The Board of Trustees of the University of Central Arkansas convened in a regularly scheduled meeting at 1:30 p.m., Friday, December 7, 2012, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

Chair:	Mr. Bobby Reynolds
Vice Chair:	Mr. Victor Green
Secretary:	Ms. Kay Hinkle
	Mr. Bunny Adcock
	Ms. Elizabeth Farris
	Mr. Rush Harding
	Mr. Brad Lacy

MINUTES

The minutes of the October 12, 2012, Board meeting were unanimously approved as submitted upon a motion by Victor Green and second by Kay Hinkle.

INTRODUCTIONS

The following people were introduced to the Board or recognized for an accomplishment:

- Ms. Jane Ann Williams – Associate Provost/Director of International Engagement
- Dr. Stephanie Vanderslice – 2012 Arkansas Professor of the Year
- Dr. Jayme Stone – Top Ten First-Year Student Advocate 2012-13 Award
- Ms. Shaneil Ealy and Ms. Trenie Stanley – Veterans Day
- Miss UCA – Lauren Howell

REPORTS

Audit Committee

Victor Green, Chair of the Audit Committee, reported that the Audit Committee approved the following audits in a prior meeting:

- Gross Anatomy Lab
- Security Breach

Financial Update

Diane Newton, Vice President for Finance and Administration, presented the Board with a financial update, which is attached to these minutes.

Proposed Science Building

Diane Newton and Steve Runge, Provost and Vice President for Academic Affairs, gave a presentation for the proposed science building. The presentation is attached to these minutes.

Institutional Report Card/Key Performance Indicators Report

Nancy Reese, Chair of the Strategic Planning and Resource Committee, presented the institutional report card/key performance indicators report, which is attached to these minutes.

Dates for 2013, Board Meetings:

- **February 22**
- **April 5 – Budget Workshop**
- **May 3**
- **August 16**
- **October 11**
- **December 13**

Chair's $25,000 Transfer – Board Policy No. 607, "University Improvement Fund"

In accordance with Board Policy No. 607, "University Improvement Fund", as outgoing chair, Bobby Reynolds asked that $25,000 be transferred from the University Improvement Fund for the following:

- $10,000 to be used for seating (whether tables, benches, etc.) and landscaping in and around the new amphitheater as determined by the Student Government Association in consultation with the Director of the UCA Physical Plant.

- $10,000 to be used for the purchase of replacement furniture in the common areas of the UCA Student Center as determined by the Director of the UCA Student Center in consultation with the Student Government Association.

- $5,000 to be allocated to the Student Government Association to be used to purchase computers and other office equipment.

Mr. Reynolds' letter requesting the transfer and distribution is attached to these minutes.

ACTION AGENDA

Strategic Planning and Resource Council (SPARC): Formal Adoption of SPARC (Strategic Planning Committee and Strategic Budget Advisory Committee)

In 2010, former UCA President Dr. Allen C. Meadors established the "Strategic Planning and Resource Council" ("SPARC"). This group was assembled and charged with developing the University's Strategic Plan.

One of the primary reasons for the development of a strategic plan was the University's failure to have a comprehensive strategic plan and utilize such strategic plan as part of the budgeting process. This was noted as one of the deficiencies by the Higher Learning Commission ("HLC") site team during its visit to campus in early 2010.

A Strategic Plan was prepared by SPARC and presented to the Board of Trustees in May, 2011. The Strategic Plan was then adopted by the Board of Trustees.

The HLC team's report, issued in May, 2010, required the University to submit a Monitoring Report by May 1, 2012. The purpose of the Monitoring Report was to propose action steps and a plan to address the deficiencies noted by the HLC team visit in spring, 2010. The Monitoring Report was filed with the HLC on April 30, 2012, and then presented to the Board of Trustees in May, 2012. No formal action was taken by the Board on the Monitoring Report.

As part of the Monitoring Report, SPARC was proposed for modification. Rather than its initial charge to prepare the University's strategic plan, SPARC's charge (as modified) was as follows:

> "To coordinate efforts between the Strategic Planning Committee (charged with making recommendations concerning the implementation of the strategic plan initiatives) and the Strategic Budgeting Advisory Committee (charged with making funding recommendations that support strategic plan initiatives and the mission of the university)."

Therefore, SPARC consists of two separate committees - the Strategic Planning Committee and the Strategic Budgeting Advisory Committee.

After review and discussion, it has been determined that the Strategic Planning and Resource Council, as it currently exists, has never been formally adopted by the Board of Trustees.

The administration recommends to the Board of Trustees that SPARC be formally recognized and adopted by the Board. All changes have been reviewed and endorsed by the following University groups: Strategic Planning Committee, Strategic Budgeting Advisory Committee, Faculty Senate, Staff Senate, Student Government Association and the Council of Deans.

The following resolution was unanimously adopted upon motion by Bunny Adcock with a second by Rush Harding:

"BE IT RESOLVED: That the Strategic Planning and Resource Council (SPARC), as attached to this resolution, is hereby adopted by the Board of Trustees, with such council to be composed of the members as set forth therein and to have the duties, powers and

responsibilities described in the foregoing policy, and to be comprised of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee."

Strategic Planning and Resource Council

Charge:

To coordinate efforts between the Strategic Planning Committee (charged with making recommendations concerning the implementation of the strategic plan initiatives) and the Strategic Budgeting Advisory Committee (charged with making funding recommendations that support strategic plan initiatives and the mission of the university).

Membership:

The Strategic Planning and Resource Council will have the following members:

a. One full-time, tenured faculty member, appointed by the president to a three-year term, will serve as chair of the Council. This person will vote only in the event of a tie. The chair will be provided with a one-course reduction in teaching load for the fall and spring terms during her/his term as chair.

b. The president will appoint a chair-elect at the end of the current chair's second year to serve one year as *ex-officio* before becoming chair.

c. The chair of the Council, the presidents of the Faculty Senate, Staff Senate, and Student Government Association, and the chair-elect in a year when there is a chair-elect will serve as the executive committee of the Strategic Planning and Resource Council.

d. All members of the Strategic Planning Committee and all members of the Strategic Budgeting Advisory Committee. Elected/appointed members of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee must be different (with the exceptions of the presidents and vice-presidents of the Faculty Senate, the Staff Senate, and the Student Government Association).

Procedure:

a. The chair of the Council and the executive committee will meet monthly to discuss agendas, procedural deadlines, and reporting goals of the Strategic Planning Committee and Strategic Budgeting Advisory Committee. The executive committee functions to inform and assist the chair in this coordinated effort.

b. The chair of the Council will serve as chair of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee.

c. Annual Report and Presentation: A written report will be provided to the Faculty Senate, Staff Senate, and Student Government Association by October 1 of each year. This report should

summarize the activities of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the two committees. The chair of the Strategic Planning and Resource Council shall, by the same date, contact the presidents of the Faculty Senate, Staff Senate, and Student Government Association to schedule presentations to these bodies.

Meetings:

a. The executive committee of the Strategic Planning and Resource Council will meet at least once per month from September through August of the following year.

b. When possible, meetings will be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.

c. The meeting schedules for the Strategic Planning Committee and the Strategic Budgeting Advisory Committee will be established in September, and the schedules will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.

Reports to President

I. Strategic Planning Committee

Charge:

a. To collaborate with the Strategic Budgeting Advisory Committee, as part of the Strategic Planning and Resource Council.

b. To make recommendations concerning the implementation of the strategic plan initiatives for the next fiscal year, in addition to a five-year period.

c. To conduct studies and make inquiries related to the strategic plan and mission of the university.

d. To present concerns and recommendations to the president and the university campus as a whole.

Membership:

The Strategic Planning Committee will have the following voting members:

a. The presidents and vice-presidents of the Faculty Senate, the Staff Senate, and the Student Government Association.

b. Three tenured faculty members appointed by the Faculty Senate to two-year staggered terms. One of these appointees will be an academic department chair or equivalent.

c. Two staff members (one classified and one non-classified) appointed by the Staff Senate to a two-year staggered term.

d. Two students appointed by the Student Government Association to a one-year term.

e. One Dean, elected by the Council of Deans to a two-year term.

f. One Vice-President elected by the Executive Staff to a two-year term.

g. One member of the Board of Trustees to a one-year term.

h. One community member appointed by the President to a two-year term.

i. The Provost or designee.

j. The Chair of the Strategic Planning and Resource Council will serve as chair. The chair will vote only when there is a tie.

The Director of Assessment shall serve as an ex-officio member of the Strategic Planning Committee.

Procedures:

a. Each spring, the Strategic Planning Committee will determine, via meetings with individual units and campus-wide forums, which initiatives the university community believes should be moved from the list of possibilities generated during the university-wide strategic-planning process during AY 2010-11 to the active list for the following fiscal year; it will also consider additions to the campus list. It will incorporate the results of this discovery process – along with assessment results and other information – in its recommendations to SPARC and the president.

b. The Strategic Planning Committee will prepare a written report for the Strategic Planning and Resources Council by September 15 of each year. This report – based on the campus discovery process (see item b above), the information contained in the Institutional Report Card presented to the Board of Trustees at their December meeting, and other appropriate inputs – will assess the university's progress on the various strategic initiatives contained in the Strategic Plan and recommend further action on those initiatives or, upon completion of those initiatives, recommend the adoption of new initiatives from the lists generated during the university-wide strategic-planning process during AY 2010-11 as updated in the annual campus discovery process. This report will serve as a source of information for the Strategic Planning and Resource Council when it makes its October 1 report to the Faculty Senate, Staff Senate, and Student Government Association; and for the Strategic Budgeting Advisory Committee when that group makes its budget considerations and recommendations to the university president in December.

Meetings:

a. The SPC will meet at least once per month from September through August of the following year.

b. When possible, meetings should be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.

c. The meeting schedule for every year will be established in September and the schedule will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.

Reports to President

II. Strategic Budgeting Advisory Committee

Charge:

a. To collaborate with the Strategic Planning Committee, as part of the Strategic Planning and Resource Council.

b. To review changes and updates to the university budget in light of the strategic plan.

c. To make recommendations, in support of the university's mission and strategic plan, concerning new proposals from unit heads and salary requests from the Staff Senate Compensation Committee and the Faculty Salary Review Committee. Recommendations shall be for the next fiscal year, in addition to a five-year period.

d. To conduct studies and make inquiries related to university revenues, university expenditures, and the general allocation of university funds.

e. To present concerns and recommendations to the president and the university campus as a whole.

Membership:

The Strategic Budgeting Advisory Committee will have the following voting members:

a. The presidents of the Faculty Senate, Staff Senate, and Student Government Association

b. One faculty representative from each college elected by each college from among the tenured or continuing faculty with a minimum of seven years of service in the college. Representatives are elected to two-year terms with Health and Behavioral Sciences, Education, and Fine Arts and Communication electing new representatives in the spring elections of even-numbered years, and Business, Natural Sciences and Mathematics, and Liberal Arts electing new representatives in the spring elections of odd-numbered years.

c. One tenured or continuing faculty member with a minimum of seven years of service elected at-large from among faculty members not working within the six formal colleges. The representative is elected as needed to a two year term as part of an at-large Faculty Senate election. All faculty members are eligible to vote for this representative.

d. Three classified staff members appointed by the Staff Senate to a two-year term.

e. Three non-classified staff members appointed by the Staff Senate to a two-year term.

f. A director of an academic unit that reports directly to the provost (e.g., dean, the director of the library, etc.) selected by the provost.

g. A designee selected by the director of athletic administration. The director of athletic administration cannot serve on the SBAC.

h. The Chair of the Strategic Planning and Resource Council will serve as chair. The chair will vote only when there is a tie.

The committee will also include as non-voting members the presidents-elect of the Faculty Senate, the Staff Senate, and the Student Government Association. The vice president of finance and administration will attend meetings in a non-voting advisory role to deliver budget reports as required in the committee charge and to answer questions about the budget process. In addition, the associate provost for finance and administration will attend meetings in a non-voting role to answer questions about the impact of the budget on Academic Affairs. The SBAC will be assisted by a non-voting committee staff consisting of the controller, the director of institutional research, the budget director, and an administrative assistant from the division of finance and administration.

Procedure:

a. The vice president of finance and administration will provide a detailed copy of the annual budget to the SBAC in September of every year and will brief the SBAC on changes in the distributions of funds compared to previous years. The vice president of finance and administration will also provide quarterly updates to the SBAC on university revenues and expenditures.

b. The vice president of finance and administration will keep the SBAC informed about projections for future revenues and expenditures. Any changes in assumptions that might alter projections in a meaningful way will be reported to the committee. The SBAC will review the changes and present any concerns and recommendations to the president.

c. In November of every year, the heads of the university divisions that report directly to the president and are responsible for a category of the university budget will present their proposed base budget increase for the next fiscal year, as well as a projected five-year plan, to the SBAC, including descriptions of need as tied to the strategic plan and explanations for any changes from the current fiscal year. In addition, the chair of the Staff Senate Compensation Committee and

the Faculty Salary Review Committee will present salary recommendations for the next fiscal year, as well as a projected five-year plan. The SBAC will consider the proposals along with projected future revenues and make a recommendation to the university president regarding the divisional needs as assessed and ranked by the SBAC and to meet salary needs for the next fiscal year and for a projected five years.

d. Copies of all SBAC recommendations will be presented to the heads of each university division reporting directly to the president and to the two salary committees. In addition, the campus will be notified once the recommendations have been forwarded to the president.

Meetings:

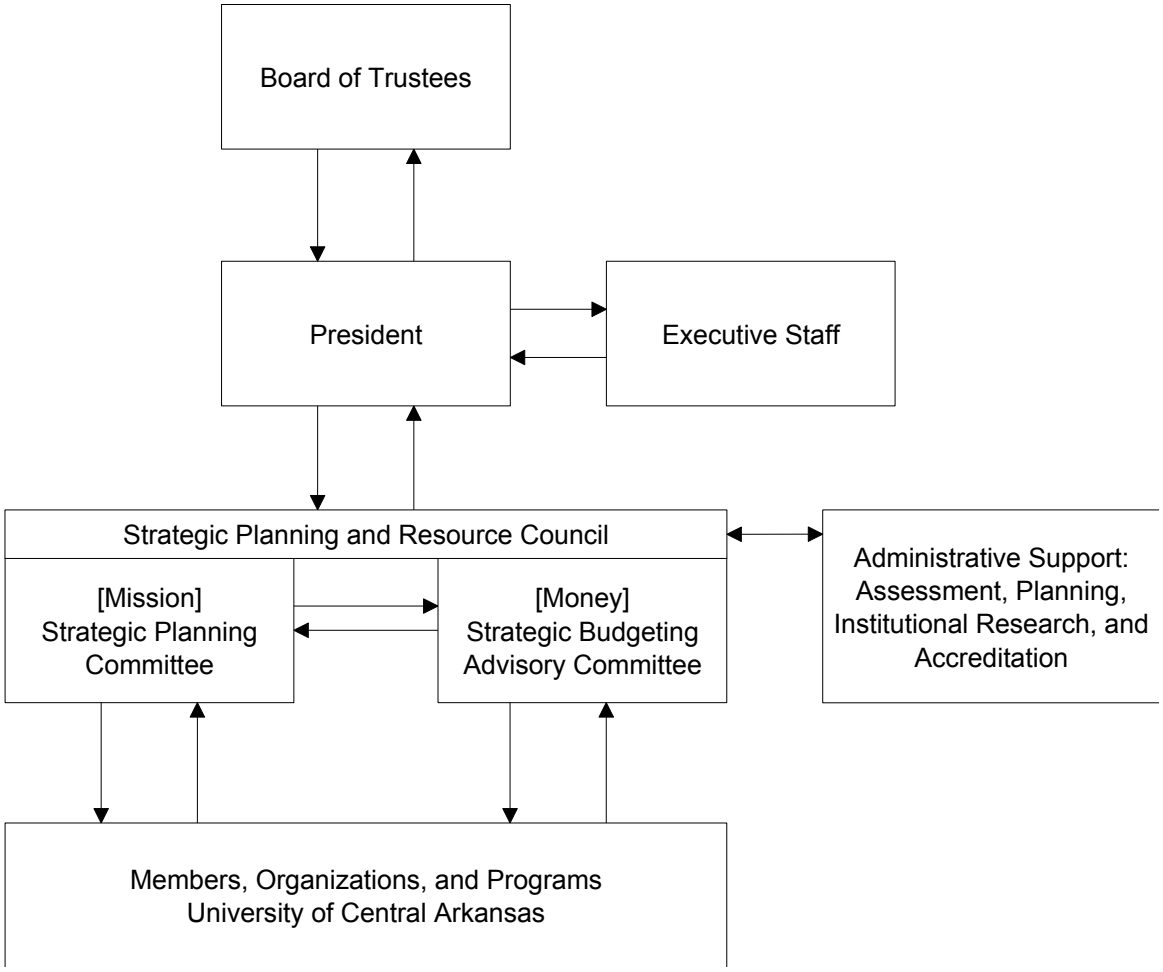
a. The SBAC will meet at least once per month from September through August of the following year.

b. When possible, meetings should be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.

c. The meeting schedule for every year will be established in September and the schedule will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.

Reports to President

Diagram of SPARC Structure and Accountability



Proposed Revisions to the University's Strategic Plan

In 2010, former UCA President Dr. Allen C. Meadors established the "Strategic Planning and Resource Council" ("SPARC"). This group was assembled and charged with developing the University's Strategic Plan.

One of the primary reasons for the development of a strategic plan was the University's failure to have a comprehensive strategic plan and utilize such strategic plan as part of the budgeting process. This was noted as one of the deficiencies by the Higher Learning Commission ("HLC") site team during its visit to campus in early 2010.

A Strategic Plan was prepared by SPARC and presented to the Board of Trustees in May, 2011. The Strategic Plan was then adopted by the Board of Trustees.

Based upon meetings this year, SPARC has recommended that changes be made to the University's Strategic Plan. The proposed changes may be summarized as follows:

1. Revise the period of the Strategic Plan so that it ends in 2017, rather than 2016.

2. Consolidate Goals 2 and 3 from the 2011-16 Strategic Plan into a single Goal 2 for 2012-17.

3. Add a new objective (G) in Goal 2 directed at the promotion of research, scholarship, and creative productivity among faculty and students.

4. Add a new Goal 3 (dealing with development and management of the University's financial resources) and add four new objectives for 2012-17. The new objectives are as follows: (i) Financial indicators (Moody's bond rating, Higher Learning Commission ratios, cash reserves, and other monitored financial indicators) will be maintained at or above established target levels; (ii) a fiscally prudent plan will be implemented to provide annual funds devoted to cost-of-living, equity, and merit increases to faculty and staff; (iii) faculty, staff, and student research and development funds will be established or augmented to provide sufficient annual funding for travel, development, and research support; and (iv) increases will occur in extramural funding by 42% (from $6 million to $8.5 million) and new private gifts and pledges by 62% (from $4.32 million to $7 million) by 2017.
5. Move Initiative 3 under Goal 3 from the 2011-16 Plan (dealing with enrichment of a global-oriented learning environment) to become Objective B under Goal 6 for the 2012-17 plan.

6. Change in the terminology used for the Strategic Plan so that the terminology going forward would be "Goal, Objective, Action" rather than the previously used "Goal, Initiative, Action Step."

The administration recommends to the Board of Trustees that the revisions to the University's Strategic Plan, as proposed by SPARC, be adopted by the Board. All changes have been reviewed and endorsed by the following University groups: Strategic Planning Committee, Strategic Budgeting Advisory Committee, Faculty Senate, Staff Senate, Student Government Association and the Council of Deans.

A copy of the strategic plan with the proposed changes is attached to these minutes.

The following resolution was unanimously adopted upon motion by Bunny Adcock with a second by Elizabeth Farris:

"BE IT RESOLVED: That the revisions to the University's Strategic Plan, as proposed by the University's Planning and Resource Council, are hereby adopted and approved, and from and after this date, the University's Strategic Plan shall be as set forth on the Strategic Plan attached to this resolution."

University of Central Arkansas

Strategic Plan

2011–~~2016~~2017

Approved and recommended by the Strategic Planning and Resource Council April 1, 2011

Adopted by the Board of Trustees May 6, 2011

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Modification Log:

2012-02-24, updated last sentence of mission statement. 2012-12-07, adopted revisions to the strategic goals and associated objectives.

I. The Strategic Planning Process and Committees, 2010–2011

A. Process

At the beginning of the 2010 Spring semester, acting on a directive from President Allen Meadors, the University of Central Arkansas initiated work on a Strategic Plan to guide the University over the next three to five years. The first stages of this process were the appointment of the members of a Strategic Planning and Resources Council (SPARC) and four related task forces (see section I.B, below, for membership lists), followed by a series of introductory meetings of these groups facilitated by Dr. David McFarland, of Penson Associates, who served as consultant throughout the development of the Plan. During the rest of the Spring semester and into the Summer, these committees, soliciting input from the entire University community, worked to develop a series of documents necessary to understanding the needs of the University that would inform the subsequent development of the Strategic Initiatives that are the heart of the Plan.

The committees completed their respective tasks and SPARC officially approved these documents – Planning Assumptions, Driving Forces, Institutional Distinctiveness, Vision, Mission, and Core Values – in late Summer and early Fall 2010, at which time they were posted for public viewing and comment on the University's Strategic Planning website (<http://www.uca.edu/strategicplan/>). Early in the 2010 Fall semester, Dr. McFarland facilitated a two-day stakeholders' meeting during which the full University community discussed these documents and worked to develop a set of strategic goals based on the information they contained. With these goals in place and approved by SPARC and the task forces, various members of these groups spent much of October and November holding forums with each of the University's six colleges, all non-college-affiliated academic units, and all administrative units to gather ideas on specific initiatives aimed at advancing the strategic goals. In the interests of complete transparency and omnidirectional flow of information, which had been high priorities throughout all the earlier stages of the process, the forum facilitators immediately posted the results of each meeting on the Strategic Planning website so that everyone on campus could peruse and comment on them.

This phase of the process culminated in another campus-wide meeting facilitated by Dr. McFarland on November 22, 2010, during which all attendees worked to prioritize the literally hundreds of initiatives the forums had generated (those who were unable to attend were invited to submit their priorities via e-mail). The results of this meeting were immediately posted on the Strategic Planning website for further comment. Over the next three months, various groups, including SPARC and its task forces, the Council of Deans, the Executive Committees of the Faculty Senate, and the Student Government Association, analyzed the results of the November 22 vote; and each group prepared a draft list of ten initiatives that, in their view, were both clearly high priority and financially feasible. On February 24, 2011, SPARC and its task forces met to synthesize these drafts and approve a single list of Strategic Initiatives; that list is the centerpiece of this Strategic Plan

B. Committees

1. Strategic Planning and Resources Council

Chair ..... Michael Schaefer
Communications Chair ..... Venita Jenkins

Recording Secretary.....Carol Daves
Coordinator .....Carl Frederickson
University President .....Allen Meadors
Provost.....Lance Grahn
Faculty Senate .....John Parrack
Faculty Senate .....Lynn Burley
Faculty (CLA).....Clay Arnold
Faculty (COE) .....Tammy Benson
Faculty (Unaffiliated) .....Jimmy Bryant
Faculty (CNSM) .....Patrick Desrochers
Faculty (CHBS) .....Art Gillaspy
Faculty (COB) .....Victor Puleo
Faculty (CFAC).....Bruce Hutchison
Staff (Professional) .....Larry Burns
Staff (Custodial) .....Dan Gortney
Staff (Secretarial).....Kathy Felkins
Dean .....Neil Hattlestad
Director.....Gary Roberts
Director.....Larry James
Athletic Director .....Brad Teague
VP Advancement .....Shelley Mehl
VP Finance/Admin .....Diane Newton
VP Student Services .....Ronnie Williams
VP University and Government Relations .....Jeff Pitchford
Board of Trustees .....Bobby Reynolds
Student (SGA) .....Meghan Thompson
Student (SGA) .....Cody Wilson
Student (SGA) .....John Welter
Community .....Bob McCormack

2. Core Ideas Task Force (Mission, Vision, Values)

Co-Chair .....Brad Teague
Co-Chair .....Tammy Benson
At-Large .....Larry James
Faculty .....Bill Lammers
Faculty .....Jennifer Deering
Staff .....Judy Corcoran

3. Planning Assumptions Task Force

Co-Chair .....Lance Grahn
Co-Chair .....Art Gillaspy
At-Large .....Gary Roberts
Faculty .....Kim Hoffman
Faculty .....Rahul Mehta
Staff .....Lindsay Grifford

4. Institutional Distinctiveness Task Force

Co-Chair .....Shelley Mehl
Co-Chair .....Jimmy Bryant

At-Large ..... Rollin Potter
Faculty ..... Kevin Browne
Faculty ..... David Kim
Staff ..... Cheryl Lyons

5. Driving Forces Task Force

Co-Chair ..... Diane Newton
Co-Chair ..... Pat Desrochers
At-Large ..... Timothy Atkinson
Faculty ..... Patrick Carmack
Faculty ..... Lisa Christman
Staff ..... Marvin Williams

II. The Strategic Plan

The Strategic Plan comprises six *Foundational Documents*, six *Strategic Goals*, and a set of *Strategic Initiatives* aimed at advancing each goal.

A. Foundational Documents

1. Driving Forces

The Driving Forces identify factors and trends in the external demographic, social, economic, political, technological and educational environment that most significantly affect institutions of higher learning. The University must be cognizant of these as it makes its own plans.

a. Public Forces

A. Public expectations of what a university is and should be: workforce preparation and life preparation

B. Public image of the university

b. Educational and Political Forces

C. University's mission as determined by ADHE

D. Inherent obligation to retain, educate, graduate students, including providing assistance for academically at-risk students

E. Need to prepare students with the knowledge skills, and dispositions to succeed in a global community/economy

F. Need to teach according to recognized professional standards of disciplines

c. Demographic Forces

G. Composition of potential incoming student body – traditional, nontraditional (including returning veterans); transfer; African American, Hispanic, international; first-generation, and students of various racial and ethnic backgrounds

H. Students' reasons for attending college in general, UCA in particular: geographic, financial, programmatic

I. Students' reasons for leaving UCA: financial, programmatic, personal

d. Social-Geographical Forces

J. Need to maintain mutually beneficial relationship and shared infrastructure between UCA and Conway

K. Central geographical location for state and region

L. Institutional contribution to and effects on institution of technological and population growth of region

e. Economic Forces

M. Competition with comparison schools (culled from SREB, ADHE, IPEDS data)

N. State funding likely flat for foreseeable future

O. State-mandated reduction of scholarship spending as percentage of M&O

P. Lottery-based scholarship money newly available to students
Q. Higher Learning Commission report/accreditation requirements

f. Technological Forces

R. Need for UCA to maintain current and adequate information technology systems for academic and administrative excellence

2. Planning Assumptions

The Planning Assumptions describe projected internal institutional conditions important to planning, including enrollment, campus demographics, resources and facilities, curriculum and instruction, and administration. The Driving Forces and Planning Assumptions logically overlap, as articulated in the full statements below.

a. Administrative Assumptions

S. UCA must adapt to flat or declining state funding for its operation and infrastructure even as demands increase in many areas:

1. The need for classrooms, laboratories, office space, research space, and student services will increase.
2. The demand for student services will increase.
3. Deferred maintenance will need to be addressed.

Therefore, alternative sources of funding, including grants and private giving, must be increased.

T. UCA must increase emphasis on assessment of effectiveness and the linkage between budget allocations and annual goals. The accountability of the institution to the public must continue to be a high priority.

b. Students and Enrollment Management

U. There will be an increase in enrollment of diverse populations, international, and non-traditional students. Therefore, demand for student services and student development programs especially for diverse and non-traditional students may increase.

V. Increased emphasis will be placed on enrollment management:

4. Overall enrollment may increase.
5. Competition for students will increase because of students' buying power with lottery scholarships.
6. Strategies to raise student retention and graduation rates must be a priority.

c. Academic Development and Programs

W. UCA will continue to be a premiere undergraduate institution with a strong emphasis on learning, teaching, and scholarly endeavors; and a high-quality graduate institution within selected fields. Therefore:

7. Demand for a variety of instructional delivery models will continue.

8. Demand for an experiential learning environment (student research, internships, study abroad, service learning, etc.) will increase.
9. Academic programs will emphasize multicultural proficiency, global perspectives, and technological fluency.
10. Demand for tenure-track faculty and more diverse faculty will increase.
11. Demand for more academic resources (technology, professional development, research and travel support) will increase.
12. Assurances of student learning (program and course assessment, general education assessment, accreditation requirements) will be a priority.
13. Academic programs must be responsive to workforce demands.
14. Aligning academic initiatives, goals, and values with our structures must be a priority.

d. Institutional

X. UCA will continue to play an important economic, educational, and cultural role in the local, regional, and state community:

15. Increasing private giving, grants, and contracts is a priority.
16. Partnerships with corporate and public entities will increase.
17. Workforce development and academic outreach opportunities will increase.
18. Public events and performances will continue to raise the profile of UCA.
19. Division I athletics will provide UCA with greater recognition and exposure.

3. Vision Statement

The Vision Statement expresses UCA's aspirations for the future.

The University of Central Arkansas aspires to be a premier learner-focused public comprehensive university, a nationally recognized leader for its continuous record of excellence in undergraduate and graduate education, scholarly and creative endeavors, and engagement with local, national, and global communities.

4. Mission Statement

The Mission Statement articulates what UCA currently does.

The University of Central Arkansas, a leader in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university's faculty and staff promote the intellectual, professional, social, and personal development of their students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas dedicates itself to academic vitality, integrity, and diversity.

In carrying out this mission, the university is guided by the following core values.

5. Core Values

The Core Values Statement asserts the University community's institutional and ethical standards in fulfilling its mission.

a. Intellectual Excellence

We believe in lifelong intellectual development of students, faculty, and staff. We are committed to the free pursuit of knowledge and continuous growth in learning and teaching.

Y. **Educated Citizens:** We believe in student success and in preparing students to engage complex issues and express informed opinion through critical thinking, writing, and speech. Given our institution's historical roots in teacher education, this foundation inspires all of our colleges to work together to ensure that our faculty and students collaborate to promote instructional excellence and lifelong learning.

Z. **Scholarship:** We believe that students and faculty should engage in professional development and scholarly endeavors that promote the creation and application of knowledge in all disciplines.

AA. **Cultural Competence:** We believe that students should experience cultural activities as they grow in their appreciation for the diversity of ideas and peoples, both inside and outside the classroom.

BB. **Learning Environment:** We believe that an outstanding physical infrastructure, along with a culture of excellence in all of our endeavors, provides an environment in which our students and faculty can thrive personally and intellectually. We further believe in providing state-of-the-art learning spaces.

b. Community

We value and respect as our greatest asset the people who make up our community – students, faculty, and staff, as well as the people connected to us through ties to our local community and region, the state of Arkansas, our nation, and the world. That is, we believe people are the focus of our institution.

CC. **Collegiality:** We believe in processes of shared decision making based on productive synergistic interactions among our students, faculty, and staff, and disciplines in the pursuit of institutional goals.

