joint Faculty – Professor, Civil Engineering	979.845.4504	CVLB 802C	kchang@civil.tamu.edu
CHEN, Hamn-Ching	Professor Holder of A.P. & Florence Wiley Professor I Joint Faculty – Professor, Civil Engineering	979.847.9468	CVLB 808K	hcchen@civil.tamu.edu
DONAWAY, Charlie	Senior Academic Advisor Undergraduate Student Services	979.845.9723	CE 139D	cdonaway@civil.tamu.edu
FALZARANO, Jeffrey	Professor Graduate Program Coordinator	979.862.7942	CVLB 801D	jfalzarano@civil.tamu.edu
FIGLUS, Jens	Assistant Professor	409.741.4317	PMEC 218 (Galveston)	figlusj@tamug.edu
FROELICH, Cory	Tech Lab Coordinator	409.741.4398	PMEC 167 (Galveston)	froelicc@tamug.edu
GIRIMAJI, Sharath	Interim Department Head General Dynamics Professor of Aerospace Engineering Joint Faculty - Professor, Mechanical Engineering Chief Scientist- ASTRO Center Faculty Advisor - High Altitude Balloon Club	979.845.1674	CVLB 801B HRBB 607B	girimaji@tamu.edu
GRASSO, Barton	Lecturer			grassob@tamu.edu
HAYATDAVOODI, Masoud	Instructional Assistant Professor	409.740.4486	PMEC 117 (Galveston)	masoud@tamu.edu
HORRILLO, Juan	Associate Professor	409.740.4465	PMEC 217 (Galveston)	horrillj@tamug.edu
JIN, Jun	Lecturer	409.740.4878		jinj@tamu.edu
KIM, Moo-Hyun	Professor	979.847.8710	CVLB 808E	m-kim3@tamu.edu
NIEDZWECKI, John	Cain '13 Chair Regents Professor	979.845.4707	CEOB 709A	j-niedzwecki@tamu.edu
ORTIZ-GANEM, Alberta	Business Administrator I	979.845.4586	CVLB 802A	alberta@tamu.edu
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