DD. **Partnerships:** We are dedicated to promoting outreach activities, community education, and partnerships with surrounding entities. We believe in collaborating with the citizens of our region, the state, the nation, and the world as well as those organizations and constituents with whom we work.

EE. **Safe and Healthy Environment:** We promote a safe, healthy, and sustainable environment where our community members can flourish personally and socially as whole beings with obligations to improve their environment.

FF. **Service:** We believe in sharing our academic and cultural resources and expertise with the public, educational institutions, businesses, cultural centers, and public and non-profit agencies, when appropriate. We work to enable students to integrate into the larger world to promote a commitment to public service through experiential education. Faculty and staff serve our state and local constituents by sharing their energy, talents, and experience.

c. Diversity

We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective.

GG. **Recruitment and Retention:** We actively pursue and seek to retain a diversified student body, faculty, and staff.

HH. **Support:** We maintain the highest academic quality and ensure that our programs remain innovative and responsive to the ever-changing and diverse needs of those we serve.

II. **Knowledge:** We seek to enhance interaction and understanding among diverse groups and cultivate enriched learning opportunities in a global community.

d. Integrity

We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility, and trust.

JJ. **Ethics:** We believe in acting with honesty, courage, and trustworthiness.

KK. **Respect:** We support a community and climate of respect and thoughtfulness among students, faculty, staff, and the people of our community, state, nation, and the world.

LL. **Responsibility:** We commit to being responsible and accountable in our operations at all levels of the institution, including continuous assessment of our academic programs and transparency in our fiscal and operational proceedings.

MM. **Trust:** We value and continually seek to earn the public's trust in all of our actions and words.

6. Institutional Distinctiveness

The Institutional Distinctiveness Statement describes what UCA is and the features that distinguish it from peer institutions.

The heart of UCA's distinctiveness is its campus-wide commitment to providing the strongest learning and living environment possible, founded on a comprehensive array of outstanding academic programs that focus on individual student success. Complementing this atmosphere are the university's beautiful campus; its location in a collegial, vibrant, and affordable community that is part of the state's largest metropolitan area, which provides enhanced intellectual, cultural, and economic resources; and its close proximity to the Arkansas River Valley and the Ouachita Mountains, which offer natural splendor and myriad outdoor activities.

B. Strategic Goals and Initiatives, 2011–~~2016~~2017

As noted above, SPARC and various other university bodies, acting on information gathered from a year of meetings with the University community, have identified six primary goals for the University and a number of specific ~~initiatives~~ objectives aimed at advancing each goal over the next three to five years. In

approving these goals and ~~initiatives~~ objectives, SPARC recognizes that implementing the ~~initiatives~~ objectives – that is, turning the Strategic Plan into an Operational Plan – will require work by the University's executive staff, deans, department chairs, and other supervisory personnel to assign oversight responsibilities, to develop final prioritization and define specific outcomes in light of funding requirements, and to establish timelines comprising feasible deadlines for all ~~initiatives~~ objectives.

Approved and recommended by SPARC 2011-02-24. *Revisions recommended by SPARC Executive Committee*, 2012-09-06.

Goal 1: Focus on Integrity at All Levels of Action

A. Act with transparency at all levels of the University, recognizing that if we don't practice and model integrity, we can't meet our other five goals. With that fact in view,

    1. Continue support of faculty/staff/student input into decision making, thus improving shared governance.
    2. Make decisions based on data, evidence, and appropriateness to the university's vision and mission; make those facts clear so that stakeholders can understand and respect decisions.
    3. Ensure that all units continue to share information in comprehensive and readily accessible ways – up and down the University's administrative chain and also laterally (i.e., across departments and colleges and other units), thereby fostering a campus-wide sense of trust, shared purpose, and high morale.

B. Make sure that the current SPARC efforts are pursued, assessed, re-evaluated, and part of ongoing dialogue. As current initiatives are accomplished, move others from campus forums into high priority.

Goal 2: Continue to Foster a Culture of Academic, Scholarly, and Creative Excellence

A. Provide a learner-focused environment for all students.
B. Create a culture of internal assessment through which assertions of excellence are made demonstrable. Each program takes responsibility for meaningfully assessing itself through maintenance of relevant professional and regional accreditation or professional association standards (e.g., NCATE, NCAA), student outcomes, passing and scoring rates on professional qualifying exams (e.g., CPA, teacher accreditation) and exit exams, and through individual college and program strategic planning.
C. Examine admission, growth, recruitment, and retention policies regarding traditional and non-traditional undergraduate and graduate students in relation to university's mission.
D. Implement reliable, sustainable, meaningful student evaluations of teaching, as well as peer-to-peer and other forms of teaching/course evaluation that develop growth and trust. Procedures for student evaluations must be developed that produce a high rate of response.
E. Foster life-long learning by providing faculty and staff with ongoing professional growth opportunities, which require adequate, reliable resources for professional training and participation in conferences and other scholarly meetings.
F. Become increasingly competitive in recruiting and retaining excellent faculty and staff.
G. Promote research, scholarship, and creative productivity among faculty and students.

Goal 3: ~~Provide a Learner-Focused Environment for All Students~~ Develop and Manage the Fiscal Resources Necessary to Provide Ongoing Support for the University's Mission and Strategic Plan

~~A. Examine admission, growth, recruitment, and retention policies regarding traditional and non-traditional undergraduate and graduate students in relation to university's mission.~~

~~B. Implement reliable, sustainable, meaningful student evaluations of teaching, as well as peer-to-peer and other forms of teaching/course evaluation that develop growth and trust. Procedures for student evaluations must be developed that produce a high rate of response.~~

~~C. Enrich global-oriented learning environment.~~

A. Financial indicators (Moody's bond rating, Higher Learning Commission ratios, cash reserves, and other monitored financial indicators) will be maintained at or above established target levels.

B. A plan will be developed and implemented to provide annual funds devoted to cost-of-living, equity, and merit increases to faculty and staff.

C. Faculty, staff, and student research and development funds will be established or augmented to provide sufficient annual funding for travel, development, and research support..

D. Increases will occur in extramural funding by 42% (from $6 million to $8.5 million) and new private gifts and pledges by 62% (from $4.32 million to $7 million) by 2016.

Goal 4: Commit to Ongoing Improvement and Innovation in Facilities and Technology

A. Develop a comprehensive, centralized strategic plan for Information Technology. This plan should establish a coherent, dependable roadmap for infrastructure and equipment upgrades across campus, including workstation computers and software, faculty and staff computers, and equipment specific to programs, such as lab equipment, video cameras, lighting, stage equipment, art supplies, musical instruments, etc.

Goal 5: Increase Engagement with External Partners

A. Serve the public and UCA's students by partnering with schools, businesses, industries, foundations, and government agencies in enhancing awareness, knowledge, understanding, and application of relevant disciplines.

B. Strengthen communication, coordination, and prioritization of fundraising efforts and needs across campus.

Goal 6: Promote Diversity in All Areas

A. Increase gender and racial diversity as highest priorities, but seek also socioeconomic, ethnic, linguistic, cognitive, intellectual, and age diversity in student, staff, and faculty populations.

B. Enrich global-oriented learning environment.

New Degree Program: The Doctor of Nursing Practice

The Department of Nursing and the College of Health and Behavioral Sciences propose to offer the Doctor of Nursing Practice (DNP) degree. This proposal responds to the University's mission, which commits the University "to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves."

Graduates will use clinical scholarship and analytic methods to practice nursing at the highest level; improve quality and safety of healthcare systems through organizational leadership; foster inter-professional collaboration in the improvement of population health outcomes; and influence healthcare policy that determines financing, regulation, access, and delivery of care. Graduates will be employed in a variety of settings including primary care, acute and long-term care, public health agencies, and schools of nursing. While some graduates may be employed in academic nursing programs, the focus of the program is to prepare individuals for advanced roles in practice.

The 36-hour practice-focused program – expected to require two years (six-semesters) of enrollment – will be offered as a post-master's nursing degree. Course work will be delivered online, and students will engage in advanced clinical training and capstone scholarly projects at practice sites near their places of residence. It is proposed that the first cohort of students will begin the DNP program in summer, 2014. Each cohort will be limited to 25 students, with one cohort admitted each year. The first DNP cohort will graduate in spring, 2016. Based on the graduation rate of UCA's master's program (83.6%), it is estimated that on average, 20–21 students of each cohort will graduate. By spring, 2019, three classes will have graduated with an estimated 60–63 graduates.

This degree program is supported by the Master of Science in Nursing (MSN) degree offered by UCA. It is anticipated that the DNP will not negatively impact the MSN program, since the DNP is post-master's. The new program may, in fact, increase applications to the master's program from students seeking to matriculate into the DNP program after completing the master's degree. In the near future, a post-baccalaureate DNP track will be developed to facilitate the degree obtainment for baccalaureate-prepared nurses.

Need for the UCA DNP program

National Trend: In 2004, eight DNP programs existed in the U.S. Since then, the number has increased sharply, with 184 programs enrolling nearly 9,000 students in 2012 (American Association of Colleges of Nursing [AACN], March, 2012). An additional 101 DNP programs are reported to be in the planning stage (AACN, 2012). Within the states surrounding Arkansas, there are 37 DNP programs. Currently four public universities – Arkansas State University-Jonesboro (ASU), University of Arkansas-Fayetteville (UAF), University of Arkansas for Medical Sciences (UAMS), and University of Central Arkansas (UCA) – prepare advanced practice nurses in master's programs. UAMS and ASU were approved to offer DNP programs at the October 26, 2012, meeting of the Arkansas Higher Education Coordinating Board

("AHECB"), where it was noted that UCA and UAF were expected to present proposals at the first AHECB meeting of 2013.

Survey of Student Interest: Of the 592 respondents to an interest survey, 418 (70.6%) indicated a significant interest in obtaining the degree and 176 respondents stated they would consider a DNP program out of state. An even larger number (273) indicated they were "waiting for Arkansas to have a DNP program."

Employer Interest: A survey was sent to 19 central Arkansas hospitals and non-hospital employers who have employed UCA alumni and/or consistently accept UCA students for clinical experiences, with a 58% return. The current number of open positions across the responding institutions was 273. The respondents expected to add 54 positions over the next 3 to 5 years, for a projected growth of 20%. Salaries were estimated to range from $75,000 to $200,000 per year.

Additional information – program admission requirements, expected learning outcomes, required resources, and sources of funding – appear on the following pages.

Further approvals required for UCA to offer this program include the AHECB and the Higher Learning Commission.

All appropriate university councils and administrators have recommended approval of the DNP degree program.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Kay Hinkle:

"BE IT RESOLVED: That the Board of Trustees hereby approves the Doctor of Nursing Practice (DNP) degree program."

Additional Information about the Proposed DNP Program

Admission Requirements: UCA's DNP program will have these admission requirements:

- A Master's degree in nursing from a Commission on Collegiate Nursing Education (CCNE) or National League for Nursing Accrediting Commission (NLNAC) accredited program;
- Current unencumbered RN license (or APN license and hold national specialty certification, as appropriate);
- A minimum cumulative GPA of 3.0 (4.0 scale);
- An official score of 79 or higher on the iBT TOEFL exam is required of applicants not born in the United States or in a country where English is not the official language. The exam must have been taken within the last two (2) calendar years. Only iBT TOEFL scores received directly from ETS or the UCA Testing center will be accepted as valid;
- An undergraduate-level statistics course within the last five years with a grade of "B" or higher;
- Current curriculum vitae;
- Complete the interview process;
- Meet all UCA Graduate School admission requirements;
- Essay (guidelines will be provided);
- Three references (work and academic references);
- Satisfactory criminal background check through the Department of Nursing provider; and
- Transfer of no more than 6 credit hours toward degree requirements.

Program Learning Outcomes: The DNP program outcomes are derived from the American Association of Colleges of Nursing, *Essentials of Doctoral Education for Advanced Nursing Practice* (2006) (DNP Essentials). They are as follows:

- Expand advanced nursing practice by integrating the art and science of nursing with theory and knowledge from biophysical, psychosocial, political, ethical, technical, analytical, cultural, environmental, and organizational sciences (DNP Essentials 1, 5);
- Synthesize leadership skills, systems analysis, and advocacy expertise (DNP Essentials 2, 5);
- Integrate clinical expertise and competence with population-focused management, evidence-based practice, and health care policy (DNP Essentials 5, 6, 7);
- Analyze health-related information systems and technology for the improvement of healthcare (DNP Essentials 4);
- Evaluate the outcomes of advanced nursing practice (DNP Essentials 7, 8);
- Apply clinical scholarship and leadership skills to advanced nursing practice (DNP Essentials 3); and
- Demonstrate growth in scholarship, practice, and leadership (DNP Essentials 8).

Resources Required for the proposed DNP program: The UCA Department of Nursing currently employs eight faculty members who hold terminal degrees, and an additional two faculty members will complete doctoral programs in the near future. These individuals will teach

in both the continuing master's program and the proposed DNP program. This new degree program will require the addition of one doctoral faculty member who will be DNP prepared, a new staff person to serve as program coordinator, and the employment of 1.33 FTE part-time faculty for the summer, fall, and spring semesters. The part-time faculty may teach in the proposed DNP program, as well as in the baccalaureate and master's program, allowing current full-time doctoral faculty to teach DNP courses.

Physical, library, and technology resources are sufficient to support the new program.

New Program Costs: Expenditures for the first three years of program operation are outlined in Table 1. Explanatory notes follow the table.

Table 1: New Program Costs			
Expenditures	**Year 1**	**Year 2**	**Year 3**
Full-time Faculty (1 FTE)			
Salary	$ 83,111	$ 84,358	$ 85,623
Benefits	$ 25,764	$ 26,151	$ 26,543
Part-time faculty			
Salary	$ 15,600	$ 52,780	$ 53,572
Benefits	$ 4,836	$ 16,362	$ 16,607
Total new faculty salary and benefits	$ 129,311	$ 179,650	$ 182,345
Staff position (1 FTE)			
Salary	$ 35,500	$ 36,033	$ 36,573
Benefits	$ 11,005	$ 11,170	$ 11,338
Total new staff salary and benefits	$ 46,505	$ 47,203	$ 47,911
M&O Expenditures	$ 18,000	$ 22,500	$ 22,836
Grand Total	$ 193,816	$ 249,353	$ 253,092

Expenditure Notes:

Fringe benefits are calculated at 31%. A salary increase of 1.5% is assumed for years two (2) and three (3).

Part-time faculty will teach in the DNP program as well as the MSN program, and possibly the baccalaureate program. A part-time faculty member teaching in the MSN program will relieve a doctoral-prepared faculty to teach in the DNP program and assure there are sufficient numbers of full-time faculty teaching in all programs.

Staff position: A full-time Program Coordinator/Educational Counselor, which will not require nursing credentials. The Program Coordinator will provide services in advising, recruiting, clinical management, database maintenance, and reporting.

Faculty-to-student ratio is assumed to be 1:20–25 for theory courses; 1:10–13 for the two clinical courses; and 1:5–7 for the two capstone courses. Faculty teaching in the DNP program will be

doctorally prepared. Faculty teaching load depends on various factors, but it is assumed all full-time faculty will be tenured or tenure-track, with scholarship and clinical-practice expectations, plus service. Therefore, six (6) credit hours will be the base for the budget. If more full-time faculty is able to carry a higher teaching load, then fewer part-time faculty will be used.

Sources of Funding: Income for the first three years of program operation is outlined in Table 2. Explanatory notes follow the table.

Table 2: Sources of Funding			
Assumptions	**Year 1**	**Year 2**	**Year 3**
New enrollment (headcount)	25	25	25
Continuing enrollment (headcount)		20	20
SSCH (18 SSCH/new student/year)	450	450	450
SSCH (18 SSCH/continuing student/year)		360	360
Total SSCH	450	810	810
Annualized FTE (total SSCH/24)	18.75	33.75	33.75
Tuition and fees/student/year	$ 5,730	$ 5,816	$ 5,903
State revenues/FTE student/year	$ 5,500	$ 5,500	$ 5,500
Revenue	**Year 1**	**Year 2**	**Year 3**
Graduate tuition and fees (new enrollment)	$ 143,250	$ 145,399	$ 147,580
Graduate tuition and fees (continuing enrollment)		$ 116,319	$ 118,064
Total graduate tuition and fee revenue	$ 143,250	$ 261,718	$ 265,644
College fee ($14/credit hour), new enrollment	$ 6,300	$ 6,300	$ 6,300
College fee ($14/credit hour), continuing enrollment		$ 5,040	$ 5,040
Total college fee revenue	$ 6,300	$ 11,340	$ 11,340
Nursing lab fee ($5/credit hour), new enrollment	$ 2,250	$ 2,250	$ 2,250

Nursing lab fee ($5/credit hour), continuing enrollment		$ 1,800	$ 1,800
Total nursing lab fee revenue	$ 2,250	$ 4,050	$ 4,050
Projected DNP fee ($50/credit hour), new enrollment	$ 22,500	$ 22,500	$ 22,500
Projected DNP fee ($50/credit hour), continuing enrollment		$ 18,000	$ 18,000
Total projected DNP fee revenue	$ 22,500	$ 40,500	$ 40,500
Total tuition and fee revenue	$ 174,300	$ 317,608	$ 321,534
Estimated state general revenue subsidy	$ 103,125	$ 185,625	$ 185,625
GRAND TOTAL	$ 277,425	$ 503,233	$ 507,159

Revenue Notes:

Online Graduate Tuition & Fees = $1,910 for 6 hours per semester; and $5,730 for a three-semester academic year.

Revenue estimate assumes a 1.5% increase in graduate online tuition and fees in years 2 and 3.

New and continuing enrollment: DNP student attrition is assumed to be comparable to the University's master's student attrition since enrollment patterns will be the same. The past five-year average is 16.44% with an 83.56% graduation rate. For revenue generation, an attrition of 20% is assumed. For faculty load and faculty position expenditures, 15% attrition is assumed. If attrition is higher, fewer part-time faculty will be needed.

State general revenue subsidy: The assumption of $5,500 / FTE student is based on reported per-FTE subsidy for UCA's existing professional-practice doctoral program (the Doctor of Physical Therapy). The reported per-FTE subsidy for the existing MSN program is $7,781. Source: ADHE, Arkansas Academic Cost Accounting, Table A-4, Institution Degree Program Detail, Fiscal Year 2009–2010.

Documentation of Internal Review (Curriculum Form 3)

CURRICULUM FORM 3

UNIVERSITY OF CENTRAL ARKANSAS
New Program Transmittal Form

Department Nursing Date 9/20/2012

The program is: ☐ UNDERGRADUATE
☒ GRADUATE

Bulletin title of program (brief):
Doctor of Nursing Practice

Brief description of program:
The Department of Nursing proposes offering the Doctor of Nursing Practice (DNP) degree. This is consistent with UCA's mission which states that UCA is "committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves". The program supports UCA Strategic Planning Goals #2 Foster a culture of academic, scholarly, and creative excellence, #3 Learner focused environment, and #5 Increased engagement with external partners.

The practice-focused program will be offered as a post-masters nursing degree. The course work for the DNP degree will be delivered online and students will engage in advanced clinical training and capstone scholarly projects at practice sites near their place of residence. Graduates will use clinical scholarship and analytic methods to practice nursing at the highest level; improve quality and safety of health care systems through organizational leadership; foster interprofessional collaboration in the improvement of population health outcomes; and influence health care policy that determines financing, regulation, access, and delivery of care. Graduates will be employed in a variety of settings including primary care, acute and long-term care, public health agencies, and schools of nursing. While some graduates might be employed in academic nursing programs, particularly programs offering the DNP degree, the focus of the program is to prepare individuals for advanced roles in practice.

The DNP degree program consists of a two year, six semesters, 36 credits online curriculum.

Proposed effective date for new program (term and year): June 2014

Program recommended by

Department Curriculum Committee	9/21/2012	Professional Education Council	Date
Department Chair	9/21/2012	General Education Council	Date
College Curriculum & Assessment Committee	10/2/2012	Undergraduate Council	Date
Academic Planning & Assessment Committee	Date	Graduate Council	10-18-12
College Dean	10.3.12	Council of Deans	10-24-12

Program approved by

Provost	10/29/2012	Undergraduate/Graduate Studies, Registrar	Date

Program recorded by

NOTE: During the academic year, program proposals must be received by the Undergraduate and/or Graduate Council *at least one month* before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

Revised November 2006, Updated October 2007

ORIGINAL

“ADHE Role and Scope” – Board Policy No. 102

Board Policy No. 102 sets forth the University’s Role and Scope, as adopted by the Arkansas Department of Higher Education and the Arkansas Higher Education Coordinating Board. The policy currently states, “UCA is a comprehensive university offering a variety of associate, bachelor’s, master’s, and specialist degree programs to students throughout Arkansas.”

As part of the Faculty Handbook Committee’s review of the *Faculty Handbook* this fall, the Committee determined that “doctoral degrees” was not included in the list of degree programs offered by the University. The University currently offers five (5) doctoral degree programs. Accordingly, the administration is recommending that “doctoral degrees” be added to Board Policy No. 102, “ADHE Role and Scope.”

The following resolution was unanimously adopted upon motion by Victor Green with a second by Elizabeth Farris:

“BE IT RESOLVED: That Board Policy No. 102, “ADHE Role and Scope,” as amended and attached hereto, is hereby approved and shall be effective from and after this date.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 102

Subject: ADHE Role and Scope

Date Adopted: *** Revised: 08/18/11, 12/12

UCA is a comprehensive university offering a variety of associate, bachelor's, master's, specialist, and doctoral degree programs to students throughout Arkansas. UCA's curriculum has expanded in recent years to include numerous academic disciplines in addition to its historical emphasis upon the field of education. Strength has been developed in the liberal arts and basic sciences, and attention now is given to technical and professional fields as well. The instructional program is based upon the goals of maintaining the highest academic quality and of assuring that the curriculum remains current, dynamic, and responsive to curricular trends and state needs.

Attachment A sets forth the Role and Scope for the University as adopted by the Arkansas Department of Higher Education and the Arkansas Higher Education Coordinating Board.

ATTACHMENT A

Agenda Item No. 7 July 25, 2008

University of Central Arkansas

1. Audiences
   The University of Central Arkansas (UCA) is responsible for serving:

   - Residents of the state, particularly those in central Arkansas who have completed high school and are seeking either a college degree or continuing professional education.
   - Regional and state employers, both public and private—including school districts, health care providers, local governments, private businesses and community agencies seeking technical assistance and applied research.
   - Economic development interests and entrepreneurs in the region and across the state.
   - The community and area by providing a broad range of academic and cultural activities and public events.
   - Area K-12 schools seeking college general education courses for advanced students.
   - Two-year college transfer students.

2. Array of Programs and Services
   UCA serves these audiences by providing:

   - Baccalaureate arts and science programs in the variety appropriate to a comprehensive, teaching university.
   - Baccalaureate programs in the professional fields of journalism, computer and information sciences, education, public administration, nursing and allied health, and business.
   - Masters programs in education, business, nursing, allied health and selected arts and science fields.
   - Doctoral programs in physical therapy, communicative sciences and disorders, leadership studies, and school psychology.
   - Services specifically designed to meet the needs of state and regional economic development.

3. Special Features

   - UCA supports Arkansas public schools through the Arkansas Center for Mathematics and Science Education, the Arkansas Public School Resources Center, and other initiatives.
   - UCA is a regional center of the Asian Studies Development Program for the East-West Center.
   - UCA serves communities and their leaders through the Community Development Institute – the first such organization in the nation, established in 1987 – and related initiatives.

"Undergraduate Admission Policy" – Board Policy No. 310

At its October 12, 2012, meeting, the Board of Trustees approved a modification to Board Policy 310, Undergraduate Admission Policy, designating the *Undergraduate Bulletin* as the publication of record for this policy and stipulating that whenever changes to the policy are proposed, these changes shall be presented to the Board for review, consideration, and approval at the next Board meeting.

In response to Act 1184 of 2011 and its modifications to ACA § 6-60-208, the Arkansas Department of Higher Education proposed changes to Arkansas Higher Education Coordinating Board (AHECB) Policy 5.14, Policy on Conditional College Admission. These changes, adopted at the October 26, 2012, meeting of the AHECB, require all Arkansas public institutions of higher education to submit updated admission plans to the Arkansas Department of Higher Education. UCA submitted its updated plan on November 1, 2012, as required.

The changes summarized here and set forth in full in the following pages update the publication of UCA's Undergraduate Admission Policy in the *Undergraduate Bulletin*. In the summary that follows, sections of the Bulletin chapter are for easy reference designated by their existing numbers.

Changes Required by AHECB Policy 5.14

§ 2: This section mostly replaced by the new unconditional, conditional, and conditional-prep status plan. The plan restates UCA policy in language complying with AHECB Policy 5.14 and brings together elements of university policy that were previously not presented in one policy.

§ 4: Deleted because incorporated in § 2.

Other Changes

A number of changes have been introduced for clarification and to align this chapter of the *Undergraduate Bulletin* with other changes in university practice and Arkansas law.

§ 3: Minor clarification

§ 5.2: Incorporated existing concurrent enrollment admission policy.

§ 7: Added the COMPASS examination to the list of accepted placement tests and deleted the reference to the Arkansas Assessment of General Education, which no longer exists.

§ 8: Updated "D" grade transfer policy to reflect changes adopted by the university in 2010. In the last paragraph, deleted language referring to articulation agreements superseded more recent legislation (see next section).

§§ 9, 10: Deleted because the earlier articulation agreement framework has been superseded by Act 182 of 2009, commonly known as the Roger Phillips Transfer Policy Act, and Act 747 of 2011. Both Acts depend, not on the earlier articulation

agreement framework, but on the Arkansas Course Transfer System administered by ADHE.

The updated UCA policy has received appropriate administrative review and will, upon adoption by the Board of Trustees, be provided to all appropriate councils and administrators for implementation.

The following resolution was unanimously adopted upon motion by Rush Harding and a second:

"BE IT RESOLVED: That the Board of Trustees hereby approves changes to the Undergraduate Admission Policy presented in the *Undergraduate Bulletin*."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 310

Subject: Undergraduate Admission Policy

Date Adopted: 09/64 Revised: 12/77, 08/82, 04/84, 03/85, 06/86, 12/89, 04/92, 06/93,03/94, 05/94, 05/95, 10/96, 03/99, 01/02, 05/10, 10/12

The University establishes, and from time to time, modifies undergraduate admission criteria for unconditional, conditional, and transfer admission to the university. The *Undergraduate Bulletin* is the publication of record for undergraduate admission policies. Each time the admission criteria is proposed for revision in the *Undergraduate Bulletin*, those criteria shall be presented to the Board of Trustees at its next meeting for review, consideration, and approval.

Program-specific admission policies may be proposed in accordance with the terms of Board Policy No. 312, "Program-Specific Admission Policies."

Undergraduate Admission to the University

[1] Introduction

The Office of Admissions at the University of Central Arkansas serves as the contact for all new domestic undergraduate students to the university. Interested students are introduced to the university through Bear Facts Days, college planning programs, high school visits and campus tours. The office also processes all domestic undergraduate applications for admission and notifies students of their admission status.

Inquiries about admission to undergraduate study at the university should be addressed to the Admissions Office. This office receives and processes all applications and supporting documentation for admission to UCA. The Office of Admissions notifies applicants of their admission status.

All materials submitted for admission become the property of the university.

Falsification of any record, including the Application for Admission, is cause for immediate dismissal.

[2] First-Time Freshman Admission

The University of Central Arkansas welcomes all applications for admission. ~~Entering freshman applications are evaluated on the basis of academic achievement, as evidenced by high school grade point average, standardized test scores (ACT or SAT), and rank in high school graduating class and other high school achievements.~~ The number of entering freshmen may be limited by the resources available to the university to provide quality academic programs according to standards established by the Board of Trustees.

A first-time freshman is defined as any student who has not previously enrolled in a college or university.

[2.1] Criteria for Unconditional Admission to the University

An entering freshman may be unconditionally admitted to UCA if the applicant has graduated from high school and meets the following criteria:

1. Cumulative high school grade point average (GPA) of 2.5 or above on a 4.0 grading scale on a minimum of six (6) semesters of high school work and
2. A composite score of 19 or above on the ACT or 910 or above on the SAT (Critical Reading + Mathematics).
3. Completion of the high school Core Curriculum for college preparation as required by Arkansas Code Annotated §6-60-208 and §6-61-217 and defined by the Arkansas Higher Education Coordinating Board in consultation with the Arkansas State Board of Education. This requirement applies to students graduating from high school after May 1, 2002.

Applicants who have a single-digit ACT test score or the equivalent in Reading, Mathematics, or English will not be eligible for admission to the university.

[2.2] Criteria for Conditional Admission to the University

An entering freshman may be conditionally admitted to UCA if the applicant has graduated from high school and meets the following criteria:

1. Cumulative high school grade point average (GPA) of 2.25 or above on a 4.0 grading scale on a minimum of six (6) semesters of high school work and

2. A composite score of 16 or above on the ACT or an equivalent score on the SAT exam (Critical Reading + Mathematics).

Applicants who have a single-digit ACT test score or the equivalent in Reading, Mathematics, or English will not be eligible for admission to the university.

Conditionally admitted students must be admitted and enrolled in classes no later than noon of the day before the first day of class of their entering semester, and must meet all terms of conditional admission as outlined by the University in order to continue enrollment.

[2.3] Criteria for Conditional-Prep Status Admission to the University

An entering freshman who does not qualify for conditional admission may be admitted under extenuating circumstances with Conditional-Prep Status if the applicant has graduated from high school and meets the following criteria:

1. Student requests review of his/her application, and

2. The University Admissions Committee grants Conditional-Prep Status admission upon review of the application.

Applicants who have a single-digit ACT test score or the equivalent in Reading, Mathematics, or English will not be eligible for admission to the university.

Conditional-Prep Status students must be admitted and enrolled in classes no later than noon of the day before the first day of class of their entering semester, and must meet all terms of Conditional-Prep Status admission as outlined by the University in order to continue enrollment.

[2.4] Conditional and Condition-Prep Status: Conditions for Continuing Enrollment

Conditionally-admitted students or Conditional-Prep Status students who do not attain at least a 2.0 GPA on at least 12 hours of academic core subjects and complete any necessary developmental courses within the first 30 credit hours, including developmental course hours, will be subject to the following consequences:

- After three (3) failed attempts to complete any developmental requirement, the student will be placed on transitional suspension from the University until such time as the courses are completed at another accredited institution and a transcript provided to the Office of the Registrar. (Continuation of current policy.)
- In cases of failure to complete at least 12 hours of academic core subjects with at least a 2.0 GPA and all remedials within the first 30 hours, where the student has not already been placed on academic or transitional suspension, the student may continue enrollment provided

he or she participates in the University's UCAN Program. The student must then successfully complete the requirements of that program in order to enroll for the following semester. Students who do not successfully complete the UCAN program as well as the above requirements may be placed on academic and/or transitional suspension the following semester as appropriate.

[3] Readmission for Former UCA Students Not Currently Enrolled

Readmission for former UCA students who have not been in attendance for one or more semesters is required. An application for readmission form may be obtained from the Office of the Registrar and should be returned to that office with all required information. An official transcript of all colleges and/or universities attended since the last enrollment at UCA must be sent directly to the Office of the Registrar by the appropriate institutional official (e.g., registrar).

~~[4] College Preparation Core~~

~~Act 1290 (1997 General Assembly of the State of Arkansas) states that anyone who graduates from an Arkansas high school after May 1, 1999, must complete the college core curriculum in order to qualify for unconditional admission to public colleges and universities. This is in addition to any other requirement(s) for unconditional admission established by an individual institution. Students must successfully complete the required hours of core academic subjects (2.0 GPA) and any remedial course work within the first 30 semester hours.~~

[~~5~~ 4] Early Admission

[~~5.1~~ 4.1] Full-Time

The student who desires to accelerate a formal education may apply for admission to the university at the end of the junior year in high school.

In addition to regular admission criteria, a student seeking early admission will have completed a minimum of six semesters of secondary school work, earned a B or better average, have an ACT composite score of at least 25, or equivalent scores on the SAT or ASSET exams, and be recommended by the high school principal.

[~~5.2~~ 4.2] Part-Time, Concurrent with High School Enrollment

High school students enrolled in UCA concurrent credit courses are admitted to the university as part-time pre-baccalaureate students. Once they have received their high school diploma or GED, those students wishing to attend UCA will go through the regular admissions process to be admitted to the university.

~~Criteria for admission under this program are currently under review.~~

Students of the University's concurrent enrollment partner high schools will be eligible for this program if they meet the following criteria:

1. A student must be of junior or senior standing and have earned a high school GPA of 3.0 or higher.
2. To enroll in any general education course, the student must have scored 19 or higher on the ACT Reading sub-test or have earned a score on the EXPLORE or PLAN assessments that are projected to produce a 19 or higher on the ACT Reading sub-test or have earned an equivalent score on the SAT, ASSET, or COMPASS exam.
3. To enroll in courses in English or mathematics, a student must have scored 19 or higher on the respective ACT sub-test or have earned a score on the EXPLORE or PLAN assessments that are projected to produce a 19 or higher on the respective ACT sub-tests or have earned an equivalent score on the SAT, ASSET, or COMPASS exam.

[~~5.3~~ 4.3] Summer Study for High School Students

A student between the junior and senior year in high school is eligible to apply to attend summer school at the University of Central Arkansas. This special program provides an opportunity for the capable student to find rewarding learning experiences and benefit from an early start in the college career. Once admitted, such a student attends regular college courses and earns college credit applicable to a degree.

Upon the successful completion of the special summer program, the student may elect to return to high school for the senior year, or apply for the early admission plan that substitutes the freshman year in college for the fourth year in secondary school. All of the requirements of the early admission program need to be satisfied before the student is admitted early.

In addition to regular admission criteria, admission to the summer program is predicated upon the following special requirements: completion of six semesters of secondary school work; a grade average of B; and recommendation of the high school principal or counselor.

[~~6~~ 5] Admission on an Adult-Special Basis

The adult-special classification applies to persons over twenty-one years of age who desire to take undergraduate courses for no credit. The adult-special classification approval for participation requires the consent of the instructor before the student is admitted. Satisfactory completion of the course is recorded on a permanent record maintained by the university, but no grades are issued. The adult-special student pays full registration fees.

[~~7~~ 6] Admission as a Transfer Student

A student who has attended another college or university and has never attended UCA must apply for admission as a transfer student and will not be considered a first-time freshman, even though no credits were earned at the previous institution. Falsification of any record, including the Application for Admission, is cause for immediate dismissal.

An official transcript must be sent directly to the Office of Admissions by the appropriate institutional official (e.g., registrar). For placement in college writing and mathematics, ACT, SAT, ~~or~~ ASSET, or COMPASS scores are required. Scores must be no more than two years old. ~~All requirements related to the Arkansas Assessment of General Education must be met when applicable.~~

A transfer student is required to have at least a 2.0 cumulative GPA on all previous course work attempted at previous institutions. After enrollment at UCA, the GPA accumulated in residence at the university shall be the cumulative grade point average.

[~~8~~ 7] Transfer of Credit

Students entering the university who have attended a college or university accredited by an appropriate regional accrediting agency, such as the North Central Association of Colleges and Schools, will receive credit on an evaluation of a transcript of their records submitted. Transfer credit is designated by the level on which it is earned. Transfer credit is awarded for courses in which an A, B, or C grade is earned. The grade earned for a transfer course does not transfer, only the credit hour value of the transfer course. The University will, however, accept for transfer a maximum of six hours of credit with D grades, subject to the following conditions:

1. The transfer of credits with D grades is available only to first-time entering transfer students at the time of admission to the University within the first semester of enrollment.
2. The student must petition to receive credit for six (6) hours of D grades of the student's choosing.
3. The student will select the appropriate six (6) hours of D grades to transfer to the University after consultation with his/her appointed academic advisor.
4. Prerequisite rules shall apply to transfer of credits with D grades the same as they do to UCA credits.

Anyone transferring to the university will be required to earn at least fifteen hours credit in the major and nine hours credit in the minor in residence prior to graduation. This regulation is binding even though the student has sufficient hours of credit otherwise to meet requirements of the major and minor. All standards with respect to transfer credit are binding and are not, therefore, subject to appeal.

There is no limit on the number of credit hours that may be transferred to the university; however, a maximum of sixty semester hours (exclusive of four activity hours in physical education) transferred from a two-year institution may be applicable toward a baccalaureate degree. The equivalent of two full years' work (sixty semester hours) at the senior college level will be required for a baccalaureate degree.

Acceptance of credits and subsequent establishment of standing are provisional until completion of one semester of satisfactory work in residence at UCA.

The university publishes "Transfer Credit Guidelines" (http://uca.edu/registrar/transfercredit.php ~~which specifies UCA course equivalents for courses taught at each of the Arkansas public community and technical colleges~~.

[9] Associate of Arts Degree Articulation Agreement

The University of Central Arkansas participates in an agreement with two-year institutions of higher education in Arkansas to assist students holding an Associate of Arts degree.

Satisfactory completion of an Associate of Arts degree designed for transfer will be accepted as satisfying the general education requirements of UCA. A student who holds an Associate of Arts degree with a 2.0 cumulative grade point average will be accepted for transfer with junior classification subject to the following conditions:

1. The Associate of Arts degree must include the following courses (SCH = semester credit hour[s]):

English Composition (Writing):	6 SCH
Arts and Humanities:	9 SCH (including 3 semester hours survey of literature)
Speech:	3 SCH
College Algebra (or above):	3 SCH
Natural Science (Lab/Bio/Phys Sci):	8 SCH
Social Sciences:	15 SCH (must include 3 semester hours of US history or government and 3 semester hours in Western Civilization. The remaining 9 hours must include 3 semester hours in 2 of the following areas: psychology, sociology, economics, geography, political science, or anthropology)
Health/Physical Education:	2 SCH
TOTAL:	46 SCH

2. Remedial course grades will not be computed in the cumulative grade point average for purposes of admission to a four-year institution.

3. Courses taken to satisfy AA degree requirements must be transferable to the four-year institution.

4. Degree and program requirements (catalog rights) for students who transfer from a two-year institution to a four-year institution under this agreement will be determined in the same manner as if their initial enrollment had been at the four-year institution; and

5. Participating institutions will provide all other participating colleges and universities with current copies of catalogs/curricular requirements as they are published.

6. Calculation of overall GPA for purposes of graduation and awarding of hours is left to the discretion of the institution granting the degree or award.

[~~10~~ 8] State Minimum Core Curriculum

In accordance with Act 98 of 1989, the Arkansas Higher Education Coordinating Board has approved the following core curriculum. Students who successfully complete these courses at UCA may transfer the credit to any state college in Arkansas.

[~~10.1~~ 8.1] English/Communications
Six (6) hours required

ENGL 1310 Composition I or
WRTG 1310 Introduction to College Writing or
HONC 1310 Honors Core I
ENGL 1320 Composition II or
WRTG 1320 Academic Writing or
HONC 1320 Honors Core II

[~~10.2~~ 8.2] Mathematics
Three (3) hours required

MATH 1360 ~~Mathematics for Society~~ Quantitative Literacy or
MATH 1390 College Algebra or
A higher-level mathematics course

[~~10.3~~ 8.3] Science
Eight (8) hours required

Four (4) hours from the following:

BIOL 1400 Biology for General Education
BIOL 1440 Principles of Biology I

Four (4) hours from the following:

CHEM 1400 Chemistry in Society
CHEM 1450 College Chemistry I
CHEM 1402 Physiological Chemistry I
PHYS 1400 Physical Science for General Education
PHYS 1401 Descriptive Astronomy
PHYS 1405 Applied Physics
PHYS 1410 College Physics I
PHYS 1441 University Physics I

[~~10.4~~ 8.4] Fine Arts/Humanities
Six (6) hours required

Three (3) hours from the following:

ART 2300 Art Appreciation
MUS 2300 Music Appreciation
SPTA 2300 Theatre Appreciation (now THEA 2300)
HONC 2320 Honors Core IV

Three (3) hours from the following:

ENGL 2305 World Literature I
ENGL 2306 World Literature II
ENGL 2370 Introduction to Fiction
ENGL 2380 Introduction to Poetry
ENGL 2390 Introduction to Drama
FLAN 2315 Cultural Traditions
FYFS 1301 First Year Seminar: Studies in Humanities
FYFS 1310 First Year Seminar: Studies in World Cultural Traditions
HONC 1310 Honors Core I
HONC 2310 Honors Core III
PHIL 1301 Philosophy for Living
PHIL 2305 Critical Thinking
PHIL 2325 Contemporary Moral Problems
PHIL 2360 Gender, Race, and Class: Philosophical Issues
RELG 1320 World Religions

[~~10.5~~ 8.5] Social Sciences
Twelve (12) hours required

Three (3) hours from the following:

HIST 2301 American Nation I
HIST 2302 American Nation II
PSCI 1330 US Government and Politics

Three (3) hours from the following:

HIST 1310 World History I
HIST 1320 World History II

Six (6) hours from the following:

ECON 1310 Modern Political Economy
ECON 2310 Global Environment of Business
GEOG 1305 Principles of Geography
HONC 1320 Honors Core II
PSCI 1330 US Government and Politics
PSCI 2300 Introduction to International Relations
PSYC 1300 General Psychology
SOC 1300 Principles of Sociology
SOC 1302 Anthropology

[~~11~~ 9] Admission of International Students

All inquiries regarding undergraduate international admission should be addressed to and are processed by the Office of International Engagement. Undergraduate international readmission applications are processed by the Office of International Engagement and forwarded to the Registrar for readmission consideration.

International applicants to UCA whose first language is not English must demonstrate a satisfactory level of English proficiency. Students need a strong command of the English language to succeed academically.

To apply for admission as an undergraduate, international applicants must submit the following:

1. Application for Undergraduate Admission.
2. Non-refundable application fee of US $50.00 drawn from a US bank, or an international money order.
3. Original or certified copies of all secondary school, college, and university transcripts, with a certified English translation of each.

Freshman Applicants:
Applicants who have completed secondary school and are applying for freshman (first year) admission must meet one of the following criteria:

a. Secondary school cumulative grade point average of 2.50 or above on a 4.0 scale; or
b. Rank in upper 40% of secondary school graduating class; or
c. Composite ACT score of 19 or above or equivalent score on the SAT; or
d. Five passes with credit on O-Level results.

Transfer Applicants:
Applicants who have previously attended a college and/or university and are applying for admission as transfer students must have a cumulative grade point average of 2.0 or above. For evaluation of university transfer credit, foreign transcripts must be accompanied by a UCA-recognized third-party credential evaluation. The Office of International Engagement maintains a list of UCA-recognized third-party credential evaluators. Transfer applicants should also submit copies of their current I-20, passport, and I-94 card.

4. Applicants whose first language is not English must demonstrate proficiency by submitting one of the following:

a. TOEFL PBT score of 500 or higher.
b. TOEFL CBT score of 173 or higher
c. TOEFL iBT score of 61 or higher
d. IELTS score of 5.5 or higher

5. Scores must be less than two years old and be received directly from the Educational Testing Service (ETS); UCA''s school core is 6012. A TOEFL score is not required of applicants who will complete the UCA's Intensive English Program before pursuing an undergraduate

degree. Applicants can contact TOEFL, Educational Testing Service, P.O. Box 6151, USA, requesting a bulletin of information. The Office of International Engagement maintains a list of English proficiency requirements exempt countries. Applicants from those countries who speak English as their first language, will be considered proficient in English.

Applicants must also submit documentation of financial support, accompanied by a Confirmation of Financial Resources Form. Students must demonstrate the financial capacity as required by immigration regulations and by any Exchange Agreement or other agreements which may exist and apply to the student's situation. Such applicants must also submit a copy of the biographical page of their passport.

Upon acceptance to the university, students will receive a letter of admission to UCA and a form I-20, as well as pre-arrival and orientation information.

[~~12~~ 10] Admission of Students Whose First Language Is Not English

All applicants to UCA whose first language is not English must provide evidence of English language proficiency before beginning regular academic courses at the university. This includes immigrants, permanent residents, citizens, refugees, and international students. English language proficiency may be demonstrated by (1) submitting a minimum TOEFL score of 500 on the paper-based test, or 173 on the computer-based test, that is less than two years old or (2) completing the advanced level of UCA's Intensive English Program with no individual course grade below a B. Students who do not submit a TOEFL score before the last day of the published extended late registration period at the beginning of each semester or summer session will be required to participate in UCA's Intensive English Program.

"President's Residence Advisory Committee" - Board Policy No. 209

The Board of Trustees adopted Board Policy No. 209, "President's Residence Advisory Committee," at its February, 2012, meeting, which created a committee known as the "President's Residence Advisory Committee." It is an advisory committee to the Board of Trustees and is charged with reviewing any proposed architectural, structural or landscaping changes to the president's home and surrounding grounds. As part of the review process, the committee is to consider the costs involved and the sources/uses of any funds to be expended.

After a review of the existing policy, the administration is proposing that the following revisions be made to Board Policy No. 209:

- The policy is amended to clarify that a member's term begins on January 1st of each year, and then ends on December 31st of the year it expires;
- The policy is amended to provide that the SGA member shall serve a one-year term (the reason for this change is due to turnover of the student member);
- The section of the policy dealing with the specifics of the staggered terms being drawn by lot is proposed for deletion since the committee has already drawn for terms;
- The various groups are to notify the Chair of the Board by December 15th of each year (rather than January 15th) because the appointments are for a calendar year; and
- The reference to the "Chief of Staff" has been deleted because the University no longer has this position.

Finally, the Board must fill two positions on the committee. One position is a Board member (with the current committee member being Ms. Elizabeth Farris), and the other is one of the three at-large positions appointed by the Board (with the term of Ms. Lynne Tiner due to expire on December 31st).

Therefore, the Chair of the Board of Trustees and the President recommends to the Board of Trustees, the following resolutions:

"BE IT RESOLVED: That Board Policy No. 209, "President's Residence Advisory Committee," as amended and attached hereto, is hereby approved and shall be effective from and after this date; and

BE IT FURTHER RESOLVED: That Elizabeth Farris, a member of the University of Central Arkansas Board of Trustees is hereby appointed as the Board's representative to the President's Residence Advisory Committee to serve for a term of one year beginning on January 1, 2013; and

BE IT FURTHER RESOLVED, that Lynne Tiner is hereby appointed by the Board of Trustees to serve as one-of-three community representatives on the President's Residence Advisory Committee, for a term of three years beginning on January 1, 2013."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 209

Subject: President's Residence Advisory Committee

Date Adopted: 02/2012 Revised: 12/12

Establishment of Committee: There is hereby established a standing committee of the University of Central Arkansas to be known as the "President's Residence Advisory Committee."

Purpose of the Committee: The purpose of the committee is to (a) review any proposed changes to the President's home and grounds, as more specifically set forth herein, (b) review the estimated costs thereof and the sources and uses of funds to make any such improvements, and (c) make recommendations, as the committee determines are appropriate, to the Board of Trustees. The committee is advisory only and shall not be deemed to be a governing body for any purpose.

Membership of the Committee/Meetings: The committee shall be composed of nine (9) persons as follows:

- One member of the Board of Trustees of the University of Central Arkansas
- One person designated as the representative from the UCA Faculty Senate
- One person designated as the representative from the UCA Staff Senate
- One person designated as the representative from the UCA Student Government Association
- One person designated as the representative from the UCA Alumni Association
- One person designated as the representative from the UCA Foundation, Inc.
- Three persons initially selected by the Board of Trustees of the University of Central Arkansas, none of whom shall be employees of the University. Any vacancy of a member appointed by the UCA Board of Trustees shall be filled by action of the Board of Trustees.

The director of the UCA Physical Plant shall be an ex-officio, non-voting member of the committee.

A member's term shall begin on January 1st of each year and shall end on December 31st of the year such member's term expires.

The member of the UCA Board of Trustees shall serve a one-year term on the committee. Effective January 1, 2013, the member designated by the UCA Student Government Association shall serve a one-year term. All other members shall serve three-year terms, with the initial terms of the members staggered and drawn by lot. ~~as described herein.~~

~~At the committee's first meeting, the eight members of the committee (other than the UCA trustee and SGA member) shall draw for terms by lot. The three persons selected by the UCA Board of Trustee shall draw for one, two and three year terms so that one UCA Board appointee will be serving in each of those three terms. The remaining five members shall draw (a) one position for a one-year term; (b) two positions for a two-year term and (c) two positions for a three-year term. Thereafter, all persons appointed to the committee shall serve for a term of three years.~~

The committee members shall be selected by their respective groups listed above, and the names of the committee members shall be provided to the Chair of the Board of Trustees ~~and the Chief of Staff~~ by ~~January 15~~ December 15 of each year. Members of the committee may be reappointed. The committee shall elect its own chair. The committee shall hold at least one meeting each calendar year. Special meetings may be called by the Chair, or upon request of any two (2) members of the committee. At least two days' notice of any meeting shall be provided to each member.

Charge to and Powers of the Committee; Advisory Recommendations: The committee is charged with full authority to review any and all proposed changes to the President's Home and adjacent grounds, with such authority to include, but not be limited to, review and recommendations concerning any proposed architectural or structural changes to the home (interior or exterior) and grounds. This includes additions, renovations, removal or cutting of trees (except for normal, routine and customary pruning and landscaping, or planting of flowers and shrubs), as well as other areas inside the public areas of the home. This review shall not be deemed to include routine maintenance to the home, or routine planting and landscaping to the grounds.

As part of its work, the committee is to review the proposed costs involved, and shall review the sources of funds to make any such proposed changes.

Action by the Committee/Approval Required by Board of Trustees: No renovations, alterations or change to the public areas of the interior of the home, or any part of the exterior of the home, nor any permanent change to the landscaping of the grounds adjacent to the home shall be made except (a) upon the recommendation of the committee after its review, and (b) a report approved by the full Board of Trustees setting forth the changes and approving the cost involved and the funds to be expended.

Exceptions for Emergencies and Personal Areas: Notwithstanding the foregoing, the personal areas of the home may be painted, carpeted, etc., as the residing family may determine, but not to exceed $5,000 in the aggregate for any fiscal year from publics funds unless reviewed by the committee and approved by the Board of Trustees. In addition, if in the reasonable opinion of the Vice President for Finance and Administration and the Director of the Physical Plant, repairs are needed as a result of any emergency or an act of God, then such repairs may be made, but notification shall be provided to the Chair of the Committee and the Chair of the Board of Trustees.

"Contract Review Procedures" – Board Policy No. 416 – (Athletic Sponsorship)

Pursuant to Board Policy No. 416, "Contract Review Procedures," the administration must seek Board approval for (i) any contract which will require the expenditure by the University of funds (at any time) in excess of $250,000; or (ii) any contract with a term exceeding one (1) year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the University on the giving of written notice of ninety (90) days or less.

The administration is seeking Board approval for the following contract:

- Agreement between the University of Central Arkansas and Peak Sports for UCA Athletic Department's corporate sponsorship services.

The following resolution was unanimously adopted upon motion by Bunny Adcock with a second by Kay Hinkle:

"**BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the following contract with Peak Sports."**

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)

Contract with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas and Peak Sports.

2. Purpose: Peak Sports will represent, market, sell, and secure corporate sponsorships for all existing and new inventory of all UCA Athletic Department events and publications during the term of this agreement. Corporate sponsorships are those received from selling advertising, signs and other marketing endeavors. They do not include individual donations to the UCA Purple Circle. Individual donations would not be covered under the proposed agreement.

3. Term: The term of the agreement is five years, beginning on January 1, 2013 and ending on December 31, 2017. Beginning on January 1, 2014, either party may terminate the contract upon ninety (90) days written notice.

4. University Funds to be paid: see below

5. Funds Received: see below

6. Reason for Contract/Public Bid/Purchasing Approval: Currently, the athletic department raises funds from corporate sponsorships through the work of the athletic director and other staff. Their time, however, is limited. While athletic corporate sponsorships have averaged approximately $250,000 over the last three years, the Director of Athletics believes utilizing the services of an outside firm could result in additional corporate sponsorship revenue.

   A Request for Proposal for corporate sponsorship services was issued on October 15, 2012. Six (6) firms submitted proposals, which were reviewed by a committee consisting of two College of Business professors, one budget office staff member, and three employees of the athletic department. Two firms were interviewed on November 28, 2012, and the committee selected Peak Sports, located in Dallas, Texas. The committee selected Peak Sports due to its financial package, success in past corporate fundraising, ability to begin immediately, no-cost ticketing sales solution, and the expansion of the UCA media network.

7. Special Provisions/Terms/Conditions: UCA will receive the first $325,000 raised in corporate sponsorships. Peak Sports will keep the next $150,000 raised in corporate sponsorships. The University will receive 75% of the next $125,000 (up to $600,000)

and 70% of all corporate sponsorships over $600,000.
The University will receive 70% of all ticket sales, and Peak Sports will receive a 30% commission.

Peak Sports will receive the following commission on naming rights for athletic facilities (if the naming is approved by the Board of Trustees):

a. 5% for up to $10,000;
b. 3% for $10,000 through $100,000;
c. 2% for $101,000 through $1,000,000; and
d. 1% for over $1,000,000.

Peak Sports will also provide two football television broadcasts or four radio station broadcasts for an expanded network.

Peak Sports will provide two employees to work in UCA's athletic department at no cost to the university.

8. Approval/Notification to UCA Foundation: None

"Fees – General Registration and Others" – Board Policy No. 630 (Proposal for Differentiated Tuition for Graduate Programs)

A growing number of students, particularly at the graduate level, desire to take courses "on-line." Increasingly, graduate education is offered through distance delivery methods, and most notably through on-line delivery systems. Many institutions of higher education—public, private, and for-profit—offer on-line programs in the graduate education marketplace. Further, potential graduate students have become savvy consumers of graduate education, insisting upon accessibility, convenience, user-friendly delivery, and cost-effectiveness. Several Arkansas institutions offer on-line courses and degrees, as well as many out-of-state institutions authorized to operate in Arkansas.

The University currently offers on-line courses, as well as some on-line programs, but the price to take such courses/programs is at the same rate of tuition and fees as students pay for taking the courses on campus.

In an effort to respond to these influences and to increase graduate enrollment in existing programs, the administration believes that a number of recruitment and retention strategies must be implemented, including a change in the University's current tuition and fee structure to meet the specific objectives outlined above.

For some time, discussions have been ongoing regarding how to re-structure certain on-line programs, as well as how to price those programs (taking into account the cost to offer such courses, the various fees involved and whether those fees should be charged).

The discussions have involved the Office of the Provost, the Deans of the Colleges of Education and Health and Behavioral Sciences, the Divisions of Enrollment Management, and Finance and Administration, as well as other constituencies. Based upon these meetings and various levels of review, the administration is proposing to the Board of Trustees that the University revise its tuition and fee structure for on-line graduate education for the following reasons:

1. To be more competitive with other Arkansas institutions offering similar instructional programs;
2. To enhance the clarity of the tuition/fee structure for potential students who are considering their graduate education options;
3. To increase graduate student enrollment at UCA; and
4. To simplify administration of tuition and fee accounting for on-line educational programs.

Specifically, the administration is proposing that the University charge a set tuition rate per credit hour by program, college, or disciplinary area (e.g. education versus health), with no additional fees attached. The rate per credit hour would be set at an amount that would allow that the University to be competitive with other institutions and to ensure that UCA's current overall revenue (tuition plus fees) for on-line education is not compromised.

Pricing Considerations:

The goal of the pricing structure is to remain revenue neutral for graduate online programs, while maintaining a competitive cost per credit hour for on-line education.

The Fall 2012 graduate on-line enrollment was used to determine a baseline for the revenue production by Student Semester Credit Hour ("SSCH"). The actual Fall 2012 headcount was used to determine the semester fees assessed. **The current cost for one hour of graduate credit is $395.02.** This figure includes the SSCH fees for Athletics, Student Center, Facilities, HPER, Performing Fine Arts, Technology, Library, Writing/Retention and Online Technology. The students are also charged fees for the Student Health Center and the Access and Security Fee.

Proposed Tuition Structure:

The proposed pricing structure, if approved by the Board, will be $240 per credit hour. This new price is based on the current graduate tuition cost per SSCH, plus fees for Facilities, Technology, Library and Online Technology. These four fees directly support the administration of the online programs.

This structure allows the University to be competitive, and at the same time, does not have a negative impact on the current online graduate tuition revenue. The proposed cost per credit hour is a more accurate reflection of the actual cost to deliver an on-line graduate program.

Summer I, 2013, UCA On-line Graduate Education Programs:

The graduate programs currently offered, which will be subject to the new tuition rate if approved by the Board of Trustees, are set forth on the attached list.

The following resolution was unanimously adopted upon motion by Elizabeth Farris with a second by Victor Green:

"BE IT RESOLVED: That the Board of Trustees approves the differentiated tuition for graduate programs as shown on the attached Board Policy No. 630, "Fees – General Registration and Others."

UNIVERSITY OF CENTRAL ARKANSAS ON-LINE PROGRAMS

Degree Credit

AWARD	CIP	CODE	Hours	PROGRAM NAME
Graduate Certificate (GC)	13.0499	6900	15	Instructional Facilitator
Graduate Certificate (GC)	13.0501	6730	15	Instructional Technology - Distance Education
Graduate Certificate (GC)	13.0501	6740	15	Instructional Technology - Technical Support
Graduate Certificate (GC)	13.0501	6760	15	Instructional Technology - Media Design and Development
Graduate Certificate (GC)	13.1001	6790	15	Gifted and Talented Education
Graduate Certificate (GC)	13.1001	6970	18	Early Childhood Special Education Instructional Specialist (P-4)
Graduate Certificate (GC)	13.1001	6990	18	Special Education Instructional Specialist 4-12
Graduate Certificate (GC)	45.0799	5365	15	Geographic Information Systems
Master of Geographic Information Systems (MGIS)	45.0799	5331	30	Geographic Information Systems
Master of Science (MS)	13.0499	6920	34	School Leadership, Management and Administration
Master of Science (MS)	13.0501	5760	36	Instructional Technology
Master of Science (MS)	13.1101	6470	48	School Counseling
Master of Science (MS)	25.9999	6310	36	Library Media and Information Technology
Master of Science (MS)	44.0201	6485	36	Community and Economic Development
Master of Science in Education (MSE)	13.1001	5870	36	Special Education
Master of Science in Education (MSE)*	13.1315	6910	30	Reading
Master of Science	51.1504	6260	36	Health Sciences
Master of Science in Nursing (MSN)	51.3801	7080	39	Clinical Nurse Leader

Master of Science in Nursing (MSN)	51.3801	7080	39	Clinical Nurse Educator
Master of Science in Nursing (MSN)	51.3801	7080	39	Clinical Nurse Practitioner - Adult
Master of Science in Nursing (MSN)	51.3801	7080	44	Clinical Nurse Practitioner - Family
Educational Specialist (EDS)	13.0411	5120	30	Educational Leadership
Post Master's Certificate (PMC)	13.0411	5121	18	District Level Administration
Post Master's Certificate (PMC)	13.0499	6940	15	School Based Leadership - Gifted and Talented Program Adm
Post Master's Certificate (PMC)	13.0499	6941	15	School-Based Leadership - Special Ed Program Administration
Post Master's Certificate (PMC)	13.0499	6942	18	School-Based Leadership - Adult Ed Program Administration
Post Master's Certificate (PMC)	13.0499	6960	15	School-Based Leadership - Curriculum Administration
Post Master's Certificate (PMC)	13.0499	6980	14	School-Based Leadership - Building Administration
Post Master's Certificate (PMC)	51.3801	8513	12	Clinical Nurse Leader
Post Master's Certificate (PMC)	51.3801	8516	12	Adult Nurse Practitioner
Post Master's Certificate (PMC)	51.3801	8517	12	Family Nurse Practitioner
Post Master's Certificate (PMC)	51.3801	8538	12	Nurse Educator
Doctorate of Nursing Practice (DNP)**	51.3818	**	36	Doctorate of Nursing Practice

* Subject to ADHE Notification ** Subject to Approval by ADHE

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 630

Subject: Fees – General Registration and Others

Date Adopted: 03/94 Revised: Passim (most recent 05/12),12/12

The current general registration and other required fees for fall 2012/spring 2013/summer 2013 15-credit hours per semester are as follows:

		2012-2013	
UNDERGRADUATE FALL/SPRING		**Per Hour**	**15 Hrs.**
General Registration		183.25	2,748.75
Athletic		17.00	255.00
Student Ctr/Recreation		4.25	63.75
Facilities Fee		9.00	135.00
HPER		9.12	136.80
Fine/Performing Arts		2.00	30.00
Cooperative Education		0.50	7.50
Technology		7.50	112.50
Library		3.00	45.00
Writing/Retention		0.35	5.25
Activity Fee	Sem.		15.50
SAB	Sem.		8.00
Publication	Sem.		6.00
Radio Station	Sem.		5.00
Access and Security	Sem.		27.00
Health Service	Sem.		65.00
Total Per Hour and Per Sem.		235.97	3,666.05
Out-of-State (Note 1)		183.25	2,748.75
Out-of-State Total		419.22	6,414.80

	2013	
UNDERGRADUATE SUMMER	**Per Hour**	**15 Hrs.**
Per Hour Fees		
General Registration	183.25	2,748.75
Athletic	17.00	255.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	9.00	135.00
HPER	9.12	136.80
Fine/Performing Arts	2.00	30.00
Cooperative Education	0.50	7.50
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25
Total Per Hour	235.97	3,539.55

Per Semester/Term Fees	**May**	**Full Term & 10–Week**	**Summer 1**	**Summer 2**
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
SAB (Student Activity Board)	-	3.00	1.50	1.50
Student Activity	3.50	3.50	3.50	3.50
Total Per Semester/Term Fees	51.00	86.50	52.50	52.50

	2012-2013	
ONLINE UG FALL/SPRING	**Per Hour**	**15 Hrs.**
Online Registration	183.25	2,748.75
Online Fee	77.72	1,165.80
Access & Security Sem.		27.00
Health Service Sem.		65.00
Total Per Hour and Per Sem.	260.97	4,006.55

2013

ONLINE UG SUMMER	**Per Hour**	**15 Hrs.**
Per Hour Fees		
Online Registration	183.25	2,748.75
Online Fee	77.72	1,165.80
Total Per Hour	260.97	3,914.55

Per Semester/Term Fees	**May**	**Full Term & 10–Week**	**Summer 1**	**Summer 2**
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
Total Per Semester/Term Fees	47.50	80.00	47.50	47.50

2012-2013

GRADUATE FALL/SPRING		**Per Hour**	**12 Hrs.**
General Registration		225.80	2,709.60
Athletic		17.00	204.00
Student Ctr/Recreation		4.25	51.00
Facilities Fee		9.00	108.00
HPER		9.12	109.44
Fine/Performing Arts		2.00	24.00
Technology		7.50	90.00
Library		3.00	36.00
Writing/Retention		0.35	4.20
Activity Fee	Sem.		15.50
SAB	Sem.		8.00
Publication	Sem.		6.00
Radio Station	Sem.		5.00
Access & Security	Sem.		27.00
Health Service	Sem.		65.00

Total Per Hour and Per Sem.	278.02	3,462.74
Out-of-State (Note 1)	225.80	2,709.60
Out-of-State Total	503.82	6,172.34

2013

GRADUATE SUMMER	**Per Hour**	**12 Hrs.**
Per Hour Fees		
General Registration	225.80	2,709.60
Athletic	17.00	204.00
Student Ctr/Recreation	4.25	51.00
Facilities Fee	9.00	108.00
HPER	9.12	109.44
Fine/Performing Arts	2.00	24.00
Technology	7.50	90.00
Library	3.00	36.00
Writing/Retention	0.35	4.20
Total Per Hour	278.02	3,336.24

Per Semester/Term Fees	**May**	**Full Term & 10–Week**	**Summer 1**	**Summer 2**
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
SAB (Student Activity Board)	-	3.00	1.50	1.50
Student Activity	3.50	3.50	3.50	3.50
Total Per Semester/Term Fees	51.00	86.50	52.50	52.50

2012-2013

PARTIALLY ONLINE GRAD	**Per Hour**	**12 Hrs.**
FALL/SPRING		
Online Registration	225.80	2,709.60
Online Fee	77.22	926.64
Access & Security Sem.		27.00

Health Service	Sem.		65.00
Total Per Hour and Per Sem.		303.02	3,728.24

2013

PARTIALLY ONLINE GRAD SUMMER	**Per Hour**	**12 Hrs.**
Per Hour Fees		
Online Registration	225.80	2,709.60
Online Fee	77.22	926.64
Total Per Hour	303.02	3,636.24

Per Semester/Term Fees	**May**	**Full Term & 10–Week**	**Summer 1**	**Summer 2**
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
Total Per Semester/Term Fees	47.50	80.00	47.50	47.50

Summer I, 2013-14

SPECIFIED FULLY ONLINE GRADUATE PROGRAMS	**Per Hour**	**12 Hrs.**
Per Hour Fees		
Online Registration	240.00	2,880.00
Total Per Hour	240.00	2,880.00

Explanatory notes:

Note 1: Out-of-state fees are waived for:

- Students residing in University housing (housing owned or leased by the University)
    - Full-time students receiving a full tuition scholarship provided by unrestricted funds of the University (State Statute 6-82-103)
    - Children or grandchildren (age 26 or under) of UCA graduates who are dues paying members of the UCA Alumni Association
    - Students who are members or dependents of members of the armed forces stationed in the State of Arkansas pursuant to military orders as stated in State Statute 6-60-205
    - Undergraduate students whose permanent address is in one of the counties contiguous to the State of Arkansas identified in relation to ACA 6-60-303 and 19-5-1076 which established the Higher Education Tuition Adjustment Fund
    - Graduate students whose permanent address is in one of the states contiguous to the State of Arkansas (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana)
    - Graduate students who have a full-time graduate assistantship
    - Courses offered through the Division of Outreach and Community Engagement
    - Courses offered online
    - Courses offered during the summer

Undocumented students pay out-of-state tuition unless they live in university housing.
There may be exceptions/modifications for international students pursuant to a contract with another entity.

Note 2: The maximum Access and Security Fee is $15 for summer.

Note 3: The maximum Health Services Fee is $65 for summer.

Couse, lab, and department fees are not listed and vary per individual class schedule.

"Capital Projects" – Board Policy No. 407

Student Recreational Field

The administration recognizes the student body's strong desire to have a dedicated recreational field. The current locations for intramural and extracurricular play are limited to the intramural baseball park located near the track complex, occasional use of the existing intercollegiate soccer field, and free play areas in the various "lawns" around campus. The proposed north/south layout is the location noted on the most recent master plan and is directly across from the existing intramural facilities and adjacent to existing parking and drives south of the Physical Plant.

The proposed project will allow for two (2) flag football games to be held side-by-side with a thirty (30) foot run-off area. The field would be lighted and utilize irrigated natural turf. The aerial view of the field location is attached.

The on-call engineering firm of Crafton Tull will perform the design work. The dirt work and construction will be bid, and the administration anticipates that those contracts will be on the February, 2013 Board agenda. The project will require a Method of Financing (MOF) to be approved by the Arkansas Legislative Committee – Review, Arkansas Department of Higher Education and the Department of Finance and Administration.

The engineering firm has provided a Preliminary Opinion of Probable Construction Cost of $446,800, including fees and a 10% contingency. As no bids have been taken, the actual cost may vary. A *not to exceed* cost of **$500,000** is requested to cover potential unknown factors. Restrooms, bleachers and concessions are not included in this project.

The project funding includes the following:

SGA (unknown at this time; will be supplied prior to the December 7 Board meeting)	
Farris Field reserves	$ 90,000
Unallocated Plant funds	410,000 (will be reduced by amount of SGA commitment)
Total available funds	**$500,000**

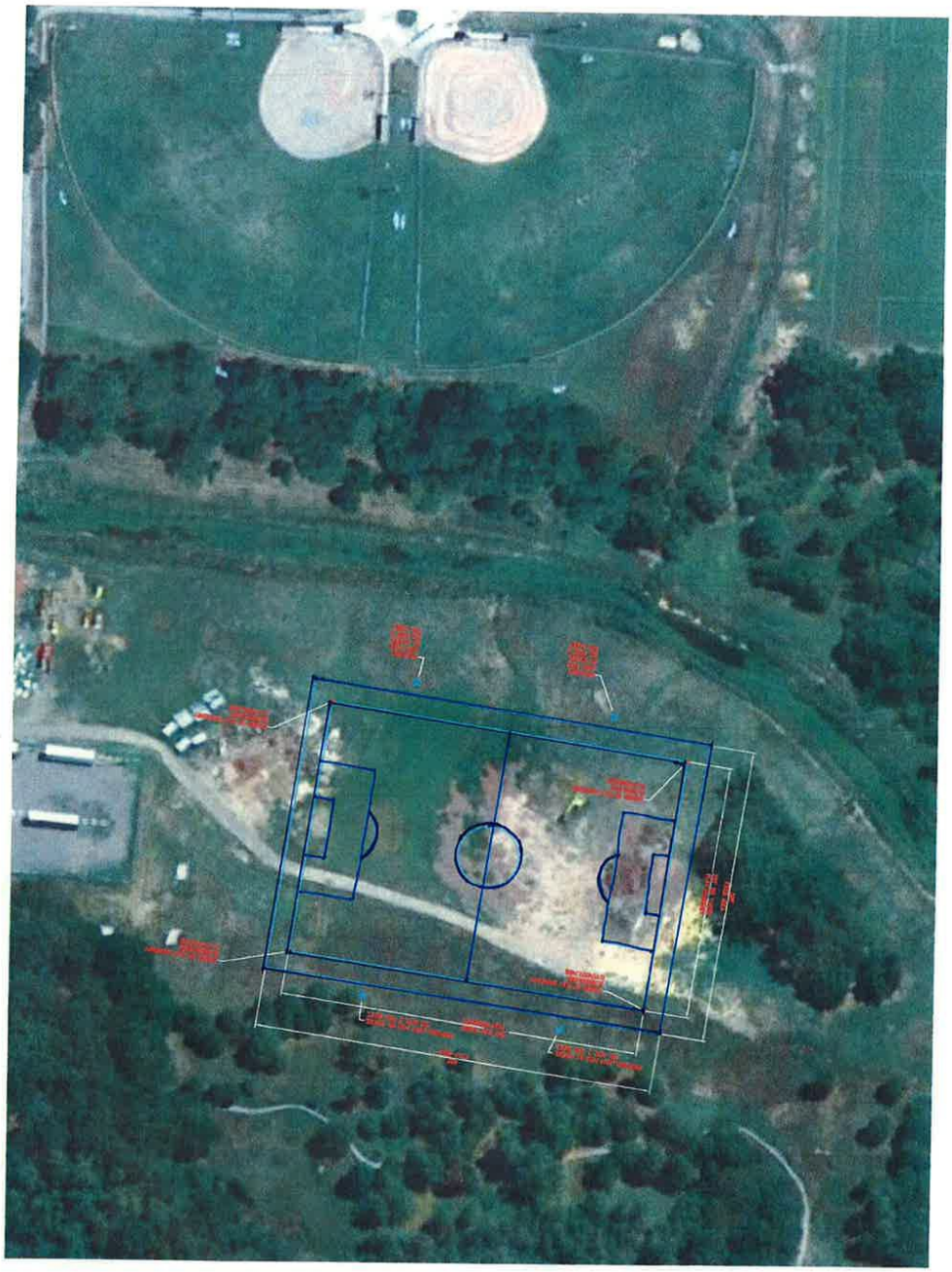
There are sufficient funds in the Unallocated Plant Funds and Farris Field Reserves to cover this obligation.

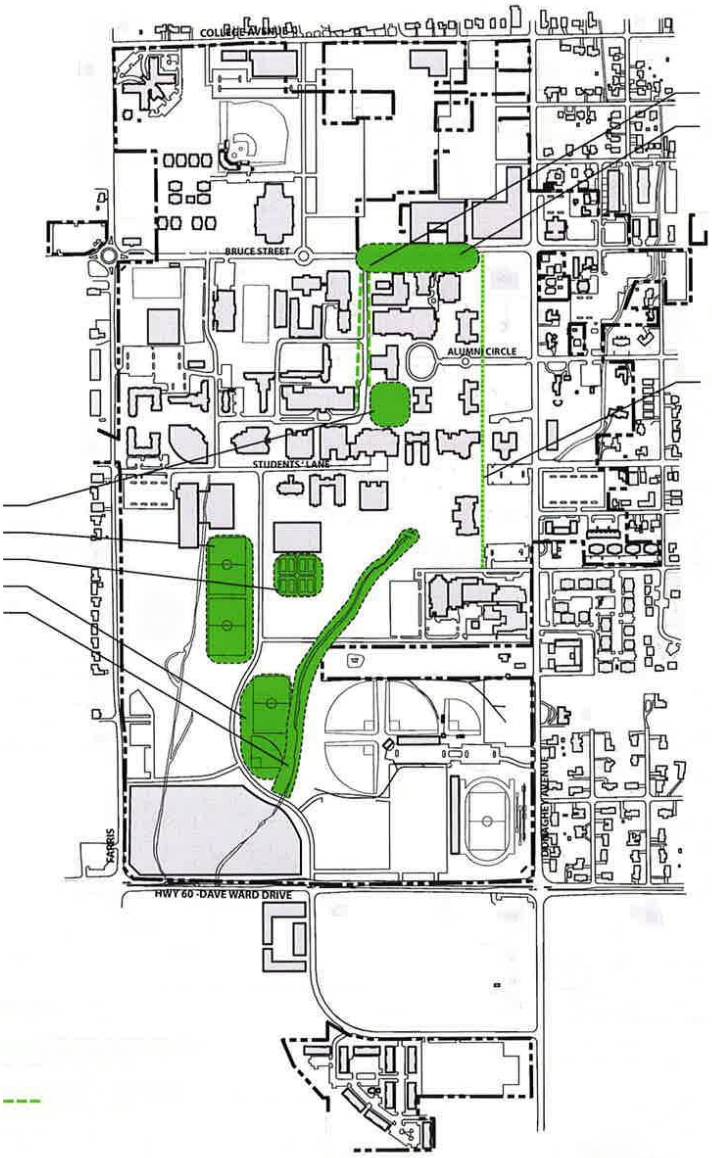
The estimated completion time is August, 2013.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Victor Green:

"BE IT RESOLVED: That the Board of Trustees hereby approves the development and construction of a student recreational field, provided the total project cost shall not exceed the sum of $500,000, unless such excess is approved by the Board of Trustees; and provided

further, that the construction contract, once bid, shall be brought back to the Board of Trustees for review and approval."




COLLEGE AVENUE
BRUCE STREET
ALUMNI CIRCLE
STUDENTS' LANE
HWY 60 -DAVE WARD DRIVE

Title of Resolution: Recreational Field Resolution

Sponsor: Branson White

Co-Sponsors: Jovana Ilic, Executive Vice President
Adam Price, Vice President of Finance

Date Presented to Senate: December 3, 2012

Student Life Committee: Adopted Unanimously

Senate: Adopted Unanimously

Whereas, The recreational field is a goal of the Campus Infrastructure Committee;

Whereas, The recreational field will directly benefit students by offering playing fields for the common student;

Whereas, The recreational field has been expanded to be able to accommodate two simultaneous intramural football games if need be;

Whereas, The recreational field already has lighting as part of the budget to insure maximum use; and

Whereas, The recreational field has the support of President Courtway and many influential university administrators; therefore,

Be It Resolved, That the Student Government Association of the University of Central Arkansas allocates $15,000 from reserve to be used in the construction of the recreational field.

Proposed Property Acquisition - Vacant Lot - Baridon and South Boulevard

The owners of a vacant lot situated at the southwest corner of Baridon Street and South Boulevard (immediately east of the Internal Audit House) approached the University regarding a possible purchase and sale of the vacant lot. The owners of the lot are Mr. and Mrs. Dennis Downey, Sr.

The property is approximately 75' by 170' and is more particularly described as follows:

Lot 12A of Block 74, Boulevard Addition to the City of Conway, Arkansas, the same being a replat of Lots 12, 13 and 14 of Block 74.

The University has a signed offer and acceptance with the Sellers for $45,000. A copy of the signed agreement is attached.

The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees. If approved by the Board of Trustees, the closing will occur in January 2013.

Due to the location of the vacant lot and the purchase price (approximately $3.53 per sq. ft.), the administration believes that the lot is in an area where the University needs to acquire property for future growth and/or parking. Because this property is in the same block as other University-owned property, and the price is reasonable, the administration proposes that it be authorized to proceed with the purchase.

Therefore, the President recommends to the Board of Trustees the following resolution.

"BE IT RESOLVED: That the Board of Trustees approves the transactions described above with Mr. and Mrs. Dennis Downey, Sr. for the sale and purchase of a vacant lot at the southwest corner of Baridon Street and South Boulevard in the City of Conway, Arkansas (more particularly described above), for a purchase price of $45,000 (plus any closing, settlement, or other customary costs incurred in real estate transactions), and the President and such other officials of the University of Central Arkansas, as the President may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements, and instruments as are necessary and required to consummate the foregoing purchase."

University of Central Arkansas
OFFICE OF THE PRESIDENT

November 1, 2012

Mr. and Mrs. Dennis Downey, Sr.
940 Jaci Lane
Conway, AR 72034

RE: OFFER & ACCEPTANCE - Vacant Lot - South Boulevard/Baridon Street, Conway, AR 72034

Dear Mr. and Mrs. Downey:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the University of Central Arkansas ("**Buyer**") offers to purchase from you ("**Sellers**") the property described below for the sum of Forty-Five Thousand Dollars ($45,000), plus the Buyer's share of the closing costs.

The property subject to this offer and acceptance is an unimproved vacant lot located at the southwest corner of South Boulevard and Baridon Street, Conway, AR, with dimensions of approximately 75' by 170' and more particularly described as follows:

Lot 12A of Block 74, Boulevard Addition to the City of Conway, Arkansas, the same being a replat of Lots 12, 13 and 14 of Block 74.

The foregoing legal description shall be referred to as the "Property." If a survey shall establish a different legal description, the parties agree to modify the legal description to conform to the survey, the intent of the parties being that the entire lot owned by the Sellers is to be conveyed at closing.

The terms and conditions of this offer to purchase are as follows:

1. The closing date will occur at a mutually acceptable date to be agreed upon by both parties, but shall occur not later than ~~December 14, 2012;~~ January 31, 2013

2. Buyer shall be entitled to possession of the Property at closing;

3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to the Property in Buyer as of closing shall be procured and paid for by Sellers;

Wingo Hall, Suite 207 | 201 Donaghey Avenue | Conway, AR 72035
501-450-5286 | FAX 501-450-5003 | uca.edu

4. Sellers shall deliver at closing (a) a warranty deed in standard form conveying fee simple absolute title to the Property (and any mineral interests owned by Sellers), free from all liens, claims or encumbrances of any kind with the grantee being "The Board of Trustees of the University of Central Arkansas" and (b) an assignment of any leases and all rents from the Property, if any;

5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Sellers shall be responsible for all real property taxes for previous years;

6. Buyer and Sellers will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);

7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;

8. Sellers represent and warrant to Buyer that Sellers are the sole owners of the Property, and no other person or entity has any form of ownership interest in, or right to use or occupy the Property, and further, that Sellers are in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;

9. Sellers represent and warrant to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Sellers, and if existing will be satisfied and paid in full at, or prior to, closing;

10. Sellers represent and warrant to Buyer that there do not exist any liens against Sellers for alimony or child support;

11. Sellers represent and warrant to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;

12. Sellers represent and warrant to Buyer that there is no loss arising from oil, gas, or other minerals conveyed, retained, or assigned, or from any other activity concerning sub-surface rights or ownership of the subject property, including but not limited to the right of egress or ingress for said sub-surface purposes;

13. Sellers represent and warrant to Buyer that there are no proceedings, either pending or threatened, which if decided adversely to Sellers, would constitute a lien on the Property; nor are there any money judgments entered by a court against Sellers which constitute a lien on the Property.

14. Sellers represent and warrant to Buyer that there are no unrecorded contracts of sale, options to purchase, or any other kind of agreement with any person or entity, affecting the Property;

15. Sellers shall be responsible for all risk of loss to the Property and improvements thereon (if any) prior to closing;

16. If Buyer desires to have a survey of the Property performed prior to closing, Sellers agree to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;

17. Sellers represent and warrant that to the best of Sellers' knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Sellers' knowledge, no such hazardous wastes exist today on the Property; and

18. Sellers shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of the contract. Any contractors, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the Buyer.

19. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas, and the same will presented to the Board of Trustees at a regular meeting on Friday, December 7, 2012. This agreement and Buyer's obligations hereunder shall not be a valid and binding legal obligation of Buyer until approved by resolution duly adopted by the Board of Trustees of the University of Central Arkansas.

There are two originals enclosed. If the terms are agreeable to you, please sign both of them, retain one for your files and please deliver the other original to Diane Newton, Vice President for Finance and Administration, University of Central Arkansas, 201 Donaghey Avenue, Conway, AR 72035.

This offer shall terminate and be of no effect unless it is signed by both of you, and delivered to Diane Newton, Vice President for Finance and Administration, by 4:30 P.M. Central Time on Friday, November 9, 2012.

Sincerely,

Tom Courtway
President

ACCEPTANCE BY SELLERS

The offer set forth above and all terms and conditions are hereby accepted on this 8 day of NOVEMBER 2012, at 10:00 (A.M. or P.M.).

Dennis E. Downey Sr
DENNIS DOWNEY, SR.

Mary Beth Downey
MARY BETH DOWNEY

Board Policy Series 300 and 500 – Revisions

Pursuant to Ark. Code Ann. §6-67-102, the Board of Trustees is charged with the management and control of the University, and has full power and authority to "…make, constitute, and establish such bylaws, rules and orders not inconsistent with law as to them seem necessary for the regulation, government and control of themselves as trustees and all officers, teachers, and other persons..."

The Board of Trustees has adopted a series of policies governing certain matters and these policies are set forth in the following eight series:

Series 100 - Institutional Mission
Series 200 - Board of Trustees
Series 300 - Provost
Series 400 - Administrative Services
Series 500 - Personnel
Series 600 - Financial Services
Series 700 - Student Services
Series 800 - Athletics

Beginning in 2010, a working group (Tom Courtway, Jack Gillean, Dr. Jonathan Glenn, and Katie Henry) was appointed to undertake a review of all of the Board policies. The working group reviewed the existing policies, met with members of various departments and divisions on campus, and has made recommendations to the President.

As part of this process, a new template was developed so that at the bottom of each page, the reader will see the Board policy number, the subject matter of the policy, and how many pages the policy includes.

The Board approved the revisions to Series 100 and 200 at its August, 2011, meeting and Series 700 and 800 at its February, 2012, meeting.

Changes and revisions in Series 300 and 500 are presented for your consideration. Proposed revisions to series 400 and 600 will be brought before the Board at a later date.

As with other material presented to the Board of Trustees, material to be deleted is stricken through, and material to be added is highlighted.

The following is a summary of the recommended changes.

1. Series 300 – Provost:

   Series 300 sets forth policies pertaining to Academic Affairs. The proposed changes are as follows:

a. Policy No. 300, *Faculty Handbook*, has been revised to delete references to a list of revision dates, which is no longer relevant, and to state that revisions to the *Faculty Handbook* will be made through established processes and approval of the Board of Trustees.

b. Policy No. 301, Post-Tenure Review, has been deleted. Information regarding post-tenure review is set forth in the *Faculty Handbook*.

c. Policy No. 302, Reserved.

d. Policy No. 303, Tenure and Promotion Procedures and Guidelines for Honors College Faculty, has been revised to reflect current titles and administrative structures.

e. Policy Nos. 304-309, Reserved.

f. Policy No. 310, Undergraduate Admission Policy, has no proposed changes.

g. Policy No. 311, Graduate Admission Policy, has been revised to identify the *Graduate Bulletin* as the publication of record for graduate admission policies.

h. Policy No. 312, Program-Specific Admission Policies, has no proposed changes.

i. Policy Nos. 313-318, Reserved.

j. Policy No. 319, Deadline for Applications for Admission and Scholarship Acceptance, has one minor revision, which is the deletion of the effective date of the policy.

k. Policy No. 320, Conflict of Interest for Sponsored Programs, has no proposed changes.

l. Policy No. 321, Maximum Number of Credit Hours – Baccalaureate and Associate Degrees, has been revised to comply with Act 747 of 2011.

m. Policy Nos. 322-323, Reserved.

n. Policy No. 324, Collections Management Policy, has been revised to change the title of the policy to "Fine and Decorative Arts Collection Management Policy" in order to clarify the nature of the collections management that is affected by this policy.

o. Policy Nos. 325-329, Reserved.

p. Policy No. 330, Student Retention, has been revised to change the title to "Student Probation, Suspension, and Continuation" in order to clarify the meaning of "retention"; and to provide that the rules regarding student probation, suspension, and continuation will be set forth in both the *Undergraduate* and *Graduate Bulletin*

q. Policy No. 331, Academic Clemency, has been modified in order to clarify to whom the policy applies.

r. Policy No. 332, College Level Exam Program (CLEP), has been deleted, and the policy will be published in the *Undergraduate Bulletin,* without the need for Board approval.

s. Policy No. 333, Graduate Residency Credit, has been revised to change the title to "Residency Credit" and to set forth that residency requirements for undergraduate and graduate students will be published in the *Undergraduate Bulletin* and *Graduate Bulletin*, respectively.

t. Policy No. 334, Graduate Transfer Credit, has been deleted, and the requirements will be set forth in the *Graduate Bulletin*.

u. Policy No. 335, Awarding of Degrees, has been revised to remove unnecessary detail.

v. Policy No. 336, University Studies Course Requirements, has been deleted, and the requirements will be published in the *Undergraduate Bulletin*, without the need for Board approval.

w. Policy No. 337, Reserved.

x. Policy No. 338, Degrees to Dental, Medical and Veterinary School Students, has been revised to add pharmacy and optometry to the title of the policy, to add a general education requirement, and to specify that articulation agreements may be developed.

y. Policy No. 339, Minimum Course Load for Academic Scholarship Recipients, has been revised to change the title of the policy to "Retention Requirements," to authorize the administration to establish requirements for retention of academic scholarships, and to specify that information about scholarships is maintained in the Division of Enrollment Management.

z. Policy No. 340, Library Collection Development Programs, has been deleted and library management will be responsible for establishing library collection development programs, without the need for Board approval.

aa. Policy No. 341, Guidelines for Graduate Certificate Programs, has been deleted as the Arkansas Department of Higher Education and the Arkansas Higher Education Coordinating Board sets forth the guidelines for graduate certificate programs.

bb. Policy Nos. 342-350, Reserved.

cc. Policy No. 351, Searches for Tenured or Tenure-Track Positions, has been deleted as this information is set forth in the *Faculty Handbook*, and any revisions to the *Faculty Handbook* must be presented to the Board for approval.

dd. Policy No. 352, Faculty Sick Leave, has been moved to Series 500 (Policy No. 529) since it is a personnel policy; no additional changes are proposed with regard to the content of the policy.

ee. Policy No. 353, Confidentiality-Tenure and Promotion Materials, has been deleted as this information is set forth in the *Faculty Handbook*, and any revisions to the *Faculty Handbook* must be presented to the Board for approval.

ff. Policy No. 354, Promotion Based on Master of Fine Arts Degree, has been deleted as this information is set forth in the *Faculty Handbook*, and any revisions to the *Faculty Handbook* must be presented to the Board for approval.

gg. Policy No. 355, Promotion of Instructors, has been deleted as this information is set forth in the *Faculty Handbook*, and any revisions to the *Faculty Handbook* must be presented to the Board for approval.

hh. Policy No. 356, Phased-Retirement Program, has been moved to Series 500 (Policy No. 528) since it is a personnel policy; no additional changes are proposed with regard to the content of the policy.

ii. Policy Nos. 357-360, Reserved.

jj. Policy No. 361, Guidelines for Graduate Assistants, has been deleted as this information is set forth in the *Policies and Procedures Manual for Graduate Assistants.*

kk. Policy No. 362, Accrued Leave –Employees Changing from Twelve-month to Nine-month Appointments, has been moved to Series 500 (Policy No. 527) as it is a personnel policy; the title has been changed to "Employees Changing from Twelve-Month Appointments to Positions of Less than 12 Months"; and exceptions to the policy must be approved by the president.

ll. Policy No. 363, Honorary Degrees, has been revised as follows:
The specific schedule for the process of identifying candidates and awarding honorary degrees has been deleted from the policy and delegated to the committee, and the majority required to forward a recommendation from the committee has been changed from "seven of the eight voting members" to "a majority of the committee's voting membership."

mm. Policy No. 364, Fringe Benefits for Part-Time Faculty, has been deleted and incorporated into Policy No. 526, Employee Benefits Program, which sets forth that employees must work a minimum of 75% time (for all employment classifications) in order to be eligible for the Employee Benefits Program.

nn. Policy No. 365, Community Schools and Clinics, has been revised to update the title of the Vice President for Finance and Administration.

oo. Policy Nos. 366-end, Reserved.

2. Series 500—Personnel

Series 500 sets forth policies pertaining to personnel at UCA. The proposed changes are as follows:

a. Policy No. 500, Affirmative Action Plan/Program, has been revised to be consistent with Arkansas law.

b. Policy No. 501, Affirmative Action/Equal Opportunity Statement, has been revised to clarify a few statements in the policy.

c. Policy No. 502, Affirmative Action/Equal Opportunity Statement for Inclusion in University Publications, has no proposed changes.

d. Policy No. 503, Hiring Policy for Employment of Faculty and Staff, has been revised to state that the *Faculty Handbook* will govern faculty searches.

e. Policy No. 504, Catastrophic Leave Bank Program, has been revised to change the term "non-faculty" to "twelve-month employees" and to clarify the process for awarding catastrophic leave (applications are available on the Human Resources website; all applications must be submitted to Human Resources and will be reviewed by the Catastrophic Leave Committee; and the president will make the final determination after consultation with executive staff).

f. Policy No. 505, Drug Free Workplace, has been revised to include a few stylistic changes.

g. Policy No. 506, Drug Free Schools and Campuses, has been revised to change the title of "Director of Personnel" to "Human Resources"; and to comply with revisions to, and further explain, Arkansas law.

h. Policy No. 507, Firearms Possession by Faculty and Staff, has been revised to add language that prohibits the possession, storage, or use of any handgun, as well as a firearm of any type, on university property or at a university event. The original language only made reference to the prohibition of firearms. In addition, notices and sanctions for violations of this policy shall be developed and published, consistent with Arkansas law and university regulations.

i. Policy No. 508, Payroll Deductions for UCA Foundation, has been revised to add "Bear Bucks" to the title of the policy for clarification purposes (the policy currently allows for deductions for Bear Bucks).

j. Policy No. 509, Personnel Records, has been revised to add a reference to the Arkansas Freedom of Information Act and to change the title of "Personnel Director" to "Human

Resources."

k. Policy No. 510, Professional Legal Liability Insurance, has been revised to clarify that in the event of legal action against an employee who is properly acting within the scope of employment, the University will assist in the defense of such action.

l. Policy No. 511, Sexual Harassment, has been revised to add "and Other Forms of Harassment" to the title of the policy for clarification purposes (the policy is currently used to address other forms of harassment); and to include minor stylistic changes.

m. Policy No. 512, Early Retirement for Teacher Retirement System Participants, has been deleted since the retiree benefits are currently the same for all retirement plans (set forth in Policy No. 526, Employee Benefits Program).

n. Policy No. 513, Physical Therapy for Employees, has been deleted as physical therapy services are no longer provided to university employees.

o. Policy No. 514, Nepotism, has been revised to comply with Arkansas law.

p. Policy No. 515, Consensual Relationship Policy, has been revised to include several, minor stylistic revisions.

q. Policy No. 516, Benefits-Eligible Retirement, has been revised as follows:

    i. to change the title to "Retiree Benefits";
    ii. to include language providing that if an employee is approved for long-term disability through Social Security or though the University's long-term disability carrier, the requirements set forth in the policy are waived; however, the employee must complete his or her last five years of employment at UCA in order to qualify for retirement benefits;
    iii. to state that at age 70, the retiree assumes 100% of the monthly premium for life insurance until age 80, at which time all group life policies terminate; and
    iv. to state that retirees shall be eligible for lifetime passes to certain athletic and university-sponsored events; other retiree benefits, such as free parking decals, access to the library, discounts to certain Reynolds Performance Hall events, and other miscellaneous benefits, which the University may elect to provide are available and must be approved by the President, upon recommendation from the staff and faculty senates.

r. Policy No. 517, Conflict of Interest, has been revised to include a few, minor stylistic revisions.

s. Policy No. 518, Children in the Workplace, has no proposed revisions.

t. Policy No. 519, Smoking and Tobacco Use Policy, has been revised to include a few, minor stylistic revisions.

u. Policy No. 520, Staff Handbook, has been revised to state that the administration, after consultation with the Staff Senate, is directed to update the *UCA Staff Handbook* as needed, consistent with current policies of the Board of Trustees, as well as all provisions of state and federal laws and regulations; in addition, the *UCA Staff Handbook* shall be made available to all UCA staff.

v. Policy No. 521, Staff Grievance Procedure, has been revised as follows:

i. to include a definition of "Working Day" (any day that the University is open for business;
ii. to provide that the entire grievance procedure shall be completed within 30 days instead of 60 days;
iii. to provide that in the event the grievant and respondent are required to meet pursuant to this policy, the meeting can be waived upon the mutual consent of the parties, and the parties can advance to the next step in the grievance policy; and
iv. to change the title of "director of personnel" to "associate vice-president of Human Resources."

w. Policy No. 522, Disabilities Grievance Policy, has been revised to clarify the grievance procedure, update titles of positions and committees, and delete the grievance petition from the board policy.

x. Policy No. 523, Arkansas Whistle-Blower Act, has been revised to comply with Arkansas law and to include a few stylistic revisions.

y. Policy No. 524, Discretionary Scholarship Program for Students with Exceptional Circumstances, has been moved to series 700, Student Services, (Policy No. 710) since this policy concerns students and not personnel; no additional changes are proposed with regard to the content of the policy.

z. Policy No. 525, Diversity; Diversity Advisory Committee, has no proposed changes.

aa. Policy No. 526, Employee Benefits Program

bb. Policy No. 527, Accrued Leave—Employees Changing from Twelve-Month Appointments to Positions of Less than 12 Months, has been moved to Series 500 from series 300 (Policy No. 362) as it is a personnel policy; the title has been changed to "Employees Changing from Twelve-Month Appointments to Positions of Less than 12 Months"; and exceptions to the policy must be approved by the president.

cc. Policy No. 528, Phased Retirement Program, has been moved to Series 500 from Series 300 (Policy No. 356) since it is a personnel policy; no additional changes are proposed

with regard to the content of the policy.

dd. Policy No. 529, Faculty Sick Leave, has been moved to Series 500 from Series 300 (Policy No. 352) since it is a personnel policy; no additional changes are proposed with regard to the content of the policy.

ee. Policy Nos. 530-end, Reserved.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Elizabeth Farris:

"BE IT RESOLVED: That the Board of Trustees approves the following revisions to Series 300 and Series 500 of the Policies of the Board of Trustees of the University of Central Arkansas as attached to this resolution, and the changes set forth in revised Series 300 and Series 500 shall be effective from and after this date."

PROVOST - 300.00

300	Faculty Handbook
301	~~Post-Tenure Review~~ (Reserved)
302	(Reserved)
303	Tenure and Promotion Procedures and Guidelines for Honors College Faculty
304-309	(Reserved)
310	Undergraduate Admission Policy
311	Graduate Admission Policy
312	Program-Specific Admission Policies
313-318	(Reserved)
319	Deadline for Applications for Admission and Scholarship Acceptance
320	Conflict of Interest for Sponsored Programs
321	Maximum Number of Credit Hours—Baccalaureate and Associate Degrees
322-323	(Reserved)
324	Fine and Decorative Arts Collections Management Policy
325-329	(Reserved)
330	Student ~~Retention~~ Probation, Suspension, and Continuation
331	Academic Clemency
332	~~College Level Exam Program (CLEP)~~ (Reserved)
333	~~Graduate~~ Residency Credit
334	~~Graduate Transfer Credit~~ (Reserved)
335	Awarding of Degrees
336	~~University Studies Course Requirements~~ (Reserved)

337	(Reserved)
338	Degrees to Dental, Medical, Pharmacy, Optometry, and Veterinary School Students
339	~~Minimum Coarse Load for Academic Scholarship Recipients~~ Retention Requirements
340	~~Library Collection Development Programs~~ (Reserved)
341	~~Guidelines for Graduate Certificate Programs~~ (Reserved)
342-350	(Reserved)
351	~~Searches for Tenured or Tenure-Track Positions~~ (Reserved)
352	~~Faculty Sick Leave~~ (Reserved)
353	~~Confidentiality-Tenure and Promotion Materials~~ (Reserved)
354	~~Promotion Based on Master of Fine Arts Degree~~ (Reserved)
355	~~Promotion of Instructors~~ (Reserved)
356	~~Phased-Retirement Program~~ (Reserved)
357-360	(Reserved)
361	~~Guidelines for Graduate Assistants~~ (Reserved)
362	~~Accrued Leave – Employees Changing from Twelve-Month to Nine-Month Appointments~~ (Reserved)
363	Honorary Degrees
364	~~Fringe Benefits for Part-Time Faculty~~ (Reserved)
365	Community Schools and Clinics
366-end	(Reserved)

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 300

Subject: Faculty Handbook

Date Adopted: 1983 Revised: 08/1993, 11/1993, 05/1994, 05/1995, 02/1996, 10/1996, 12/12

The Board adopted ~~the current~~ a *Faculty Handbook* in 1983, and has ~~revised~~ approved revisions to it several times since that date. ~~Various sections of a new Faculty Handbook were adopted by the Board in its August 1993, November 1993, May 1994, May 1995, February 1996, and October 1996 meetings.~~ Revisions to the *Faculty Handbook* are proposed and reviewed through established processes and are presented to the Board of Trustees for approval.

The *Faculty Handbook* contains Board policy concerning university governance, academic freedom, tenure, and various ~~personnel~~ other matters related to faculty members.

Copies of the *Faculty Handbook* are maintained in the Office of the Provost.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 301

Subject: Post-Tenure Review

Date Adopted: 10/98 Revised:

Purpose of Evaluation of Tenured Faculty

The purpose of post-tenure review should be understood as an integral part of the purpose of tenure: to build and maintain an effective and engaged faculty and to ensure academic freedom for that faculty in the pursuit of the goals of the university. Faculty members are effective and engaged insofar as they contribute to the stated mission of their academic departments and thereby to the overall mission of the university. This definition of an effective or engaged faculty assumes that: (a) great variability is possible among the career profiles of successful faculty members; (b) academic departments have the responsibility of defining their expectations for individual faculty members within the department's stated mission and consistent with the criteria for tenure established in the *Faculty Handbook*; and (c) the university is committed to provide faculty members with the administrative support and academic resources they need to successfully perform the teaching, scholarly, and service roles expected of tenured faculty.

An effective evaluation of tenured faculty will identify faculty members who have become ineffective or disengaged in order to provide support, assistance, and encouragement necessary to again become contributing members of the university community. The post-tenure review process is designed to maintain a faculty capable of effectively fulfilling the university's mission. The evaluation of tenured faculty must serve that process by making every effort to bring ineffective or disengaged faculty back into the active community of scholars.

Tenured Faculty Evaluation Process:

1. Annual reviews of tenured faculty will provide an administrative determination of merit, in addition to determining whether an individual is meeting the responsibilities and obligations of a tenured faculty member. Following the annual review, a tenured faculty member will be informed, in writing, by the responsible administrator (usually the chair) whether or not the faculty member has satisfactorily met the responsibilities of tenured faculty. All annual reviews will be forwarded to the next level administrator (usually the dean) for informational purposes.

2. Where it is determined by the chair that there exists a pattern of unsatisfactory ratings, the chair will inform the faculty member, in writing, of the need for a corrective plan. If the faculty member agrees with this determination, then the chair, in close consultation with the faculty member, will develop a corrective plan, including a time frame for meeting the requirements of the plan. The plan and time frame will be specified to the faculty member,

in writing, and a copy will be filed with the dean. If the faculty member elects to contest the chair's determination that there is a pattern of unsatisfactory performance, the faculty member may petition, in writing, the departmental tenure committee to review the record and the chair's determination. The petition must be submitted within five (5) working days of receiving the chair's determination.

A pattern of unsatisfactory ratings is defined as two (2) unsatisfactory ratings in consecutive years or three (3) unsatisfactory ratings within five (5) consecutive years.

3. Where it is determined that the departmental tenure committee agrees with the chair's determination and that a corrective plan is needed, the chair and the faculty member will be informed, in writing, of the committee's determination. The chair, in close consultation with the faculty member and departmental tenure committee, will develop a corrective plan, including a time frame for meeting the requirements of the plan. The plan and time frame will be specified to the faculty member, in writing, and a copy will be filed with the dean.

4. Where the chair and the departmental tenure committee, despite careful consideration, disagree, the chair and the departmental tenure committee may submit separate written recommendations to the dean for decision.

5. Where the dean determines that a corrective plan is not needed, the faculty member's most recent annual review will be ruled satisfactory, and the chair and faculty member will be notified, in writing, that no corrective plan is necessary.

6. Where the dean determines that a corrective plan is necessary, the chair, in close consultation with the faculty member and giving careful consideration to the recommendations of the departmental tenure committee, will develop a corrective plan including a time frame for meeting the requirements of the plan. The plan and time frame will be specified to the faculty member, in writing, and a copy will be filed with the dean.

7. The process, beginning with the determination that a pattern of unsatisfactory ratings exists through the development of a corrective plan, shall be completed within a six (6) week period. Exceptions to the time period may be made for extenuating circumstances as determined by the dean.

8. If it has been decided that a corrective plan is necessary, the faculty member will adhere to the requirements of the plan beginning no later than the following fall term.

9. During the first annual review after the specified time period, the chair will evaluate the faculty member's response to the corrective plan. The chair will inform the faculty member and dean, in writing, of his/her evaluation. During intervening annual reviews, the chair will advise the faculty member of the chair's determination of progress toward meeting the conditions of the plan.

10. In instances where the faculty member fails to meet the provisions of the corrective plan, the chair will provide the dean with a written report containing a recommendation for

~~appropriate disciplinary action. If the faculty member elects to contest the chair's determination of failure to meet provisions of the corrective plan, the faculty member may petition, in writing, the departmental tenure committee to review the record and the chair's determination before the chair's report is filed with the dean. The petition must be submitted within five (5) working days of receiving the chair's determination.~~

11. ~~Where it is determined that the departmental tenure committee agrees with the chair's determination, the recommendation of the chair will be forwarded to the dean.~~

12. ~~Where the departmental tenure committee and the chair disagree, the chair and departmental tenure committee may submit separate written recommendations to the dean for decision.~~

13. ~~The dean shall notify the faculty member, in writing, of any disciplinary action to be imposed. Notification will be provided during the spring term in which the decision is made. A faculty member who contests the imposition of disciplinary action may file an appeal consistent with the procedures described in the *Faculty Handbook*.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 303

Subject: Tenure and Promotion Procedures and Guidelines for Honors College Faculty

Date Adopted: 08/05 Revised: 12/12

In accordance with the operating procedures of the University of Central Arkansas, a faculty member will be evaluated for tenure or promotion in any year in which timing requirements for the submission of the application are met (see the UCA *Faculty Handbook*). The faculty member, with assistance provided by the Honors College ~~director~~ dean or associate ~~director~~ dean, has the primary responsibility for preparation of the contents of the file for tenure or promotion. This policy shall apply only to faculty hired before September 1, 2005.

Faculty Committee Structure

1. Tenure Committees

   Department and college level tenure committees will be constituted as detailed below. The ~~director~~ dean of the Honors College will serve in the capacity of a department chair in the Honors College faculty tenure procedure; ~~the Director of Exemplary Studies~~ an academic administrator designated by the provost will serve in the capacity of a college dean in the Honors College faculty tenure procedure.

   a. *Department Level Equivalent Tenure Committee (DLETC)*. Tenure application will be made to the director of the Honors College. The director will forward the applicant's file to the ~~department level equivalent tenure committee~~ (DLETC). Faculty members with tenure in departments outside of the Honors College who have taught on a recurring basis in the Honors College will form a pool of candidates from which four (4) will be chosen at random to serve as the ~~department level equivalent tenure committee~~ (DLETC). Recurring basis is here defined as having taught a semester-long course in the Honors College on two (2) or more occasions during the time that constitutes the applicant's probationary period for tenure. One additional tenured faculty member will be added to the ~~department level equivalent tenure committee~~ (DLETC). This member will be drawn at random from a pool of all faculty members from the applicant's discipline/field of study in a department outside of the Honors College, or a tenured faculty member outside of the Honors College whose expertise and experience are sufficiently related to the applicant's scholarly credentials. Candidates in the pool are to be chosen by the ~~director~~ dean of the Honors College with approval by the ~~Director of Exemplary Studies~~ provost. Once faculty members become tenured in the Honors College, all holding that status will also serve on the ~~department level equivalent tenure committee~~ (DLETC) .

b. *College Level Equivalent Tenure Committee*. Tenured faculty members appointed by the Faculty Senate to the University Honors Council will serve as the college level equivalent tenure committee. In this capacity, the committee will exclude the ~~director~~ dean of the Honors College, who serves ex-officio, non-voting, on the Honors Council.

c. General *Faculty Handbook* procedures will apply to all other tenure procedures, time deadlines, procedures for confidentiality, and appeal procedures. The Honors College ~~director~~ dean shall not serve on the tenure committees and may not meet with these committees during their deliberations.

2. Promotion Committees

The ~~director~~ dean of the Honors College will serve in the capacity of a department chair in the Honors College faculty promotion procedure; ~~the Director of Exemplary Studies~~ an academic administrator designated by the provost will serve in the capacity of a college dean in the Honors College faculty promotion procedure.

a. *Department Level Equivalent Promotion Committee*. Promotion application will be made to the ~~director~~ dean. The ~~director~~ dean will forward the applicant's file to the department level equivalent promotion committee. Up to four (4) faculty members in the Honors College with ranks of assistant professor, associate professor, or professor may be elected to serve on the department level equivalent promotion committee. In addition, faculty members with ranks of assistant professor, associate professor, or professor in departments outside of the Honors College who have taught on a recurring basis in the Honors College will form a pool of candidates from which four (4) will be chosen at random to join the department level equivalent promotion committee. Recurring basis is here defined as having taught a semester-long course in the Honors College on two (2) or more occasions during the time that constitutes the applicant's probationary period for promotion. One (1) additional faculty member will be added to the department level equivalent promotion committee. This member will be drawn at random from a pool of all faculty members with ranks of assistant professor, associate professor, or professor from the applicant's discipline/field of study in a department outside of the Honors College, or a faculty member outside of the Honors College whose expertise and experience are sufficiently related to the applicant's scholarly credentials. Candidates in the pool are to be chosen by the ~~director~~ dean of the Honors College with approval by the ~~Director of Exemplary Studies~~ provost.

b. *College Level Equivalent Promotion Committee*. Faculty members appointed by the Faculty Senate to the University Honors Council will serve as the college level equivalent promotion committee. This committee will exclude the ~~director~~ dean of the Honors College, who serves ex-officio, non-voting, on the Honors Council.

c. General *Faculty Handbook* procedures will apply to all other promotion procedures, time deadlines, procedures for confidentiality, and appeal procedures. The Honors College ~~director~~ dean shall not serve on the promotion committees and may not meet with these committees during their deliberations.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 310

Subject: Undergraduate Admission Policy

Date Adopted: 09/64 Revised: 12/77, 08/82, 04/84, 03/85, 06/86, 12/89, 04/92, 06/93,03/94, 05/94, 05/95, 10/96, 03/99, 01/02, 05/10, 10/12

The University establishes, and from time to time, modifies undergraduate admission criteria for unconditional, conditional, and transfer admission to the University. The *Undergraduate Bulletin* is the publication of record for undergraduate admission policies. Each time the admission criteria is proposed for revision in the *Undergraduate Bulletin*, those criteria shall be presented to the Board of Trustees at its next meeting for review, consideration, and approval.

Program-specific admission policies may be proposed in accordance with the terms of Board Policy No. 312, "Program-Specific Admission Policies."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 311

Subject: Graduate Admission Policy

Date Adopted: 06/78 Revised: 03/91, 03/94, 05/09, 12/12

The University establishes, and from time-to-time, modifies criteria for admission to the UCA Graduate School. The *Graduate Bulletin* is the publication of record for graduate admission policies. Each time the admission criteria is proposed for revision in the *Graduate Bulletin*, those criteria shall be presented to the Board of Trustees at its next meeting for review, consideration, and approval.

Program-specific admission policies may be proposed and modified in accordance with the terms of Board Policy No. 312, "Program-Specific Admission Policies".

~~**Regular Admission** shall require a baccalaureate degree from an accredited institution, adequate undergraduate preparation in the field of proposed academic emphasis at the graduate level, and a minimum 2.7 overall GPA or a 3.0 in the last 60 hours of undergraduate study. Program-specific admission policies may be proposed in accordance with the terms of Board Policy 312, Program-Specific Admission Policies.~~

~~**Conditional Admission** replaces the former "Special" and "Non-degree" categories. The conditions are to be specified for each student.~~

~~Students admitted on a conditional basis with less than the specified minimum undergraduate GPAs, must obtain a 3.0 within the first nine semester hours on UCA course work approved by the Graduate Dean.~~

~~**Concurrent Admission** allows seniors during their last semester or summer term of undergraduate work registration before graduation to enroll as concurrent graduate students if they are otherwise fully qualified to enter graduate school under the regular admission category.~~

~~**Non-degree Admission** is for students possessing the minimum GPA for regular admission but not intending to pursue a degree at the time of admission.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 312

Subject: Program-Specific Admission Policies

Date Adopted: 05/09 Revised:

The Board of Trustees authorizes the administration to establish program-specific admission policies for degree programs at the undergraduate and graduate levels in cases where admission to such programs is selective, limited, competitive, or otherwise restrictive. Such policies add to, but do not replace, general admission policies used by the University of Central Arkansas for undergraduate and graduate admission to the University.

New program-specific admission policies and revisions to existing program-specific admission policies may be approved by the provost upon recommendation through a review process and using criteria defined in the University of Central Arkansas' *Curriculum Development Process Guide* and agreed upon by the University's Undergraduate Council, Graduate Council, and Council of Deans.

The authoritative statement of a program-specific admission policy is the *Undergraduate Bulletin* for undergraduate programs and the *Graduate Bulletin* for graduate programs.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 319

Subject: Deadline for Applications for Admission and Scholarship Acceptance

Date Adopted: 04/96 Revised: 12/12

The administration is authorized to establish deadlines for application for admission and for scholarship acceptance to the spring and fall semesters~~, beginning with the fall semester of 1997~~.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 320

Subject: Conflict of Interest for Sponsored Programs

Date Adopted: 10/95 Revised: 06/96, 03/02

The purpose of this policy is to promote objectivity in scholarly activities by establishing standards for identifying and managing significant financial conflicts of interest in sponsored scholarly activities. The expected result of the implementation of this policy is that the design, conduct, and reporting of sponsored scholarly activities will not be biased by any conflicting financial interest of an investigator.

Definitions:

- Conflict of Interest: A significant financial interest in a business, or other personal considerations provided by a business, that could directly and/or significantly affect the design, conduct, or reporting of a funded scholarly activity
- Immediate Family: The investigator's spouse and dependent children as defined by the IRS.
- Investigator: The principal investigator, the co-principal investigators, and any other persons at the University who are responsible for the design, conduct, or reporting of scholarly activities. This definition includes research assistants, such as graduate assistants and post-doctoral fellows, but does not include those clerical or technical employees whose work cannot reasonably be expected to influence the design, conduct, or reporting of the sponsored scholarly activities.
- Significant Financial Interest: Anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options); and intellectual property rights (e.g., patents, copyrights, and royalties from such). The term does not include:
    - Salary, royalties, or other remuneration from the University;
    - Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
    - Income from service on advisory committees or review panels for public or nonprofit entities;
    - An equity interest that when aggregated for the investigator and the investigator's immediate family does not exceed $10,000 in value and does not represent more than 5% ownership interest in any single entity;
    - Salary, royalties, or other payments that when aggregated for the investigator and the investigator's immediate family over the next twelve (12) months, are not reasonably expected to exceed $10,000; or
    - Any ownership interests in the University, if the University is an applicant under the Small Business Innovation Research program.

Procedures:

1. The research compliance coordinator, Sponsored Programs Office, will be responsible for implementing this policy for the University.

2. Investigators must submit a financial disclosure statement before submitting a proposal for funding of scholarly activities. It is the responsibility of the principal investigator to name other persons on the project who meet the regulatory definition of investigator. All financial disclosures must be updated during the period of the award, either on an annual basis or as new reportable significant financial interests are obtained.

3. The financial disclosure statements shall be submitted to the research compliance coordinator, Sponsored Programs Office, for review to determine whether a conflict of interest exists. Any statement revealing a possible financial conflict of interest shall be forwarded to the dean of the appropriate college.

4. The college dean shall review the financial disclosure statement and determine whether an actual or potential conflict of interest exists. The dean will determine what conditions or restrictions, if any, should be imposed in order to manage, reduce, or eliminate the conflict of interest. The dean shall transmit the final determination in writing to the investigator, and supply a copy of the determination, financial disclosure statement, and action taken to the research compliance coordinator, Sponsored Programs Office. The investigator shall comply with the determinations prior to the University's expenditure of any funds under the award.

5. Examples of conditions or restrictions that may be imposed to manage, reduce, or eliminate an actual or potential financial conflict of interest include:

    a. public disclosure of significant financial interest;
    b. monitoring of scholarly activity by independent reviewers;
    c. modification of the scholarly activity plan; and
    d. disqualification from participation in all or that portion of the scholarly activity that would be affected by the significant financial interest.

6. If the college dean determines that an actual or potential conflict of interest exists, but that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impact that may arise from a significant financial interest are outweighed by interests of scholarly progress, technology transfer, or the public health and welfare, then the college dean may recommend that the scholarly activity go forward without imposing such conditions or restrictions. Such a recommendation will be forwarded for review and approval to the graduate dean. The graduate dean may choose to be advised by an ad hoc committee consisting of three (3) members chosen from the University Research Council. The graduate dean shall transmit the results and determination of the review in writing to the investigator, and supply a copy to the research compliance coordinator, Sponsored Programs Office. Any significant financial interest that cannot be managed, eliminated or reduced shall be disclosed to the sponsor of the scholarly activity.

7. If an actual or potential conflict of interest is identified at any time subsequent to the University's initial certification to the sponsor, Sponsored Programs will report to the awarding agency the existence of the conflict of interest and assure that the conflicting interest has been managed, reduced or eliminated; and, for any actual or potential conflict of interest that the University identifies that occurs subsequent to the initial report under the award, a new report will be made and the conflicting interest managed, reduced, or eliminated, at least on an interim basis, within sixty days (60) of identification.

8. If any failure of an investigator to comply with the University's conflict of interest policy should result in a bias to the design, conduct, or reporting of the scholarly activities, the sponsor will be promptly notified by the Sponsored Programs Office of the situation and of the corrective action taken or to be taken.

9. If any of the sponsored scholarly activities are performed by sub-grantees, contractors, or collaborators, the Sponsored Programs Office shall ensure that such entities provide appropriate financial assurances, either by requiring the entities to comply with this policy or providing similar financial disclosure information sufficient to allow the research compliance coordinator, Sponsored Programs Office, to make the necessary certifications to the sponsor.

10. Records of all financial disclosure statements and all recommendations and actions taken concerning an actual or potential conflict of interest shall be maintained in the Research Compliance Office, Sponsored Programs Office, until at least three (3) years after the termination or completion of the applicable sponsored scholarly activity award or the resolution of any government action involving the records.

11. The University will make information available, upon request, to the sponsor regarding all conflicting interests identified by the institution and how those interests have been managed, reduced, or eliminated to protect the scholarly activities from bias.

12. Failure of any University employee to comply with this policy shall constitute grounds for disciplinary action consistent with the faculty and staff handbooks, as applicable.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 321

Subject: Maximum Number of Credit Hours - Baccalaureate and Associate Degrees

Date Adopted: 10/95 Revised: 05/97, 12/12

The maximum number of credit hours required by the University of Central Arkansas for the baccalaureate degree shall be ~~130~~ 120. Any course of study requiring more than ~~130~~ 120 credit hours for the completion of the baccalaureate degree must be specifically approved by the Board of Trustees.

~~The Board approved the Bachelor of Science degree in Occupational Therapy (144 hours) effective on May 9, 1997.~~

The maximum number of credit hours required by the University of Central Arkansas for the associate degree shall be ~~63~~ 60. Any course of study requiring more than ~~63~~ 60 credit hours for the completion of the associate degree must be specifically approved by the Board of Trustees.

~~The Board approved the Associate of Applied Science degree in Physical Therapist Assisting (64 hours) effective on May 9, 1997.~~

~~This shall be implemented effective no later than June 30, 1997.~~

Associate degrees requiring more than 60 semester credit hours:

- AAS, Law Enforcement Administration, 63 hours (CJI higher education partnership)
- AAS, Crime Scene Investigation, 62 hours (CJI higher education partnership)

Baccalaureate degrees requiring more than 120 semester credit hours:

[to be determined during AY 2012-2013]

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 324

Subject: Fine and Decorative Arts Collections Management Policy

Date Adopted: 05/08 Revised: 07/09, 12/12

The Board of Trustees authorizes the University's administration to maintain a Fine and Decorative Arts Collections Management Policy that details responsibilities and guidelines for the acquisition, placement, and maintenance of works of fine and decorative art on the University of Central Arkansas campus.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 330

Subject: Student ~~Retention~~ Probation, Suspension, and Continuation

Date Adopted: 05/92 Revised: 04/96, 12/97, 12/12

~~Undergraduate and Post-baccalaureate Students. In addition to the completion of prescribed courses, students must meet established scholarship standards in order to continue in the university.~~

~~A student will be placed on academic probation whenever the semester grade point average is less than 2.000.~~

~~A student will be removed from academic probation whenever the semester grade point average equals or exceeds 2.000 and the cumulative grade point average equals or exceeds 2.000.~~

~~A student on academic probation who does not achieve a 2.000 semester grade point average and does not meet the minimum cumulative average listed below will be academically suspended.~~

~~SEMESTER HOURS ATTEMPTED~~	~~MINIMUM CUMULATIVE GPA.~~
~~1 – 30~~	~~1.70~~
~~31 – 59~~	~~1.85~~
~~60 OR MORE~~	~~2.00~~

~~The calculation of hours attempted will include grades A, B, C, D, F, and WF.~~

~~A first suspension will be for one semester.~~

~~A second suspension will be for one calendar year.~~

~~A third suspension will be academic dismissal, for an indefinite period of time.~~

~~All standards with respect to retention are binding and are not, therefore, subject to appeal.~~

The University has established standards relating to academic probation, suspension, and continuation at the institution.

Standards applicable to students in undergraduate-level programs of study are published in the *Undergraduate Bulletin*.

Standards applicable to students in graduate-level programs of study are published in the *Graduate Bulletin*.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 331

Subject: Academic Clemency

Date Adopted: 05/92 Revised: 12/12

Purpose

Effective July 1, 1992, the University of Central Arkansas adopts the following academic clemency policies and procedures for students who meet the eligibility requirements set forth below:

Eligibility

1. An individual must not have been enrolled in any institution of college or university rank for a period of at least five years (60 months) immediately preceding enrollment or re-enrollment at the University of Central Arkansas.

2. An individual must be an undergraduate student seeking the initial undergraduate degree (associate or baccalaureate) from the University of Central Arkansas in order to be eligible for academic clemency consideration.

Process

1. Application for academic clemency must be made at the time of conditional admission or re-admission to the University. ~~A conditionally admitted student who fails to meet the requirements for the granting of academic clemency will not be eligible to continue at the University~~ A student whose admission is contingent upon the granting of academic clemency but who fails to meet the requirements for academic clemency will not be eligible to continue at the University.

2. Application for academic clemency must be made through the Office of the ~~University~~ Registrar. The application will be reviewed and the appropriate decision rendered by the ~~University~~ Registrar.

3. In order for academic clemency to be granted, a minimum 2.0 grade point average and a minimum of twelve (12) semester credit hours must be earned within one (1) calendar year from the date of enrollment or re-enrollment.

Terms and Conditions

1. Under academic clemency an individual forfeits all grades and credits (including transfer) earned prior to the minimum period of non-enrollment, and such grades and credits will not

be considered in any academic deliberations from that point forward at the University of Central Arkansas.

2. Courses on which academic clemency is granted will be recorded on the permanent academic transcript but will not be used in the computation of the cumulative grade point average. The notation academic clemency granted (date) will be placed on the permanent academic transcript to identify those courses excluded from computation in the cumulative grade point average.

3. In regard to financial aid history, state and federal regulations controlling such matters may take precedence over institutional policy such as the granting of academic clemency.

4. In regard to athletic eligibility, all semesters/terms of attendance, including any of granted academic clemency, will be considered in the determination of athletic eligibility certification.

5. A declaration and granting of academic clemency may be exercised only once in an individual's academic career, and such declaration and granting is final and irreversible.

6. Policies related to academic clemency pertain only to the University of Central Arkansas and might not be honored by other institutions for admission to undergraduate programs, admission to graduate programs, or admission to professional programs.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 332 Page 103 of 188

Subject: College Level Exam Program (CLEP)

Date Adopted: 11/71 Revised:03/94

The College-Level Examination Program allows a student to receive college credit and/or satisfy college requirements. Students may take either the general examinations or specific subject examinations to earn college credit and allow the student to be exempted from as many as thirty hours of general education courses. No student is allowed to use test scores in lieu of courses in the student's major or minor, except in instances where general education requirements and major and minor requirements overlap.

When the student has satisfactorily completed the examination and has spent one semester in residence at the University of Central Arkansas, credit will be recorded and designated CLEP on the student's permanent record. No grade, however, will be recorded and consequently the result of the examinations will not be used in computing the student's grade-point average. No student will be allowed to earn more than thirty semester hours credit, and all examinations must be taken before the student begins the junior year. The student must apply directly to the test center where the test will be taken. Upon completion of the examination the student must request that a transcript of scores be sent to the Dean of Undergraduate Studies at the University of Central Arkansas. In addition to the fee charged by Educational Testing Service for taking the examination, the student, if qualified for credit, will pay an additional fee of $10.00 for each course for credit.

If the student elects to take all of the general examinations, twenty-six hours may be earned, which will allow the student to be excused from:

English 1310, 1320	6 hours
Art 3300	3 hours
Other social studies	6 hours
Biology 1400	4 hours
Mathematics 1360	3 hours
Physics 1400	4 hours
	26 hours

If, on the other hand, the student is successful in only part of the general examinations, the results for each section may be used to gain advanced standing according to the following plan:

English Composition	6 hours
Humanities	3 hours (Art 3300)
Mathematics	3 hours (Math)
Natural Sciences	8 hours (Science)
Social Science	6 hours (Other social sciences)
	26 hours

~~A student who chooses to test out of a course must make a satisfactory score on the subject examination. Approval of an appropriate test for credit must be made by the Dean of Undergraduate Studies.~~

~~The student must score at the fiftieth percentile or higher on National Sophomore Norms, to receive credit.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 333

Subject: ~~Graduate~~ Residency Credit

Date Adopted: 03/89 Revised: 12/12

~~A minimum of 24 hours of residency credit is required for all graduate programs at UCA.~~

A minimum number of credit hours earned in residence at the University of Central Arkansas is required for all degrees, programs, and certificates.

Residency requirements applicable to students in undergraduate-level programs of study are published in the *Undergraduate Bulletin*.

Residency requirements applicable to students in graduate-level programs of study are published in the *Graduate Bulletin*.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

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UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 335

Subject: Awarding of Degrees

Date Adopted: 04/90 Revised: 12/12

The Board of Trustees authorizes the administration to award academic degrees to degree candidates at the end of the semester in which the candidates' degree requirements have been completed, ~~be it the fall semester, the spring semester, or the summer session~~.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number:~~ ~~336~~ ~~Page 108 of 188~~

~~Subject:~~ ~~University Studies Course Requirements~~

~~Date Adopted:~~ ~~04/86~~ ~~Revised:~~ ~~03/94~~

~~University Studies is required of conditionally admitted freshmen and transfer students whose ACT scores (or equivalent) indicate they must be placed in one or more transitional classes (UNIV 1300, 1301, or 1340). Unconditionally admitted freshmen students may elect to enroll in University Studies 1100. The course will count as one credit hour but will not be applicable toward the 124 hours necessary for graduation.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 338

Subject: Degrees to Dental, Medical, Pharmacy, Optometry, and Veterinary School Students

Date Adopted: 02/82 Revised: 12/12

Students who have been accepted to accredited dental, medical, pharmacy, optometry, or veterinary schools prior to completion of a degree program at UCA may, upon successful completion of the first year of their professional program, receive a degree from UCA provided they have met the following requirements:

1. Completion of 96 hours of study with at least 75 hours in residence at UCA

2. Completion of the general education requirements; and

~~2~~ 3. Completion of a major area of study. Courses in the professional curriculum may, with the approval of the department chairperson, be used to satisfy the major requirements.

The University of Central Arkansas may enter into agreements with other institutions to confer appropriate degrees on students who successfully complete a professional degree program in the areas listed above. Before implementation, any such agreements must be reviewed through the curriculum process.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 339

Subject: ~~Minimum Course Load~~ Retention Requirements for Academic Scholarship~~s~~ ~~Recipients~~

Date Adopted: 09/97 Revised: 12/12

~~Beginning the Fall 1998 semester, recipients of the Academic Achievement Scholarship and the University Scholarship at the University of Central Arkansas will be required to maintain a course load of 15 hours each semester with a minimum grade point average of 3.0 the first semester and 3.25 in each semester thereafter. Presidential, Trustee, and Foundation scholarship recipients will be required to complete the academic year with a minimum of 30 hours and a minimum grade point average of 3.25.~~

The Administration is authorized to establish requirements, such as minimum load and GPA requirements, for retention of UCA academic scholarships. Current and comprehensive information about scholarships is maintained in the Division of Enrollment Management.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number:~~ ~~340~~ ~~Page 111 of 188~~

~~Subject:~~ ~~Library Collection Development Policy~~

~~Date Adopted:~~ ~~10/85~~ ~~Revised:12/96~~

~~The Board of Trustees delegates the authority to make periodic revisions in the Collection Development Policy of Torreyson Library to the Collection Development Committee with the understanding that such revisions will be reported to the Board.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 341 Page 112 of 188

Subject: Guidelines for Graduate Certificate Programs

Date Adopted: 12/00 Revised: ———

DEFINITION OF GRADUATE CERTIFICATE PROGRAM

A Graduate Certificate program is a 12-18 hour, focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. These graduate certificate programs have the following characteristics:

1. The courses are part of the graduate curriculum of the university.

2. Faculty have graduate faculty status.

3. Admission and completion requirements are based upon the policies of the graduate school.

4. Recognition of the completion is noted on the student's transcript.

APPROVAL PROCESS

The approval process will follow the same steps as all other new graduate program proposals except that approval by the Board of Trustees will not be required.

NOTIFICATIONS

Notification of Graduate Certificate Program additions or deletions will be presented to the Board of Trustees at the first available meeting. Additionally, each fall the Board will be provided with a listing of certificate programs offered during the previous academic year and summer, including the numbers of students served by and the number of certificates granted for each program. Written notification of additions or deletions of graduate certificate programs will be provided to the Arkansas Department of Higher Education as required.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number:~~ ~~351~~ ~~Page 113 of 188~~

~~Subject:~~ ~~Searches for Tenured or Tenure-Track Positions~~

~~Date Adopted:~~ ~~12/91~~ ~~Revised:~~ ~~———~~

~~The hiring of faculty members into tenured or tenure-track positions will be the result of national searches that involve faculty search committees at the departmental level. Such searches are required for all tenured or tenure-track appointments, including those to be made when converting non-tenure-track positions into tenure-track positions, regardless of any search that may have been done to fill the non-tenure track position.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number: 352~~ ~~Page 114 of 188~~

~~Subject: Faculty Sick Leave~~

~~Date Adopted: 12/88~~ ~~Revised: 03/89, 03/94~~

~~SICK LEAVE POLICY~~

~~In order for the University to wisely utilize its resources and appropriately reflect and evaluate personnel costs, a system for reporting absences from work because of illness is essential. Effective January 1, 1989, sick leave taken by all full-time employees, both faculty and non-faculty, shall be reported monthly to the Personnel Department by the director or chair of each administrative and academic unit.~~

~~The collegial sick leave policy for members of the faculty, as described in the Faculty Handbook (pg.81 VII), shall be limited to no more than six (6) consecutive months leave with pay. Leave without pay may be granted at the discretion of the President of the University upon recommendation of the Provost.~~

~~Employees who leave University employment are not entitled to be paid for accrued sick leave.~~

~~SICK LEAVE POLICY FOR TWELVE MONTH: ADMINISTRATIVE PERSONNEL WITH FACULTY RANK~~

~~All twelve-month administrative personnel with faculty rank who assume administrative positions after January 1, 1989, will accumulate sick leave at the rate of eight (8) hours per month with a maximum accrued leave of nine-hundred sixty (960) hours.~~

~~All twelve-month administrative personnel holding faculty rank in the employment of the University before January 1, 1989, will be subject to the sick leave policy in existence prior to that date. These employees have not earned nor reported sick leave in the past; however, this policy will allow maximum absences due to sickness not to exceed six consecutive months.~~

~~Sick leave can be used when an employee is unable to work because of sickness, injury, medical, dental or optical treatment. Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. Also, an employee may be required to furnish a certificate from an attending physician if the employee has been sick fewer than five (5) consecutive days. A certificate from a Christian Science practitioner listed in The Christian Science Journal may be submitted in lieu of a physician's certificate. Sick leave may also be granted to employees due to serious illness or death of a member of the employee's immediate family. Immediate family shall mean the father, mother, sister, brother, husband, wife, child, grandparents, grandchildren, in-laws, or any individual when the employee is acting as a parent or guardian. The sick leave policy presently stated in~~

~~the UCA Staff Handbook, as revised January 1, 1987, will be used to supplement these policies with more detail.~~

~~Forms for reporting sick leave each month will be provided to the administrative units and academic departments by the Personnel Office.~~

~~The Family and Medical Leave Act of 1993 entitles employees who have worked at least 1,250 hours during the previous twelve months to a total of twelve workweeks of unpaid leave during any given twelve month period for:~~

~~1. Medical reasons,~~
~~2. Birth or adoption of a child, or~~
~~3. To care for a child, spouse, or parent with a serious medical condition.~~

~~The employer must maintain coverage for the employee under any group health plan for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued employment.~~

~~Upon return from Family and Medical Leave, an employee is entitled to be restored to:~~

~~1. The position formerly occupied, or~~

~~2. An equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number:~~ ~~353~~

~~Subject: Confidentiality – Tenure and Promotion Materials~~

~~Date Adopted: 12/83~~ ~~Revised: ———~~

~~It is the policy of the University of Central Arkansas that all deliberations in the tenure and promotion process and all material considered herein shall be kept confidential. The expectation of confidentiality is brought about by the collegial nature and form of the deliberative process which requires as full and open a discussion as is possible among the members. Because members must work with one another as peers over a number of years and, in the case of tenure appointments, perhaps over a number of decades, the utmost candor is essential in the evaluative process.~~

~~Once a decision is reached, those who opposed as well as those who supported it must join together to carry it out. Confidentiality of the deliberations by members of the reviewing body and by those within the University to whom recommendations are transmitted is necessary for effective self-government of a University organized on a collegial basis. This is a protection for both the applicant and for the deliberative process.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number:~~ ~~354~~ ~~Page 117 of 188~~

~~Subject:~~ ~~Based on Master of Fine Arts Degree~~

~~Date Adopted:~~ ~~09/92~~ ~~Revised:~~ ~~———~~

~~The Board of Trustees hereby approves an amendment to pages 44, 45, and 50 of the Faculty Handbook so that the paragraph at the end of the page marked with an asterisk (*) reads as follows: One who holds the 60-hour master of fine arts degree with a creative thesis in studio art or technical theatre or one who holds the M.F.A. in creative writing in combination with the Master of Arts in English is qualified to apply for promotion to each academic rank.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number: 355~~ ~~Page 118 of 188~~

~~Subject: Promotion of Instructors~~

~~Date Adopted: 09/92~~ ~~Revised:~~

~~The Board of Trustees hereby approves an amendment to page 50 of the Faculty handbook so that the first sentence of the second paragraph of section (D.) reads as follows: to be eligible for promotion to assistant professor, a faculty member shall have been an instructor for at least one year.~~

PERSONNEL - 500.00

500	Affirmative Action Plan/Program
501	Affirmative Action/Equal Opportunity Statement
502	Affirmative Action/Equal Opportunity Employment Statement for Inclusion in University Publications
503	Hiring Policy for Employment of Faculty and Staff
504	Catastrophic Leave Bank Program
505	Drug Free Workplace
506	Drug Free Schools and Campuses
507	Firearms Possession by Faculty or Staff
508	Payroll Deductions for UCA Foundation and Bear Bucks
509	Personnel Records
510	Professional Legal Liability Insurance
511	Sexual Harassment and Other Forms of Harassment
512	~~Early Retirement for Teacher Retirement System Participants~~ (Reserved)
513	~~Physical Therapy for Employees~~ (Reserved)
514	Nepotism
515	Consensual Relationship Policy
516	~~Benefits - Eligible Retirement~~ Retiree Benefits
517	Conflict of Interest
518	Children in the Workplace
519	Smoking and Tobacco Use Policy
520	Staff Handbook
521	Staff Grievance Procedure

522 Disabilities Grievance Policy

523 Arkansas Whistle-Blower Act

524 ~~Discretionary Scholarship Program for Students with Exceptional Circumstances~~ (Reserved)

525 Diversity; Diversity Advisory Committee

526 Employee Benefits Program

527 Accrued Leave—Employees Changing from Twelve-Month Appointments to Positions of Less than 12 Months

528 Phased Retirement Program

529 Faculty Sick Leave

530-end (Reserved)

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 500

Subject: Affirmative Action Plan/Program

Date Adopted: 09/75 Revised: 09/77, 03/78, 09/90, 12/12

In 1975, the affirmative action plan presented to the Board was approved as an interim plan. In 1977, the Board adopted the State Desegregation Plan as applied to UCA. In 1978, the Board approved the Revised State Desegregation Plan.

In 1990, the Board accepted the five-year (5) Affirmative Action Program ~~for the Recruitment of Blacks and Other Members of Minorities for Faculty and Staff Positions and For Enrollment As Students~~. Pursuant to ~~Act 99 of 1989~~ Ark. Code Ann.§6-63-103, annual ~~progress~~ summary reports ~~measure compliance with the program~~ shall be prepared to show the steps that have been taken to reach the goals of the affirmative action plan. ~~A new program will be prepared every five years.~~ Affirmative action plans shall be prepared on a continuing basis for future five-year (5) periods.

Copies of the aforementioned plans and programs ~~are maintained in the Affirmative Action Office~~ shall be included in the Comprehensive Arkansas Higher Education Annual Report and filed with the governor, the Department of Higher Education, the president and Board of Trustees, and the interim House and Senate Committees on Education.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 501

Subject: Affirmative Action/Equal Opportunity Statement

Date Adopted: 06/74 Revised: 02/82, 12/12

UCA has an established and firm commitment to equal opportunity in the operation of all facets of the institution. Through the years, and at the present, this commitment has not diminished. It has been articulated as a part of institutional policy. The University continues to recognize the advantages created by a learning climate that fosters and promotes diverse representation among faculty, staff, and students. ~~From such an~~ This environment ~~flows the~~ provides an opportunity for an intellectual freedom of ideas and social interactions that result from divergent experiences. A primary effort in promoting this more desired and acceptable university environment is the recruitment and appointment of faculty and staff members who represent a broad spectrum of the pluralism that exists in the American community. Toward this goal, this university must remain dedicated.

The University has made gains in diversifying ~~appointing black African-Americans to~~ administration, faculty, and staff ~~positions~~. These appointments represent progressive movement but do not signal the accomplishment of the desired end results.

As a means toward achieving the desired learning environment concomitant with a quality university, the Board of Trustees for the University of Central Arkansas reaffirms its commitment to the policy of affirmative action and equal opportunity in all the institution's endeavors, with special attention given to the continuation of the appointment of a more diverse faculty and staff. The Board recognizes that rhetorical commitment will, by itself, accomplish little. Thus, as a manifestation of this reaffirmation, University deans and vice presidents will report annually to the University president, who will then report to the Board, on the efforts undertaken and the progress accomplished in achieving the implementation of this policy resolution. Further, the accomplishment of diversity through the process of providing equal opportunity through affirmative action is included as one variable to be used by the president in assessing performance of deans and other unit heads.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 502

Subject: Affirmative Action/Equal Opportunity Statement for Inclusion in University Publications

Date Adopted: 08/91 Revised:

The University of Central Arkansas is an affirmative action/equal opportunity institution. In keeping with its non-discrimination policy in employment, admissions and other functions and programs, the University considers employees and students on the basis of individual merit without regard to sex, race or color, religion, national origin, age, disability, or other factors irrelevant to participation in its programs.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 503

Subject: Hiring Policy for Employment of Faculty and Staff

Date Adopted: 10/94 Revised: 02/03, 12/12

Prior to advertising any vacant position at the University, the applicable personnel should first define the position to be filled, including specific requirements and credentials.

Faculty searches will be governed by the *Faculty Handbook*. ~~All tenure and tenure-track academic positions and all non- classified staff positions will be filled by national searches when appropriate and will make use of a search committee~~. Additionally, the University will make use of search firms where appropriate. Search procedures should include notices in national journals and publications. The Affirmative Action Office may be consulted for assistance in developing search strategies. A list of historically black colleges and universities is maintained in the Affirmative Action Office. Qualified walk-in and unsolicited applicants should be considered when filling vacancies; however, files on walk-in and unsolicited applicants need not be retained if an opening does not exist and is not anticipated.

All positions that are filled by national searches should remain open for at least two (2) weeks after the last advertisement has appeared. All other positions should remain open for at least one (1) week after the last advertisement has appeared. If at this time the search process has not located five (5) qualified applicants, the Affirmative Action Office should be contacted to determine if Affirmative Action guidelines have been followed or if the position should be re-advertised.

If one (1) position has been advertised and an identical opening occurs before the closing date for the first job, it is possible to use the original candidate pool for both positions, providing that there are at least ten (10) qualified applicants. If this number of applications is not available, the Affirmative Action Office should be contacted.

Every effort should be made to include women and minorities on search committees. It is to be noted, however, that women and minorities should not be expected to bear the full responsibility for equal opportunity hiring. All members of the committees should be made aware of UCA's commitment to affirmative action.

It is also desirable that diversity be achieved in the applicant pools. Therefore, all reasonable efforts should be made to recruit such candidates.

All records of the hiring procedure, including, among others, applications, resumes, interview notes, and memoranda, should be kept three (3) years. All personnel records relevant to a charge of discrimination or a civil action shall be preserved until the final disposition of the case.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 504

Subject: Catastrophic Leave Bank Program

Date Adopted: 12/91 Revised: 08/93, 12/12

It shall be the policy of the University of Central Arkansas to permit eligible, regular, full-time, classified or non-classified, ~~non-faculty~~ twelve-month employees to voluntarily donate accrued annual and/or sick leave to the Catastrophic Leave Bank Program. It shall also be the policy of the University of Central Arkansas to permit eligible, regular, full-time, classified or non-classified, ~~non-faculty~~ twelve-month employees to voluntarily receive leave from the Catastrophic Leave Bank Program. The Catastrophic Leave Bank Program does not create any expectations or promises of continued employment with the University of Central Arkansas and is merely a means of assisting eligible university employees through medical emergencies, injuries and illnesses should they exhaust all earned sick, annual, holiday and compensatory leave time.

Applications for catastrophic leave are available on the Human Resources website. All applications must be submitted to Human Resources and will be reviewed by the Catastrophic Leave Committee. The Catastrophic Leave Committee shall be composed of seven (7) members who represent a relative demographic cross-section of the University's work force and shall be appointed by the president of the University. Participation shall be voluntary and the administration of the Catastrophic Leave Bank Program shall be in accordance with ~~Acts 169 of 1991 and 441 of 1993.~~ Arkansas law. The committee will make recommendations to the president, who will make the final determination after consultation with the executive staff.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 505

Subject: Drug-Free Workplace

Date Adopted: 12/89 Revised: 12/12

The University of Central Arkansas Board of Trustees condemns the unlawful sale, manufacture, distribution, possession, transfer, or use of a controlled substance by any employee of the University. It is the policy of the University of Central Arkansas to abide by the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2 of March 30, 1989. Therefore, the unlawful sale, manufacture, distribution, possession, transfer, or use of a controlled substance in the University's workplace is prohibited. Accordingly, following are policy statements, which shall govern the various forms of controlled substance abuse on the University campus or in the University workplace.

1. The University will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances to another person or sells or manufactures a controlled substance or uses a controlled substance while on the job, ~~or~~ on University premises, or in University vehicles will be subject to discipline up to, and including, termination.

2. The term "controlled substance" means any drug listed in 21 USC § 812 and other federal regulations. Generally, these are drugs ~~which~~ that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, "crack," and "ice." They also include "legal drugs" which are not prescribed by a licensed physician.

3. Each employee is required by law to inform the University within five (5) days after he or she is convicted of violation of any federal or state criminal drug statute where such violation occurred on the University's premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.

4. The University will notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten (10) days of receiving notice of the conviction from the employer or otherwise receiving actual notice of such conviction.

5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to, and including, termination. Alternatively, and at the sole discretion of the University, the employee may be required to successfully complete a drug rehabilitation program sponsored by an approved private or government

institution.

6. Abiding by the Drug-Free Workplace Policy is considered to be a condition of employment for all University employees. The president will insure that all employees acknowledge, in writing, receipt of a copy of this policy.

7. This policy is intended to comply with the rules published by the Federal Office of Management and Budget on January 31, 1989, in the *Federal Register*, implementing the Drug-Free Work Place Act of 1988 and the Governor's Executive Order 89-2 dated March 30, 1989.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 506

Subject: Drug-Free Schools and Campuses

Date Adopted: 09/90 Revised: 12/12

This policy is mandated by and complies with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

1. ANNUAL DISTRIBUTION OF POLICY, IN WRITING, TO EACH STUDENT AND EMPLOYEE:

The Vice President for Student Services will be responsible for providing a copy of the "Drug-Free Schools and Campuses Policy" on an annual basis to all students. ~~The Director of Personnel~~ Human Resources will provide a copy of this policy to all faculty and staff.

2. STANDARDS OF CONDUCT THAT CLEARLY PROHIBIT, AT A MINIMUM, THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS AND EMPLOYEES ON ITS PROPERTY OR AS PART OF ANY OF ITS ACTIVITIES:

The University is committed to the maintenance of a drug-and alcohol-free workplace and the encouragement of a standard of conduct for employees and students that discourages the unlawful possession, use, or distribution of controlled substances and alcohol on its property or as part of any of its activities.

Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students and employees on University property or as a part of any University activities is expressly prohibited. Off-campus activities sponsored by recognized student organizations must abide by all local and state laws.

3. A DESCRIPTION OF APPLICABLE LEGAL SANCTIONS UNDER LOCAL, STATE, OR FEDERAL LAWS.

The following legal sanctions, at a minimum, may occur for violation of law:

a. **Manufacture or Delivery of Controlled Substance**: It is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance. Penalties for the manufacture or delivery of a controlled substance can range from three (3) years to life in prison, and fines up to $250,000, depending on

the quantity and type of drug. In addition, real and personal property used in the manufacture, delivery, or importing of controlled substances may be forfeited to the government. An enhanced penalty of ten (10) years can be added if the person is on or within 1,000 feet of this institution.

b. **Manufacture or Delivery of a Counterfeit Substance**: It is unlawful for any person to create, deliver, or possess with intent to deliver, a counterfeit substance purporting to be a controlled substance. Penalties for the creating and/or delivery of a counterfeit substance can range from one (1) to twenty (20) years in prison, and fines up to $15,000 depending on the type of drug being counterfeited.

c. **Possession of a Controlled or Counterfeit Substance**: It is unlawful for any person to possess a controlled substance or counterfeit substance. Penalties for possession of a controlled or counterfeit substance can range from one (1) to ten (10) years in prison, and fines up to $10,000, depending on the type of drug (or counterfeit substance) possessed.

d. **Underage DUI Law.** The State of Arkansas has recently passed an "Underage DUI Law" (Act 863 of 1993) in which it is an offense for a person under the age of 21 with a blood alcohol content of .02 – .08 ~~or greater (approximately 1 to 2 beers or hard drinks of liquor)~~ to operate or be in control of a motorized vehicle. Penalties for a first offense can result in (1) suspension of driver's license for not less than 90 days or more than 120 days; (2) a fine of not less than $100 nor more than $500; (3) assignment to public service work; and~~/or~~ (4) attendance at an alcohol and driving education program.

e. **Driving While Intoxicated**: A person who ~~drives~~ operates or is in control of a motorized vehicle while influenced or affected by the ingestion of alcohol concentration of at least eight hundredths (.08), a controlled substance, or any intoxicant, commits the offense of driving while intoxicated. Penalties for such offense may include:

i. Suspension of license for ~~90 to 120 days~~ six (6) months for first offense (and additional days for subsequent offenses);

~~ii. Placement on probation for first offenders who plead guilty or nolo contendere prior to an adjudication of guilt;~~

ii. Imprisonment for no less than twenty-four (24) hours and no more than one (1) year for the first offense (with additional imprisonment for subsequent offenses);

iii. Fines of no less than $150 and not more than $1,000 for the first offense (with harsher fines for subsequent offenses);

iv. Payment of an additional $250 in court costs;

v. Or as an alternative to payment, public service work as deemed appropriate by the court; ~~and~~

vi. A requirement to complete an alcohol education program as prescribed and approved by the Arkansas Highway Safety Program, or an alcoholism treatment program as approved by the Office on Alcohol and Drug Abuse Prevention; and

vii. Upon an arrest for a first or second offense, the Office of Driver Services may restrict the person to operating only a motor vehicle that is equipped with a functioning ignition interlock device.

(.05 evidence) = A blood alcohol level of 0.5 may be considered with other competent evidence in determining guilt or innocence.

(~~.10~~ .08 persuasive) = A blood alcohol level of ~~.10~~ .08 or more shall give rise to a presumption of intoxication.

f. **Public Intoxication ~~–~~ Drinking in Public**: ~~A person commits the offense of "Public Intoxication" if (1) he appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he is likely to endanger himself or other persons or property, or that he unreasonably annoys persons in his vicinity or (2) he consumes an alcoholic beverage in a public place. Public Intoxication is a Class C misdemeanor, and can result in (1) a fine of up to $100, and/or (2) imprisonment in the county jail (or other authorized institution) for up to 30 days.~~

i. A person commits the offense of **public intoxication** if he or she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree and under circumstances such that:

- The person is likely to endanger himself or herself or another person or property; or
- The person unreasonably annoys a person in his or her vicinity.

ii. A person commits the offense of drinking in public if the person, other than in a place of business licensed to sell alcoholic beverages for consumption on the premises, consumes any alcoholic beverage:

- In any public place;
- On any highway or street;
- Upon any passenger coach, streetcar, or in or upon any vehicle commonly used for the transportation of passengers; or

- In or about any depot, platform, waiting station or room, or other public place.

Public Intoxication/Drinking in Public is a Class C misdemeanor and can result in (1) a fine of up to $100, and/or (2) imprisonment in the county jail (or other authorized institution) for up to 30 days.

g. **Minor in Possession of Alcohol:** Any person under twenty-one (21) years of age who has purchased or is in possession of intoxicating liquor, wine, or beer, in violation of the "Minor in Possession of Alcohol" statute, will be subject to a mandatory driver's license suspension for sixty (60) days by the Office of Driver Control, whether or not the person was in or about a vehicle at the time of arrest. Possession can include internal possession.

h. **Contributing to Delinquency of a Minor**: A person commits the offense of "Contributing to the Delinquency of a Minor" if, being an adult (eighteen [18] and over), he or she knowingly aids, causes, or encourages a minor to do any act prohibited by law, such as ~~purchases~~ purchasing or ~~provides~~ providing alcoholic beverages ~~for~~ to a minor. Such an offense is a Class A misdemeanor and can result in (~~1~~i.) a fine of up to $1,000 and/or (~~2~~ii.) imprisonment in the county jail (or other authorized institution) for up to one full year.

i. **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**:

21 U.S.C. 844(c) - 1st conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000, or both.

After one prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

After two or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both if:

i. 1st conviction and the amount of controlled substance which contains cocaine base ("crack cocaine") possessed exceeds five (5) grams.

ii. 2nd ~~crack~~ conviction and the amount of crack cocaine possessed exceeds three (3) grams.

iii. 3rd or subsequent ~~crack~~ conviction and the amount of crack cocaine possessed exceeds one (1) gram.

The minimum sentence is required to be imposed and cannot be suspended or deferred.

21 U.S.C. 853(a)(2) and 881(a)(7) - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment. (See special sentencing provisions re: crack cocaine).

21 U.S.C. 881(a)(4) - Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a - Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to five (5) years for second and subsequent offenses.

19 U.S.C. 922(g) - Ineligible to receive or purchase a firearm.

Miscellaneous - Revocation of certain Federal licenses and benefits (e.g., pilot licenses, public housing tenancy, etc.) are vested within the authorities of individual Federal agencies.

4. DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL.

a. **Alcohol.** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and adult abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental

retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

b. **Cocaine.** Cocaine use can lead to nasal stuffiness and tender, bleeding nasal membranes, seizures, heart and respiratory failure, paranoia, and dependence (addiction).

c. **Marijuana.** Marijuana use can lead to major lung diseases (e.g. emphysema, bronchitis); impairment of the immune system that fights off infection and disease; and reduction of the male hormone, testosterone.

5. DESCRIPTION OF AVAILABLE DRUG OR ALCOHOL COUNSELING, TREATMENT, OR REHABILITATION OR RE-ENTRY PROGRAMS:

There are a number of groups, offices, agencies, and hospitals in central Arkansas that offer drug treatment and rehabilitation services/programs. Information regarding these programs can be located in the yellow pages of the telephone directory under the headings "Alcoholism Information and Treatment Centers" and "Drug Abuse and Addiction Information and Treatment."

The UCA Counseling Center ~~(313 Bernard Hall~~, (501-450-3138), can provide referrals for those with alcohol and other drug problems. The UCA Health Resources Center, ~~002 Bernard Hall,~~ (501-450-3133), provides information and Alcohol/Drug Awareness programming.

6. CLEAR STATEMENT OF THE DISCIPLINARY SANCTIONS THAT WILL BE IMPOSED ON STUDENTS AND EMPLOYEES:

Students violating the University policy on alcohol or drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. Any student allowed to remain in the University will, at a minimum, be required to successfully complete a University sponsored alcohol and drug education course. Any employee violating any criminal alcohol or drug statute while in the work place will be subject to discipline up to and including termination.

7. BIENNIAL REVIEW OF PROGRAM TO DETERMINE ITS EFFECTIVENESS, IMPLEMENT CHANGES, AND ENSURE THAT DISCIPLINARY SANCTIONS ARE CONSISTENTLY ENFORCED.

The Drug-Free Schools and Campuses policy will undergo a biennial review by the University Alcohol and Drug Abuse Prevention Committee. This committee makes recommendations to the Vice President for Student Services.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 507

Subject: Firearms Possession by Faculty or Staff

Date Adopted: 03/93 Revised: 12/12

~~The employment of a staff member or non-tenured faculty possessing, storing or using a firearm on university controlled property or at university sponsored or supervised functions, unless authorized by the university, will be terminated upon discovery of such activity unless a waiver of the termination is granted by the President upon the recommendation of the vice president for the division in which the non-tenured faculty or staff member is employed. Any tenured faculty member possessing, storing or using a firearm on university controlled property or at university sponsored functions, unless authorized by the university, will be notified in writing that a second offense will be considered repeated failure to comply with official directives and established university policies within the meaning of the Faculty Handbook and will result in termination of the tenured faculty member, unless a waiver is granted by the President upon recommendation of the Provost.~~

The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the University campus, (b) in any building owned or controlled by the University, and (c) at any University event.

The administration shall develop and publish notices advising all persons of this prohibition. The administration shall also publish such notices on the University's website and in the *Faculty Handbook* and *Staff Handbook,* and shall develop and publish sanctions for violations of this policy consistent with Arkansas law and other University regulations.

These provisions shall not apply to any certified law enforcement officer employed by the University Police Department or any other certified law enforcement officer.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 508

Subject: Payroll Deductions – UCA Foundation and Bear Bucks

Date Adopted: 02/87 Revised: 07/09, 12/12

The Board of Trustees authorizes deductions from the payrolls of University employees for contributions to the University of Central Arkansas Foundation, Inc. and for Bear Bucks, a declining balance program similar to a prepaid credit/debit card, when authorized by University employees and so long as such deductions are authorized by the Arkansas General Assembly.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 509

Subject: Personnel Records

Date Adopted: 10/85 Revised: 12/12

Personnel records at the University of Central Arkansas will be handled in accordance with ~~the~~ existing ~~state laws~~ Arkansas Law concerning public access and personal privacy, including but not limited to, any requests made under the Arkansas Freedom of Information Act. Any request to review a personnel record must be made in writing and delivered to Human Resources. ~~Personnel Director~~. Such records will be made available, within the context of the law, as soon as reasonably possible but no later than three (3) working days of receipt of the request. Personnel records can be reviewed only during normal working hours when university offices are open. The individual whose record is to be reviewed will be notified prior to the release of that record. Any material ~~which~~ that is protected by federal or state law or regulation will be removed from the record before being produced and held confidential.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 510

Subject: Professional Legal Liability Insurance

Date Adopted: 04/83 Revised: 12/12

The administration is authorized to procure professional legal liability insurance to cover all faculty and staff members of the University against the costs of legal actions brought against such employees while properly acting within the scope of such employment.

~~Also, employees should be given assurance that should such legal action be brought against an employee while properly acting within the scope of employment, the University shall offer its full support and guidance for the defense of such action.~~

In the event legal action is brought against an employee while properly acting within the scope of employment, the University will assist in the defense of such action.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 511

Subject: Sexual Harassment and Other Forms of Harassment

Date Adopted: 08/89 Revised: 12/12

The University of Central Arkansas Sexual Harassment Policy is as follows:

Sexual harassment by any faculty member, staff member, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972.

The University considers sexual harassment a very serious issue and shall subject the offender to dismissal or other sanctions following the University's investigation and substantiation of the complaint and compliance with due process requirements.

NOTE: Other forms of harassment based upon race, religion, national origin, sex, or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the University encourages the use of the steps and procedures in this policy in reporting other types of harassment and will generally conduct investigations of those complaints in the same manner.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the University or a factor in the educational program of a student;

- submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; and/or

- such conduct has the purpose or effect of unreasonably interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility or threats stemming from acts or language of a sexual nature.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (e.g. faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty and faculty, student and student,

staff and staff). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.

Because of the unique situations ~~which~~ that exist ~~between~~ among students, faculty, supervisors, and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty is encouraged to remain professional in all relationships with students.

Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It may be manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. A person who consents to sexual advances may nevertheless be a victim of sexual harassment if those sexual advances were unwelcome. Previously welcomed advances may become unwelcome. Examples of sexual harassment may include, but are not limited to, the following:

- non-sexual slurs about one's gender;
- contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender;
- repeated unwanted touching, patting or pinching;
- repeated inappropriate social invitations or requests for sexual favors;
- repeated unwanted discussions of sexual matters;
- use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation;
- touching, fondling or deliberate brushing against another person;
- ogling, leering or prolonged stares at another's body;
- display or use of sexual graffiti or sexually-explicit pictures or objects; and
- sexually suggestive jokes, comments, e-mails, or other written or oral communications.

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the university officials designated to receive these complaints. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

In the course of a complaint investigation, the University will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

PROCEDURES FOR SEXUAL HARASSMENT CLAIMS

Employees or students of the University who believe they have been subjected to sexual harassment are encouraged to use the following procedures to resolve their complaint.

The University will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the Affirmative Action officer, with the concurrence of the president, may adjust the time frames. Any changes will be immediately communicated to the complainant and respondent by the Affirmative Action officer, and where possible, their needs will be accommodated.

INFORMAL INVESTIGATION AND RESOLUTION

1. Individuals who believe they have been subjected to sexual harassment (complainant) should report the incident promptly to their immediate supervisor, ~~or~~ academic dean, ~~or to~~ a departmental supervisor higher up in the chain of command, or directly to the Affirmative Action officer, legal counsel or assistant vice president for human resources.

   The person to whom the complaint is made shall immediately contact the Affirmative Action officer, legal counsel or assistant vice president for human resources. One or more of these administrators will determine the course of the informal investigation and resolution. The department involved and/or the supervisor to whom the complaint was made may be asked to assist in the informal investigation.

2. If, following investigation, an informal resolution of the matter which is satisfactory to the complainant, the person against whom the complaint is made (respondent) and the University (represented by the Affirmative Action officer, the legal counsel or assistant vice president for human resources) is reached, it shall be considered closed and all parties involved shall be so advised in writing by the Affirmative Action officer, legal counsel or assistant vice president for human resources. If a satisfactory resolution has not been reached within ten (10) working days from the date of the complaint, the complainant, university or respondent may initiate formal complaint/investigation procedures.

FORMAL INVESTIGATION AND RESOLUTION

1. If the sexual harassment complaint has not been resolved through informal procedures and the complainant, respondent, or University wish to pursue the matter further, he/she must file a written complaint. The written complaint must be filed with the Affirmative Action officer, legal counsel or assistant vice president for Human Resources within

twenty (20) working days of the termination of the informal procedures. The complainant and respondent shall be entitled to have, at the individual's own expense, an advisor, who may or may not be an attorney, to assist in preparing the formal complaint.

2. The Affirmative Action officer will notify the parties involved of the sexual harassment complaint, provide copies of the complaint and advise the parties of the procedures for a formal investigation and hearing within three (3) working days of receipt of the formal written complaint. The respondent will then be given five (5) working days to respond in writing to the complaint.

3. Within ten (10) working days of receipt of the formal written complaint the Affirmative Action officer shall refer the complaint and the respondent's response, if any, to the Sexual Harassment Complaint Committee.

4. Within five (5) working days of the Committee's receipt of the complaint, the Committee will meet separately with the complainant and the respondent. The purpose of these preliminary meetings is to inform the Committee about the case, to insure the complainant and respondent are fully aware of their procedural rights, and to decide upon the nature of the investigation. Throughout the proceedings the respondent and complainant shall have the right to be accompanied by an advisor, who may or may not be an attorney. Attorneys will not be provided at university expense. The legal counsel may be present but shall act only in an advisory capacity to the Committee.

5. Within five (5) working days of the conclusion of the Committee's preliminary meetings with the complainant and respondent the Sexual Harassment Complaint Committee will hold a formal meeting on the matter. Strict judicial rules of evidence shall not be applied. The committee members may receive any evidence they consider to be relevant.

6. The respondent and complainant, and their advisors, shall have the right to be present at any time testimony is presented and to be provided copies of all evidence considered by the Committee. Neither the respondent nor complainant shall have the right to cross-examine witnesses. Advisors shall not have the right to address or question committee members or witnesses.

7. A written record of the minutes of the proceedings and recommendations of the Committee shall be presented to the president within five (5) working days of the Committee's final meeting.

8. A copy of the minutes and recommendations of the Committee shall be presented to both the complainant and the respondent at the time they are forwarded to the president.

9. Within ten (10) working days of receipt of the Committee's recommendation, the president shall make a final decision concerning what action if any, to take including disciplinary action after considering the recommendation of the Committee, and will notify the complainant and respondent.

Sexual Harassment Complaint Committee:

1. Charge: To serve as the formal committee conducting investigations and making recommendations according to the guidelines of the University of Central Arkansas Sexual Harassment Policy.

2. Procedure: The operating procedures of the committee will be consistent with the formal investigation and resolution process as described in the policy.

3. Membership: The Affirmative Action officer, who will serve as the non-voting chair, the director of the counseling center as a voting member and six (6) voting members, randomly drawn from appropriate categories from a twenty-four (24) person membership pool.

   The Faculty Senate, the Staff Senate and the Student Government Association will each select eight (8) members (four [4] male and four [4] female) for the membership pool. A new pool will be established each September and new members will be selected throughout the year as necessary to replace members who separate from the University or who are otherwise unable to serve.

   Upon receipt of a written complaint, the chair will arrange for the complainant and the respondent to draw members for the committee from the corresponding pools. The complainant will first draw one (1) member, next the respondent will draw one (1) member and the chair will draw two (2) members each from the appropriate categories.

   For example, if the complainant is a student and the respondent is a tenure-track faculty member, the complainant will draw one (1) member from the student pool, the respondent will draw one (1) member from the faculty pool and the chair will draw two (2) members from the student pool and two (2) members from the faculty pool. If the complainant and respondent are both staff members, each will draw one (1) member from the staff pool and the chair will draw four members from the staff pool.

4. Meetings: On call.

5. Reporting: To the president.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number:~~ ~~512~~

~~Subject:~~ ~~Early Retirement – Provisions for Teacher Retirement System Participants~~

~~Date Adopted:~~ ~~03/94~~ ~~Revised:~~ ~~06/08~~

~~The early retirement provisions in the Faculty and Staff Handbooks are amended by the addition of the following:~~

~~Employees who have thirty (30) or more years of service in the Arkansas Teacher Retirement System, who are at least sixty (60) years of age and who have at least twenty (20) years of service at the University of Central Arkansas will be allowed to retire under the University's early retirement plan by personally paying, until age sixty-two (62), insurance premiums available for regular early retirees. At age sixty-two (62) the University will include the retiree in the University early retirement plan with benefits paid by the University as provided in the Benefits – Eligible Retirement policy.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

~~Policy Number:~~ ~~513~~

~~Subject:~~ ~~Physical Therapy for Employees~~

~~Date Adopted:~~ ~~10/82~~ ~~Revised:~~

~~The faculty of the Department of Physical Therapy desire to provide service to the University through the provision of physical therapy to the extent that the physical therapy provided enhances teaching or faculty development in specific instructional areas.~~

~~The decision to provide physical therapy to any faculty member, staff personnel or student is determined by the Physical Therapy Department Chairman or the Chairman's designee.~~

~~Treatments are provided only upon physician referral.~~

~~Faculty, staff and students seen through the "blanket referral" (see attached) from the school physician (rather than through referral from a separate, personal physician) are processed as follows:~~

1. ~~Screening is performed by the PT faculty or an intern supervised by PT faculty.~~

2. ~~Further PT evaluation and assessment is performed by PT faculty or supervised interns if indicated by initially screening.~~

3. ~~All head, neck and spinal dysfunctions discovered through screening are referred to the school physician prior to initiation of treatment.~~

4. ~~Injuries resulting in deformity (except as noted below in e.), immediate bruising, excessive swelling or pain are referred to the school physician prior to initiation of treatment.~~

5. ~~Dislocations involving finger joints may be reduced. If pain or swelling continues, the client is referred to the school physician.~~

~~Written reports of evaluations are sent to the referring physician within two (2) working days. Treatment records are sent to the referring physician each Friday or within two (2) working days of discharge.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 514

Subject: Nepotism

Date Adopted: 06/98 Revised: 12/12

The University will comply with all applicable laws regarding nepotism.

In addition, the University of Central Arkansas acknowledges that a potential conflict of interest may exist when relatives are employed by the University. In order to avoid a conflict of interest, relatives ~~No UCA employee~~ shall not vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination, other employment status or interest of a ~~close~~ relative. ~~in accordance with state law.~~ For the purposes of this policy, "~~close~~ relative" is defined as husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, son, daughter, sister, ~~and~~ brother, stepsister, stepbrother, half-sister, half-brother, sister-in-law, brother-in-law, stepdaughter, stepson, daughter-in-law, son-in-law, aunt, uncle, first cousin, niece or nephew.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 515

Subject: Consensual Relationship Policy

Date Adopted: 05/99 Revised: 12/12

Basic functions of a university are the discovery and transmission of knowledge, activities which are founded upon the free and open exchange of ideas. For productive learning and the work that supports it to occur, members of the campus community—faculty, staff and students—should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships between faculty, staff and students may involve power differentials that can carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. Trust and respect are diminished when those in "positions of authority" are perceived as abusing their power. Those who abuse their power in such a context violate a duty to the University community, undermine professionalism and hinder fulfillment of the University's educational mission.

1. Definitions - For purposes of this policy only:

a. "Employees" are all faculty and staff of the University.

b. "Faculty" are all full and part-time employees of the University who teach, graduate students with teaching responsibilities, and other instructional personnel.

c. "Staff" are all full and part-time employees of the University not included in the definition of faculty.

d. "Students" are all full or part-time students of the University.

e. A "consensual relationship" is any dating, romantic, or sexual relationship.

f. "Position of authority" includes, but is not limited to, situations in which an individual is responsible for the evaluation or supervision of ~~instructional personnel, non-instructional personnel,~~ employees or students.

For purposes of this policy, it is recognized that there are occasions when individuals holding classifications of student, faculty or staff in their regular duties will fall into more than one classification due to certain situations. For example, if a staff member is enrolled in a course and a consensual relationship develops within an instructional context, the staff member will be considered a student for purposes of the requirements of this policy.

2. Guidelines

It should be understood by all members of the campus community that consensual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed unwise because they present serious ethical concerns.

Employees~~, whether faculty or staff,~~ shall not engage in consensual relationships with students whenever the employee has a "position of authority" with respect to the student in such matters as teaching or in otherwise evaluating, supervising, or advising a student as part of a school program or employment situation.

Even in instances in which the employee, especially a faculty member, has no direct professional responsibility for a student, the employee should be sensitive to the perceptions of other students that a student who has a consensual relationship with a faculty member may receive preferential treatment from the faculty member or the faculty member's colleagues. Consensual relationships between faculty members and students occurring outside the instructional context may lead to difficulties, particularly when the faculty member and student are in the same academic unit or in units that are academically allied. The faculty member may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that reward or penalize the student involved. Further, relationships that the parties view as consensual may appear to others to be exploitive.

Supervisors, whether faculty or staff, shall not engage in consensual relationships with employees when the supervisor has a "position of authority" with respect to the employee. Other faculty and staff may be affected because it places one in a position to favor or advance another's interest and implicitly makes obtaining benefits contingent on the relationship.

3. Procedures

When a consensual relationship exists or develops between an individual having a "position of authority" with respect to another within the University, the person with the greater position shall immediately terminate the "position of authority" and report it to an appropriate supervisor. The supervisor shall make suitable arrangements for the objective evaluation of the student's academic or employee's job performance and for the protection of individual and university interests.

4. Noncompliance with Policy

Faculty and staff who fail to remove themselves from a "position of authority" over a student or employee with whom a consensual relationship exists will be deemed to have violated an ethical obligation to students, employees, colleagues, and the University. Credible allegations of a faculty or staff member's failure to avoid or terminate a relationship involving a "position of authority" while in a consensual relationship obligates the immediate or other appropriate supervisor to conduct a prompt and thorough inquiry to determine whether there is any validity to the allegation. Where it is concluded that a relationship involving a "position of authority"

exists, the immediate or other appropriate supervisor shall terminate the "position of authority" and may impose sanctions against the parties involved.

5. Sanctions/Appeal

Persons in violation of this policy shall be subject to sanctions depending upon the severity of the offense ranging from verbal warnings to termination or expulsion from the University. Should it be determined that disciplinary action is appropriate, the action to be taken shall be determined, in the case of faculty, by the provost after consultation with the dean and chair; in the case of staff, by the appropriate vice president after consultation with supervisory personnel, or the president in the event a vice president or ~~one~~ a person reporting directly to the president is involved; and in the case of students, by the appropriate vice president after consultation with the dean of students.

Persons who knowingly make false allegations that an improper relationship exists shall be subject to comparable sanctions.

The imposition of any sanction imposed under this policy is subject to review pursuant to applicable provisions of the *Faculty*, *Staff* and *Student Handbooks*.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 516

Subject: ~~Benefits – Eligible Retirement~~ Retiree Benefits

Date Adopted: 05/99 Revised: 05/00, 12/08, 12/12

Full-time employees who have completed ten (10) or more years of continuous benefits-eligible employment at UCA or at an Arkansas public higher education institution or state agency and who are age 59.5 or older or full-time employees at any age who have completed twenty-eight (28) or more cumulative years of benefits-eligible employment at UCA or at an Arkansas public higher education institution or state agency ~~at any age~~ shall be eligible for basic benefits-eligible retirement. If an employee is approved for long-term disability through Social Security or the University's long-term disability carrier, the above requirements are waived. However, employees must complete their last five (5) years of employment at UCA in order to qualify for retirement benefits.

Employees who intend to retire are strongly encouraged to provide, at a minimum, a ninety (90) day written notice. For faculty, retirement shall begin, at the earliest, at the end of the semester in which notification is provided. For staff, retirement shall begin, at the earliest, at the end of the notification period. Retirement means termination of all employment with the University.

A year of service is defined as a nine-month full-time faculty assignment, twelve-month full-time faculty assignment, or twelve-month full time administrative or staff assignment. Completed years may be achieved by using any combination of years of full-time faculty or administrative/staff service. ~~For employees qualifying for retirement benefits the last five years of employment must be completed at UCA.~~

Qualified retirees shall be eligible to continue participation in health, dental and life insurance plans.

Effective January 1, 2009, ~~R~~ retirees may purchase health insurance for themselves and their eligible dependents. The retiree will pay the difference between the University's contribution and the cost of the plan as selected by the retiree. For those employees retiring prior to January 1, 2009, the University's maximum monthly contribution for a single plan is $283 and the University's maximum monthly contribution for a family plan is $400. For those employees retiring after December 31, 2008, the retiree will pay the difference between the University's contribution of $150 a month and the cost of the full premium based on their enrollment status (single, family, etc.). At age 65, health insurance coverage for retirees and their eligible dependents will end.

Effective January 1, 2009, current retirees and those retirement-eligible employees who retire on or before December 31, 2009, may purchase dental insurance until age 65, by paying the difference between the University's contribution of the lesser of $25.48 per month or the current year's monthly premium for single coverage, and the cost of the full premium based on their

enrollment status (single, family, etc.); retirement-eligible employees who retire after December 31, 2009, until age 65, may purchase dental insurance for themselves and their eligible dependents by payment of the full premium. At age 65, dental insurance coverage for retirees and their eligible dependents will end.

Effective January 1, 2009, for those current retirees and those active employees who chose in 1998 the one-times salary as retirement life insurance coverage until age 70, the University's contribution will be the cost of the continuation of that life insurance coverage until age 70. At age 70, the retiree assumes 100% of the monthly premium until age 80, at which time all group life policies terminate.

Effective January 1, 2009, for those current retirees as of December 31, 2008, and those in phased retirement as of December 31, 2008, who in 1998 chose the $15,000 life insurance coverage until age 80 option may continue that coverage until age 80 by paying the difference between the University's contribution of $10.00 per month and the cost of the full premium for the coverage. Retirement eligible employees who retire after December 31, 2008, may, until age 80, purchase life insurance through the University plan in accordance with the group policy requirements by assuming the payment of the entire life insurance premium.

Retirees shall be eligible for lifetime passes to certain University athletic events and University-sponsored events. Other retiree benefits such as free parking decals, access to the Library, discounts to certain Reynolds Performance Hall events, and other miscellaneous benefits, which the University may elect to provide, are available. The president, upon recommendation from the Staff and Faculty Senates, must approve all retiree benefits. ~~athletic events, university athletic and theatre facilities and to other university-sponsored events. Retirees shall be eligible for lifetime passes to the library, free retiree parking decals and other miscellaneous benefits which the university may elect to provide.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 517

Subject: Conflict of Interest

Date Adopted: 10/99 Revised: 12/12

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1. Purpose:

It ~~has been, and shall continue to be,~~ is the policy of the University that all employees take affirmative steps to avoid or minimize actual and potential conflicts of interest between their financial or other personal interests and the goals and policies of the University. Each faculty and staff member, by virtue of employment, accepts the responsibility to avoid activities or commitments that are inconsistent with university duties.

2. Application:

This policy is applicable to all faculty and staff employed by the University, whether full-time or part-time.

3. Definitions:

   a. "Immediate family member" is defined as an employee's spouse and dependent children as defined by the Internal Revenue Service.

   b. "Financial interest" is defined as any relationship, including consultation or other professionally-related employment, entered into by an employee or a member of his/her immediate family, that could result in financial gain to the employee or a member of his/her immediate family, including but not limited to salary or other payments for services, or equity interest.

   c. "Equity instrument" is defined as preferred and common stock, stock options, warrants, bonds, notes or similar instrument. Investments in mutual funds or other investments in which an independent party has primary decision-making control regarding stocks selected or shares held are not included within this definition.

4. Conflicts of Interest:

Because ~~of~~ the complexity and diversity of personal relationships is extensive, the perception of a conflict of interest may vary from one individual to another. The most effective means to address a conflict of interest is to establish a system by which employees disclose and obtain

evaluation of actual or potential conflicts of interest. Thus, employees shall disclose any actual or potential conflict of interest.

An employee has a conflict of interest if his/her judgment and discretion in matters affecting the University is or may be influenced by considerations of personal gain or financial benefit. Arkansas law prohibits state employees from using employment positions to gain special privileges or exemptions for themselves or immediate family members that are not available to the general public.

The following is a partial list of activities or actions that merit a case-by-case analysis to determine whether, individually or collectively, they create an actual or potential conflict of interest that should either be managed appropriately or eliminated:

a. use of an employee's position or authority to influence or make decisions that lead to any form of financial or personal gain for that employee or an immediate family member;

b. consultation and other professionally-related employment;

c. purchase of goods or services for the University from businesses in which the employee, or a member of his/her immediate family, has a financial interest, or as a result of such purchase, may directly benefit;

d. receipt of gifts, gratuities, loans, or special favors;

e. holding of an ownership interest by the employee or a member of the employee's immediate family in any real or personal property leased or purchased by the University;

f. holding of an equity, royalty, or debt instrument by the employee or a member of the employee's immediate family in an entity providing to the University financial support when such support will benefit the employee or persons supervised, directly or indirectly, by the employee;

g. receipt, directly to the employee from non-university sources, of cash, services, or equipment provided in support of the employee's university activities;

h. some memberships on board of directors, committees, advisory groups or similar bodies of governmental, for-profit or not-for-profit entities; and

i. use of information received as a University employee for personal purposes.

5. Procedure:

On an annual basis and no later than January 31st of each year, all employees shall submit a "Conflict of Interest - Financial Disclosure Statement." For a limited number of employees, this statement will be in addition to extra income statements and ethics disclosure forms required by

~~state~~ Arkansas law. All employees are required to update the statement on an as-needed basis, such as when there is a significant change in information that indicates an actual or potential conflict of interest.

For all employees except the president and vice presidents, the completed statement shall be submitted for review through the supervisory line to the appropriate vice president. In the case of vice presidents, the completed statement shall be submitted to the president. The president's statement shall be submitted to the Board of Trustees. The appropriate vice president, president, or Board of Trustees shall review the statement to determine whether an actual or potential conflict of interest exists. In the event it is determined that an actual or potential conflict of interest exists, the appropriate vice president, president or Board of Trustees shall determine what conditions or restrictions, if any, should be imposed in order to manage, reduce, or otherwise eliminate the conflict.

The following is a partial list of conditions or restrictions that may be imposed, individually or collectively, to manage, reduce, or otherwise eliminate the actual or potential conflict of interest:

a. monitoring of an employee's responsibilities, duties or tasks;

b. modification of the employee's responsibilities, duties or tasks;

c. public disclosure of the financial interest;

d. divestiture of the financial interest;

e. severance of the relationship creating the actual or potential conflict; and

f. termination from the University.

6. Documentation:

The "Conflict of Interest - Financial Disclosure Statement," as well as all recommendations, decisions, and actions taken concerning an actual or potential conflict of interest shall be maintained in the office of the appropriate vice president. The President's Office shall maintain all documentation concerning each vice president, and the general counsel shall maintain all documentation concerning the president. Individuals to whom disclosures have been made shall take all reasonable steps to ensure the confidentiality of the disclosures to the extent permitted by state law, including the maintenance of documentation in a confidential manner.

7. Disciplinary Action:

Failure to comply with the requirements of this policy may constitute grounds for disciplinary action consistent with the *Faculty and Staff Handbooks*.

8. Previous Policy Statements:

This policy supersedes any and all previous conflict of interest statements and/or policies, except Board Policy No. 320, “Conflict of Interest - Sponsored Programs,” and internal departmental policies established by the financial aid office.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 518

Subject: Children in the Workplace

Date Adopted: 05/04/2012 Revised: _____

Statement:

This policy applies to all students, faculty and staff of the University of Central Arkansas. UCA makes every effort to provide a family-friendly environment for its students, faculty and staff and encourages children to participate in family-and-youth-oriented programs on campus. The University understands that brief and infrequent visits by children of faculty, staff and students to campus and facilities occur for a variety of reasons (such as on-campus events, entertainment, meals and other activities). While it is not the policy to restrict visits by children for such activities, the frequent, regular or extended presence of children during work hours is not permitted due to (i) the potential for interruption of work; (ii) health and safety concerns; and (iii) liability to the University.

The University's employment policies and benefits strive to help employees balance work and family responsibilities. When schedules allow, the University encourages supervisors to be flexible in granting accrued leave to employees who need to address family matters. Offices, work spaces and classrooms, however, are not designed with the safety and well-being of children in mind. Thus, it is not appropriate to bring children to work or class in lieu of making childcare arrangements.

Guidelines:

1. Bringing children (those persons under the age of 18 years and not enrolled as a student at UCA) to work is not to be an alternative to childcare. Bringing a child to the workplace on a regular and recurrent basis during school breaks or after school is not appropriate.

2. The presence of a child cannot interrupt or disrupt the workplace, or negatively affect the employee, or other faculty, staff or students.

3. Children may not be present at any time in areas of machinery or in an area that is potentially hazardous.

4. Any employee bringing a child to the workplace should notify and receive the approval of his/her supervisor. At all times, children remain the sole responsibility of the parent. The employee (parent) shall not ask any other student, employee or person to supervise the child.

5. The employee's supervisor may ask the employee to remove the child from the workplace at any time the supervisor determines that the child's presence is disruptive or interferes with the work performed, or there are health or safety risks.

6. Any child with an illness that prevents the child from going to a child care facility or from attending school should not be brought to the workplace. No child with an infectious disease should be brought to the workplace under any circumstances.

7. As a general rule, students are not allowed to bring children into the classroom. Limited exceptions may be granted by the supervising faculty member in the case of an emergency or other exigent circumstance.

8. These guidelines do not prohibit children enrolled at the UCA Child Study Center from being in authorized areas of the University with proper adult supervision.

9. These guidelines do not prohibit children from participating in University-sponsored events or programs that are intended for children or community participation.

10. These guidelines do not prohibit the children of employees who live on campus from being in authorized areas of the University with proper adult supervision.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 519

Subject: Smoking and Tobacco-Use Policy

Date Adopted: 08/04 Revised: 11/09, 12/12

~~In accordance with the Arkansas State Law, effective July 1, 2010, t~~ The use of any tobacco products ~~will be~~ is prohibited ~~anywhere~~ everywhere on campus and in any vehicle owned or leased by the University.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 520

Subject: *Staff Handbook*

Date Adopted: 12/91 Revised: 12/12

~~The December 6, 1991 Staff Handbook was approved by the Board of Trustees. The Handbook contains the Board's policies concerning personnel matters for non-faculty employees. Board policies amending the 1991 Handbook are contained in this section.~~ The administration, after consultation with the Staff Senate, is directed to update the *Staff Handbook* as needed, consistent with current policies of the Board of Trustees, as well as all provisions of state and federal laws and regulations. The *Staff Handbook* shall be made available to all UCA staff.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 521

Subject: Staff Grievance Procedure

Date Adopted: 12/91 Revised: 05/94, 08/95, 12/12

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1. Purpose:

A grievance procedure is established to provide employees with a prompt review, impartial consideration and an equitable disposition of their grievances. Any employee who presents a grievance or complaint in good faith and in a reasonable manner shall be free from restraint, interference, discrimination or reprisal.

This procedure is intended to encourage employees to discuss problems with their supervisors, thereby providing a basis to talk over matters of mutual interest, to explain, to reach agreement, to make adjustments if necessary, and to foster better understanding between employees and supervisors.

2. Policy:

It is the policy of this institution that all employees be given the opportunity, through established steps and procedures, to resolve in a timely manner complaints or grievances which they believe adversely affect their employment or working conditions.

It also is university policy that reasonable efforts be made to settle complaints or grievances as quickly as possible. Direct contact on a one-to-one basis between supervisor and employee is encouraged and the grievance procedure is not intended, nor will it be allowed to become a barrier to the supervisor/employee relationship.

Employees should submit only grievances made in good faith, expressed in reasonable terms, containing causes for the grievance, corrective action desired and sufficient information upon which decisions can be based.

Access to this procedure does not create any expectation of continued employment, but provides an avenue of review and resolution of internal situations.

3. Definitions:

a. EMPLOYEE - an individual who is a full-time employee who occupies a regular salaried position and who works a minimum of 1,000 hours per year. This policy shall

not apply to employees who are on initial new hire probationary status.

b. GRIEVANCE - a complaint by an employee regarding an adverse impact on his or her employment; including, but not limited to, annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, disciplinary actions, discrimination or any other work-related problem except compensation and conditions which are beyond the control of agency management or are mandated by law. A grievance must contain a statement in ordinary and concise language of facts showing that the council has jurisdiction of the claim and that the grievant is entitled to relief.

c. RESPONDENT(S) - person or persons against whom the grievance petition is filed.

d. GRIEVANCE OFFICER - Director of Affirmative Action.

e. STAFF GRIEVANCE COUNCIL POOL OF CANDIDATES - a pool of 25 candidates selected by the Staff Senate, ten (10) of which must hold administrative or managerial positions with responsibilities that include hiring and evaluating personnel. The pool of candidates must be selected by January 31st , and July 31st, each year;

f. STAFF GRIEVANCE COUNCIL - An ad hoc council appointed to review the grievance petition, determine whether to hear the grievance, and issue a recommendation thereon to the University president.

g. WORKING DAY – any day that the University is open for business.

4. Procedure:

The entire grievance procedure shall be completed within thirty (30) ~~sixty (60)~~ working days after the employee files a written grievance, unless an extension is agreed to by all parties involved.

It is recognized that supervisors and employees have frequent discussions of work-related problems or disagreements. These candid conversations are generally healthy and helpful to both participants and this grievance procedure is not intended to inhibit these exchanges. Before filing a written grievance, an employee is encouraged to discuss with his or her immediate supervisor the employee's problem in order to reach a satisfactory solution to the problem.

Under special circumstances, the grievance officer has the authority to modify, waive or otherwise change the grievance procedure in order to fulfill the intent of the procedure, provided such modification, waiver or change is agreed to by the grievant and the respondent(s). The grievance officer shall prepare a statement stating the justification for, and the details of, any variation from the stated procedure and obtain signatures of the grievant and the respondent(s).

The grievance process shall be confidential. The records of the grievance shall be maintained in a separate case file and shall not become a part of the employee's personnel file.

If the grievant and respondent are required to meet pursuant to this policy, the meeting can be waived upon the mutual consent of the parties, and the parties can advance to the next step in the grievance policy.

a. Step 1:

To initiate this grievance procedure the grievant must secure a "Staff Grievance Petition" from the ~~director of personnel~~ associate vice president of Human Resources and submit the completed grievance petition in writing to the immediate supervisor within three (3) ~~seven (7~~) working days of the occurrence of the grievable matter. The grievant shall also send a copy of the grievance to the grievance officer and to the respondent(s), if different from the immediate supervisor.

The immediate supervisor shall ~~will arrange for a~~ meet~~ing between~~ with the grievant ~~and the immediate supervisor to be held~~ within two (2) ~~three (3)~~ working days from the time the supervisor received the grievance petition. The supervisor shall submit a written response to the grievant, with a copy to the grievance officer, within one (1) ~~two (2)~~ working day~~s~~ after the conclusion of the meeting. If the immediate supervisor is unavailable, the next supervisor in the chain of command shall be substituted, unless all parties agree to a brief extension and approval of the extension is obtained from the appropriate vice president(s).

b. Step 2:

If the grievant is not satisfied with the results of Step 1, the grievant shall have one (1) ~~two (2)~~ working day~~s~~ (after written ~~statement~~ response is received) in which to submit a copy of the original grievance petition, the supervisor response and a written statement to the next higher level of management stating the reasons for the dissatisfaction (with a copy to the grievance officer). The next higher level of management shall meet with the employee within two (2) ~~three (3)~~ working days after receiving the grievant's written statement. The manager shall submit a response in writing to the grievant, with a copy to the grievance officer, within one (1) ~~two (2)~~ working day~~s~~ after the conclusion of the meeting. If the manager in question is unavailable, the next supervisor in the chain of command shall be substituted unless all parties agree to a brief extension of time and the extension is approved by the appropriate vice president(s).

c. Step 3:

If the individual hearing the grievance at Step 2 is not the vice president of the division in which the grievant is employed, the grievant, if not satisfied with the response rendered at Step 2, shall have one (1) ~~two (2)~~ working day~~s~~ from the date written response is received to submit a written request for a meeting with the vice president. The vice president shall

~~arrange for such a meeting~~ meet with the grievant within two (2) ~~three (3)~~ working days from the receipt of the request. If the vice president is unavailable, the parties may agree to a brief extension of time, or the vice president may designate someone to act on his or her behalf. The vice president may require the grievant to set forth the nature of the dissatisfaction with the response in the previous steps, in writing, prior to the meeting. The vice president shall submit a response in writing to the grievant, the grievance officer and to each subordinate manager involved within one (1) ~~two (2)~~ working days following the conclusion of the meeting.

d. Step 4:

If not satisfied with the results of Step 3 the grievant shall have one (1) ~~two (2)~~ working days to submit a written request to the grievance officer for a hearing before the Ad Hoc Grievance Council. The grievance officer will submit the matter to the Ad Hoc Grievance Council and the respondent(s) within three (3) ~~five (5)~~ working days after receiving the grievant's written request for a hearing by the council. The respondent(s) shall submit a written response to the grievant's vice president within one (1) ~~two (2)~~ working days after receiving notification that the matter has been submitted to the council.

i. The ad hoc council shall consist of the following members, all of whom shall be full-time employees of the University:

- Five (5) staff personnel chosen at random by the grievance officer, president and president-elect of the Staff Senate from the Staff Grievance Council pool of candidates selected by the Staff Senate; at least two (2) of the members must hold administrative or managerial positions with responsibilities that include hiring and evaluating personnel;

- One (1) chair person, appointed by the president, who shall be non-voting; and

- the grievance officer and the ~~director of personnel~~ associate vice president of Human Resources, who shall be non-voting and serve only in an advisory capacity.

No member of the ad hoc council shall be an employee of the grievant's or respondent's work unit or office, nor shall any member be a supervisor or manager to whom the grievant or respondent(s) reports in the conduct of his usual work affairs. No employee may serve as a council member in connection with any grievance in which such employee may have a personal involvement, a conflict of interest, or the appearance of a conflict of interest.

The council acts as a body and not as individual members. The council shall not discuss the case outside the grievance hearings and their own deliberations. Individual council members shall not collect evidence or receive any other documents or information relevant to the case. All such items must be presented to the council acting as a body or to the grievance officer.

ii. The grievance officer shall ensure that all appointments to the council are completed within three (3) ~~five (5)~~ working days from the receipt of the grievant's written request.

iii. The council will receive a charge of its responsibilities from the president. Five of the six members present shall constitute a quorum for transaction of business. A decision must be reached by a majority vote with the number of yes, no, and abstention votes being recorded without designating the person who cast each vote.

iv. The council shall review the grievant's original written petition and all documents generated by the grievant and the managers at Steps 1, 2, and 3. The respondent(s), if different from the managers, shall submit a response to the grievance. The vice president will be responsible for submitting these materials to the grievance officer for transmission to the council.

v. Should the council find that the petition does not state good cause for a grievance, or is otherwise outside the council's jurisdiction, the grievance shall be dismissed.

vi. If the grievance is not dismissed, the council shall hear from the grievant, the grievant's supervisor, the managers who heard the case at Steps 2 and 3, the respondent(s) (if different), and any other persons having relevant information regarding the subject matter of the grievance. The council shall solicit any other evidence it deems appropriate. Any and all oral testimony, witnesses and documentary evidence that the council determines to be necessary and relevant to make a proper determination shall be accepted. All responsibilities for questioning witnesses, securing evidence and determining the order of proof shall be vested in the council. The hearing shall be recorded, and the tape shall become a part of the case file. Council deliberations shall not be recorded, but the council shall state its findings in the written recommendation to the president.

vii. Strict judicial rules of evidence shall not be applied. The council may receive all evidence that it determines to be relevant and material to the issues before the council.

viii. The right of the grievant and the respondent(s) to be present at all testimony and review all evidence presented is guaranteed. The grievant and the respondent(s) shall not have the right to cross-examine witnesses.

ix. The grievant and the respondent(s) may be accompanied by an advisor or attorney, but this person shall only be allowed to function in an advisory capacity. The grievant and the respondent(s) personally shall make all requests, presentations and responses to questions. The University counsel may also be present but shall act only in an advisory capacity to the council.

x. A final written report of the findings and recommendations of the council shall be presented to the president within twenty-five (25) ~~forty-five~~ working days from the initial filing of the petition, unless an extension is agreed to by all parties involved. A copy of the council's recommendations shall be sent to the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different).

xi. The president shall make the final decision after considering the recommendation of the council. The president shall inform the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different) in writing of a decision within five (5) ~~fifteen~~ working days from the date of receipt of the recommendation from the council.

5. Documentation:

All documentation relating to an employee grievance shall be maintained by the grievance officer. No information relating to the grievance shall become a part of any employee's permanent personnel record. However, such records shall be maintained in hard copy for at least five (5) years.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 522

Subject: Disabilities Grievance Policy

Date Adopted: 05/99 Revised: 12/12

PURPOSE AND SCOPE:

Title II of the Americans with Disabilities Act ("ADA") requires governmental entities to provide reasonable accommodations to qualified individuals with documented disabilities. ~~The University recognizes the wide variation in the needs of individuals with disabilities and the variation of reasonable accommodations.~~ The process of providing a reasonable accommodation should be an informal one, involving the student, faculty, or staff member affected. ~~The director of Disability Support Services ("DSS") and/or the associate vice president for Human Resources will serve as a resource in the informal process~~. In the event the informal process fails to establish an acceptable plan, the dissatisfied party, whether student, faculty or staff member, may file an appeal as described below. The purpose of this policy is to provide the process for addressing disability discrimination grievances.

BASIS FOR APPEAL:

1. Academic:

A student must exhaust avenues of review with the faculty member, chair, dean, and director of Disability Support Services ("DSS") prior to submitting an appeal involving an academic requirement. A student may appeal on one of the following basis:

a. The plan does not represent a reasonable accommodation of a documented disability. The basis for appeal must state that the disability, in the absence of the requested accommodation, limits the full participation of a student's accurate evaluation in a specific program or course. The appeal must include a documented rationale for the requested accommodation.

b. A specific course or degree requirement is not essential to the integrity of a program of instruction. The basis for appeal must state that the disability, in the absence of the requested accommodation, limits a student's full participation in an academic program. The appeal must include a rationale for the requested accommodation.

A faculty member/department head may appeal on the following basis: the accommodation fundamentally alters a course, program, or academic requirement.

2. General Services:

A student must exhaust avenues of review with the responsible office/organizational representative and director of DSS prior to submitting an appeal involving general services.

A faculty or staff member must exhaust avenues of review with the responsible office/organizational representative and associate vice president of Human Resources prior to submitting an appeal involving general services.

APPEALS:

A student, faculty or staff member (grievant) who disagrees with the result of the informal process, may file an appeal, in writing, with the Affirmative Action/Equal Employment Officer ("AA/EE Officer") within ten (10) working days of failing to establish a reasonable accommodation. The grievant may, at his or her own expense, submit additional documentation, information, or expert opinion in support of the appeal.

The grievant must submit the following information in the appeal:

- The accommodation relating to an academic requirement or modification of general services that has been refused, as well as the accommodation or modification requested;
- Basis for the appeal; and
- Supporting documentation.

1. Accommodations in Specific Courses:

Upon a student's registration with DSS, ~~A~~ the student and faculty member should meet and discuss the coordination of approved ~~need for and the specific appropriate~~ accommodations. If assistance is needed, the director of DSS should be consulted to assist in establishing a reasonable accommodation(s). ~~The director of DSS will review the concerns of both parties in light of the student's documented need for accommodation, the course description and syllabus. Based on the evaluation, the director will provide a list of reasonable accommodations.~~

If either the student or faculty member disagrees with the ~~recommended~~ approved accommodations, as determined by the director of DSS, an appeal may be submitted to the chair, and if necessary, to the dean. In the event a satisfactory resolution cannot be reached, an appeal may be submitted, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal to the ~~dean of undergraduate~~ associate provost for finance and administration or graduate studies. The respective dean will forward the appeal and call a meeting of the Academic Adjustments & Appeals Committee (if the student is an undergraduate or the appeal concerns an undergraduate level course) or the Graduate Council (if the student is a graduate student or the appeal concerns a graduate-level course)

to consider the appeal within ten (10) working days of receipt of the appeal. After considering the appeal, the committee/council will submit a recommendation to the provost with copies to the student, faculty member, chair, dean and director of DSS. The provost will render a final decision.

2. **Modification of Major/Minor Requirements and/or Modification of General Education or Degree Requirements**:

A student and departmental chair should meet and discuss the need for and the specific appropriate accommodation. ~~If assistance is needed~~, The director of DSS should be consulted to assist in establishing a reasonable accommodation. The director of DSS will review the concerns of both parties in light of the student's documented need for accommodation of a major/minor and/or modification of general education or degree requirements. Based on the evaluation, the director will provide a list of reasonable accommodations.

If either the student or departmental chair disagrees with the recommended accommodation, as determined by the director of DSS, an appeal may be submitted to the dean. In the event a satisfactory resolution cannot be reached, an appeal may be submitted, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal to the ~~dean of undergraduate~~ associate provost for finance and administration or graduate studies. The respective dean will forward the appeal and call a meeting of the ~~Adjustment & Credentials Committee~~ Academic Adjustments and Appeals Committee (if the student is an undergraduate or the appeal concerns an undergraduate program) or the Graduate Council (if the student is a graduate or the appeal concerns a graduate program) to consider the appeal within ten (10) working days of receipt of the appeal. After considering the appeal, the committee/council will submit a recommendation to the provost with copies to the student, departmental chair and director of DSS. The provost will render a final decision.

3. Accommodation of General Services:

If a requested accommodation involves general services and the grievant (student, faculty or staff member) and responsible office/organizational representative are unable to reach an agreement for reasonable accommodation, ~~he/she~~ the grievant should contact the director of DSS if a student, or the associate vice president for Human Resources if a faculty or staff member, to assist in establishing a reasonable accommodation. The director or associate vice president will review the concerns of all parties in light of the documented needs, and the purpose of the general service in question. Based upon this evaluation, the director or associate vice president will provide a plan based upon the grievant's documented needs.

If either the grievant or responsible office/organizational representative disagrees with the recommended accommodation, an appeal may be filed, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal and call a meeting of the Disabilities Grievance Committee within ten (10) working days of receipt of the appeal. After considering the appeal, the committee will submit a recommendation to the appropriate vice president with

copies to the grievant, responsible office/ organizational representative, director or associate vice president. The vice president will render a final decision.

THE DISABILITIES GRIEVANCE COMMITTEE:

1. **Charge:** To serve as the committee to address appeals regarding modifications of general services. The Disabilities Grievance Committee is a standing committee of the University.

2. **Membership:** In the event the grievant is a student, membership of the committee is as follows: the AA/EE Officer will serve as the non-voting chair, the director of DSS will serve as a non-voting member, two (2) students, one selected by the Student Government Association and the other selected from ACCESS, one (1) tenured or tenure-track faculty member selected by the Faculty Senate, one (1) non-tenure-track faculty member selected by the ~~Non-Tenure-Track Faculty Senate~~ Faculty Senate, and one (1) staff member selected by the Staff Senate.

   In the event the grievant is a faculty or staff member, membership of the committee is as follows: the AA/EE Officer will serve as the non-voting chair, the associate vice president for Human Resources will serve as a non-voting member, two (2) tenured or tenure-track faculty members selected by the Faculty Senate, two (2) non-tenure-track faculty members selected by the ~~Non-Tenure-Track Faculty Senate~~ Faculty Senate, and two (2) staff members selected by the Staff Senate.

3. **Procedure:** (~~Adjustment and Credentials Committee~~ Academic Adjustments and Appeals Committee, Graduate Council or Disabilities Grievance Committee)

   a. Upon receipt of an appeal and supporting documentation from the grievant, the AA/EE Officer will forward the appeal, if under section one (1) or two (2), to the ~~dean of undergraduate~~ associate provost for finance and administration or graduate studies. The respective dean will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). If the appeal concerns an issue under section three, the AA/EE Officer will forward the appeal to the director of DSS or associate vice president for Human Resources. The director or associate vice president will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). The director or associate vice president will thereafter call a meeting of the appropriate committee/council within ten (10) working days of receipt of the appeal.

   b. Four (4) members of the committee/council must be present to constitute a quorum for the transaction of business. Decisions must be reached by a majority of the members present. The chair may cast a deciding vote in the event of a tie. The number of yes, no, and abstention votes will be recorded without designating the members' respective vote.

   c. Throughout the proceedings the grievant may be accompanied by an advisor, who may or may not be an attorney. The University legal counsel may be present. All

advisors shall act only in an advisory capacity and shall not question witnesses, address the committee/council, or otherwise actively participate in the proceedings.

d. Upon review of the appeal, the grievant and appropriate university official(s) may present witnesses and documentary evidence. Any evidence and/or oral testimony and such documentation, if relevant, will be accepted by the committee/council. The chair may rule on the admissibility of evidence and on the relevance of questions. The responsibility for questioning witnesses, securing evidence, and determining the order of proof will be vested in the committee/council. Strict judicial rules of evidence will not be applied. The committee/council may appoint an expert to make an independent evaluation of the documentation provided. The expert may be present at the meeting to interpret the results of the evaluation.

e. The grievant and appropriate university official(s) may be present at any time testimony is presented and to receive copies of any evidence considered by the committee/council.

f. A written record of the minutes of the proceedings and the recommendation of the committee/council will be presented to the provost or appropriate vice president within five (5) working days of the final meeting of the committee/council with copies to the grievant and appropriate university official(s).

g. The provost or appropriate vice president will render the final decision after considering the recommendation of the committee/council. Notification will be forwarded to the parties.

CONFIDENTIALITY AND PROCEDURES FOR HANDLING CONFIDENTIAL INFORMATION:

Individuals involved in the processes described in the policy shall, to the greatest degree possible, ensure the confidentiality of information received. Information regarding an individual's disability is confidential.

When an individual provides documentation he or she will complete a form indicating consent to release specific information to individuals with legitimate interests relative to the appeal. The information is not to be shared with any individual beyond those directly involved in the proceedings. At the conclusion of the matter, all documentation is to be returned to the director of DSS or associate vice president for Human Resources.

~~Disabilities Grievance Petition~~

~~Name~~ ~~Student ID No. (If a student)~~

Department (If a faculty or staff member)

Local Address Home Phone

City State Zip Code Office Phone

Degree Major

Please provide a complete description of your grievance. Attach additional pages, if needed, and include any necessary documentation.

Signature: Date:

Please return to the AA/EE Office located in the Administration Building.

Upon request, for persons with disabilities, assistance will be provided to complete the form. Contact the Disabilities Support Services office located in the basement of the Student Center (501) 450-3135 or Human Resources office located in the Administration Building (501) 450-3181.

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number: 523

Subject: Arkansas Whistle-Blower Act

Date Adopted: 02/01 Revised: 12/12

This policy, regarding the "Arkansas Whistle-Blower Act," is consistent with Ark. ~~ansas~~ Code Ann. ~~otated~~ §§ 21-1-601 through 6089.

An employee will be protected from discharge or retaliation when the employee reports in good faith the existence of any waste of public funds, property or manpower, or a violation or suspected violation of ~~State~~ Arkansas law, rule, or regulation. This policy ~~excludes~~ includes federal funds, property, or manpower administered or controlled by a public employer.

No adverse action will be taken against an employee or a person authorized to act on behalf of an employee, in the following situations:

- if an employee alleges a violation under this Act, and does so "in good faith";
- if an employee alleges a violation under this Act, and does so "in good faith", and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or
- if an employee alleges a violation under this Act, and does so "in good faith", and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An "adverse action" is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects his/her employment, including compensation, job location, rights, immunities, promotions, or privileges.

"Good faith" is lacking when an employee does not have personal knowledge of the waste or violation, or when an employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report of waste or violation should be made verbally or in writing to an employee's supervisors or to an appropriate authority, such as:

- a state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc;

- a member, officer, agent, investigator, auditor, representative, or supervisory employee of the institution (e.g, vice president, university counsel, affirmative action/equal employment officer); or

- the Attorney General' Office, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or Prosecuting Attorney's Office.

The report by an employee of such waste or violation must be made prior to any adverse action by the institution. Additionally, the report is to be made at a time, and in a manner, ~~which~~ that gives the institution reasonable notice of the need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that the institution has acted adversely towards him/her because of the allegations, may utilize the grievance procedures available within the *Faculty* or *Staff Handbook*. An employee may subsequently bring a civil action in ~~chancery~~ circuit court within 180 days of the alleged violation of the Act. Should such civil action occur, the employee has the burden of proof in establishing that he or she has suffered an adverse action for an activity protected under the Act. Additionally, the institution shall have an affirmative defense if it can establish that the adverse action taken against an employee was due to misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violations under the Act.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: ~~524~~ 710

Subject: Discretionary Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/09 Revised: 02/10, 02/11, 08/12, 12/12

ASSISTANCE PROGRAM
FOR STUDENTS
WITH EXCEPTIONAL CIRCUMSTANCES

1. **Creation of Scholarship Program**

The purpose of this policy is to create a scholarship program to be known as the "Assistance Program for Students with Exceptional Circumstances" (APSEC).

The APSEC shall commence with the fall semester of 2009.

2. **Purpose of the Program**

The APSEC program is intended to be a scholarship program to support students who:

a. exhibit exceptional financial need and/or extraordinary academic excellence; and

b. do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the University or continue their education.

In addition, this policy provides for a very limited number of such scholarships for qualifying international students (described below).

3. **Establishment of APSEC Committee.** There is hereby created a committee to administer the APSEC in accordance with the terms of this policy.

The chair of the committee shall be the vice president for student services, who shall be an ex-officio member and who shall not vote.

The committee shall consist of the following persons:

Vice President for Enrollment Management (or designee);
Associate Provost for Instructional Support;
Director of Financial Aid (or designee);

Two (2) faculty members selected by the Faculty Senate; and
Two (2) student members selected by the Student Government Association.

4. **Budget Amount and Scholarship Guidelines**: The following guidelines shall be followed by the committee when granting scholarships pursuant to this program:

   a. *Budget.* The budget for the APSEC shall be $100,000. Any increase in the budget shall be approved by resolution of the Board of Trustees.

   No more than one-half of such amount may be used for any semester. Any scholarship granted under this program shall be granted on a per-semester-basis and shall not exceed one academic year. No aid shall be granted by the committee for a summer session. These amounts shall not be exceeded, but may be adjusted, from time-to-time, by resolution of the Board of Trustees.

   Notwithstanding the budget amount set forth above, if any student proves by clear evidence that he or she has a letter or other written document granting such scholarship, then such scholarship shall be honored and the amounts shall not be applied against the budget set forth above.

   b. *Exceptional Financial Need.* Each semester, scholarships shall be allocated to students presenting exceptional financial need. For purposes of this policy the term "exceptional financial need" means a clear statement, supported by such evidence as the committee deems appropriate, that the student's financial situation is such that without assistance from this program the student will be unable to attend the University or continue a course of study. Examples of exceptional financial need could include medical expenses within the family; loss of job by the student or supporting parent/guardian; loss of other financial aid; or such other matters as the committee deems appropriate. The committee should take into account any other scholarships, financial aid, or other support for the applicant.

   c. *Extraordinary Academic Excellence.* Each semester, scholarships shall be allocated to students exhibiting extraordinary academic excellence. The term "extraordinary academic excellence" shall be defined by the committee.

   d. *Certain International Students.* In addition, the administration may, from time-to-time, include in this program a limited number of international students to receive scholarships. The Board grants the authority to the president to designate not more than twelve (12) international students each semester to receive funds under this program. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy. Factors to be taken into account by the administration may include (i) increasing campus diversity, (ii) ensuring or maintaining that multiple cultures are represented on campus, and/or (iii) providing educational opportunities for students from developing countries or those countries in which famine, genocide or other factors have impeded the educational progress of citizens of that country, and that it is within the best interests of this university, state and nation

that such educational opportunities be extended to those students.

e. *Scholarships Required by Contractual Arrangements or Understandings.* In addition, the administration may, from time-to-time, include in this program scholarships required to be offered to a student or students pursuant to a grant, program or other contractual arrangement to which the University is a party and the terms thereof which require a scholarship to be offered to one or more of said students. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy.

f. *Per Student Amount.* The aggregate amount of the scholarship shall not exceed $3,000 per applicant for any semester. Provided, however, that commencing with the 2011 fall semester, this amount may be increased by the administration by the same percentage as the increase in tuition and fees (if any) approved by the Board of Trustees for the next academic year. No student receiving a scholarship under this program shall receive an amount which would result in the student receiving any cash back from any source.

g. *Application Deadline and Procedure.* The committee shall cause notice of the program, the application, and the application deadlines to be published on the University's website, and also, distributed through appropriate university offices so that all students (both incoming and returning) are aware of the program. The first notices shall be published not later than two weeks after the adoption of this policy.

The application deadline shall be August 1st for the fall semester and December 1st for the spring semester. These deadlines shall be included in the notice.

The committee shall also develop and publish an application for the scholarship program. The application must be filed by the deadline along with any supporting documentation requested. The applicant must submit a letter or other evidence setting forth the student's exceptional financial need and/or extraordinary academic excellence.

h. *Mid-Semester Emergency Grants*. Notwithstanding anything in this policy, if the committee has available funds for any semester, it may use such funds (not to exceed the budget amount) to make emergency grants under this program at any time during the semester. The purpose of this provision is to allow students to petition the committee whose circumstances changed after the deadline and who then meet the criteria set forth in the policy.

i. *Action of the APSEC Committee.* After the deadline for each semester, the chair shall convene the committee to review all applications submitted under this program. The committee shall thereafter grant scholarships for the APSEC under the criteria and budget amounts set forth in this policy stating its reasons for the recommendations made. Scholarships under this program shall be granted based upon a vote of the committee according to the criteria set forth in this policy. The decision of the committee is final and cannot be appealed.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 525

Subject: Diversity; Diversity Advisory Committee

Date Adopted: 05/04/12 Revised: _____

Preamble: The University of Central Arkansas ("University") seeks to include and integrate individuals from various backgrounds and with varied characteristics, and promotes opportunities to work, learn, and develop within a community that embraces the diversity of individuals and ideas.

Diversity Language in UCA Mission Statement: The following language is part of the University's Mission Statement adopted on May 6, 2011:

> "We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective."

Creation of Diversity Advisory Committee: In order to carry out the diversity language in the Mission Statement, effective July 1, 2012, there is hereby established a standing committee of the University to be known as the "Diversity Advisory Committee."

Purpose of the Diversity Advisory Committee: The purpose of the Diversity Advisory Committee is to:

(a) review all policies, programs and offices of the University of Central Arkansas in an effort to promote and maintain a diverse student, faculty and staff population;

(b) develop and present to the Board of Trustees and the president not later than January 31, 2013, (i) a plan and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in University publications, advertisements and other materials on the subject of diversity;

(c) on an annual basis thereafter prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and

(d) under-take such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee's jurisdiction as may be requested by the Board of Trustees.

Membership of the Diversity Advisory Committee/Meetings: The Diversity Advisory Committee shall be composed of eleven (11) persons who shall each serve terms as set forth below:

- One member of the University's Board of Trustees, appointed by the Board of Trustees
- Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University
- Two persons designated as representatives from the Faculty Senate
- Two persons designated as representatives from the Staff Senate
- Two persons designated as representatives from the Student Government Association
- One person designated as the representative from the UCA Alumni Association
- One person designated as the representative from the UCA Foundation, Inc.

The UCA Board member and the representatives from the UCA Alumni Association and the UCA Foundation shall serve a one-year term on the committee.

All other members shall serve two-year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting so that one person from the at-large Board appointees, Faculty Senate, Staff Senate and SGA serves an initial one-year term, and one person from each group serves a two-year term. Thereafter, all terms shall be for two years. Members of the committee may be reappointed.

The committee shall elect its own chair. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the Chair, or upon the request of any two (2) members of the committee. At least two days' notice of any meeting shall be provided to each member.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 526

Subject: Employee Benefits Program

Date Adopted: ##/#12/12 Revised: _____

Eligibility

Employees are eligible for the Employee Benefits Program based on the following criteria:

1. 12-month Non-Classified, Classified, and Faculty Appointments – employees appointed on an appointment period of 10 months or more at a minimum of 75% time.

2. 9-Month Faculty Appointments – faculty appointed on a nine (9) month appointment period at a minimum of 75% time.

3. Part-time Faculty Appointments – faculty appointed on a semester-by-semester appointment period if their semester appointment is at a minimum of 75% time.

Group Benefits Program

The Group Benefits Program contains the following:

1. Health insurance
2. Dental insurance
3. Life insurance
4. Long-term Disability (LTD) insurance
5. Section 125 Plan/Cafeteria Plan/Flexible Spending Accounts

Enrollment must take place prior to the first date of employment. Health insurance is effective as of the first day of employment. All other benefits listed above take effect on the first day of the month following a 90-day waiting period.

Voluntary Benefits Program

The Voluntary Group Benefits Program consists of an array of individual benefit products that the employee may select. The effective date of these individual benefit products will be the first of the month following a 90-day waiting period.

Retirement Program

The retirement program consists of four (4) different options. Once an employee makes an election between the Alternate Retirement Plan, Arkansas Public Employees Retirement System (APERS), or Arkansas Teacher Retirement System (ATRS), the decision is irrevocable.

a. Alternate Retirement Plan (TIAA-CREF).

The Alternate Retirement Plan is a 403(b) plan, also known as a defined contribution plan, in which the employee must contribute six (6%) percent of his or her annual salary. UCA will contribute 10% as an employer contribution.

The effective date of this plan is the first day of employment. Employees are vested based on the following schedule:

i. 25% vested – employed at least one (1) year
ii. 50% vested – employed at least two (2) years
iii. 75% vested – employed at least three (3) years
iv. 100% vested – employed at least four (4) years

b. Arkansas Public Employee Retirement System (APERS)

APERS is a 401 plan, also known as a defined benefit plan, in which the employee must contribute five (5%) percent of his or her annual salary. UCA will contribute the mandated employer contribution as set forth by APERS, which may vary from year-to- year. The vesting period is five (5) years.

c. Arkansas Teacher Retirement System (ATRS).

The Arkansas Teacher Retirement System is a 401 plan, also known as a defined benefit program. Only new UCA employees who are vested with ATRS may select this plan. UCA will contribute the mandated employer contribution as set forth by ATRS, which may vary from year-to-year.

d. Supplemental Retirement Account (SRA)

Employees participating in any of the three retirement plans under a., b., or c. may contribute above the required employee contribution of each plan, in an SRA only, up to the Internal Revenue Service maximum employee contribution limits. There is no employer contribution for the SRA. All SRA employee contributions are immediately vested.

All full-time and part-time employees, except students, are eligible to participate in the SRA. Employees can choose investment funds offered by TIAA-CREF and VALIC for the SRA.

Administration

The president of the University, or his or her designee, may adopt rules and regulations for interpreting the Employee Benefits Program and for administering its provisions in a manner consistent with this Board policy.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: ~~362~~ 527

Subject: Accrued Leave—Employees Changing from Twelve-Month Appointments to ~~Nine-Month Appointments~~ Positions of Less than 12 Months

Date Adopted: 09/92 Revised: 12/12

Any University employee who, on or after July 1, 1993, changes employment status from a 12-month position to a position of less than 12-months, which does not accrue annual leave, is required to use all annual leave accrued before entering into the new employment status.

The president must approve all requests for an exception to this policy.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: ~~356~~ 528

Subject: Phased Retirement Program ~~Policy~~

Date Adopted: 03/99 Revised: 05/09, 12/12

~~Preface:~~ Under the "Older Workers Benefits Protection Act (OWBPA)," a person may not waive any right or claim under the "Age Discrimination in Employment Act (ADEA)" unless the waiver is "knowing and voluntary." The following is provided to meet the "knowing and voluntary" provision of the OWBPA:

1. The phased retirement program is a voluntary program offered by the University of Central Arkansas. The program, adopted by the UCA Board of Trustees on March 12, 1999, is initially available to all full-time tenured faculty members who have completed ten (10) years of continuous service at UCA and who are fifty-five (55) years of age or older on or before November 1 of the calendar year prior to the commencement of phased retirement.

   A year of continuous service is defined as a nine-month full-time faculty assignment, twelve-month full-time faculty assignment, or twelve-month full-time administrative assignment. The ten (10) year minimum may be achieved using any combination of years of full-time faculty or administrative service. Approval or disapproval of an individual faculty member's application will be determined by the provost based upon the needs of the institution and fiscal considerations.

2. A faculty member who does not meet the age or service requirements described in paragraph one (1) or who is receiving long-term disability insurance benefits or workers' compensation benefits is ineligible to participate in the program. In the event there is a period of time in which a faculty member is on leave without pay, such period of time will not be considered when calculating the number of years of continuous service for eligibility purposes. A period of time in which a faculty member is on leave without pay status will not be construed as disrupting continuous service whereas years of continuous service are disrupted in the case of a faculty member resigning his or her position with the University and returning at a subsequent period in time.

3. A faculty member will be given a period of at least forty-five (45) calendar days to consider the Agreement and Waiver.

4. Faculty members interested in the phased retirement program may select a period from one (1) to five (5) calendar years of phased retirement. Upon selection of the number of years of phased retirement, the period may be shortened or lengthened only upon approval of the provost. In no case will the period of phased retirement exceed five (5) calendar years. The decision to participate in phased retirement is irrevocable.

5. Full retirement and cessation of tenure begins with the completion of the last semester of the phased retirement period. During the phased retirement period, the reduction in teaching and/or administrative hours will not be replaced with an increase in other University employment. Full retirement means termination of all employment with the University.

6. A faculty member selecting the phased retirement program may be able to structure the fractional full-time equivalent (FTE) of his or her load differently each year of phased retirement, but each year the load will be based on one of the following:

FTE Load	Percent of Base Salary
one-quarter (1/4) FTE	up to twenty-five percent (25%)
one-half (1/2) FTE	up to fifty percent (50%)
three-quarters (3/4) FTE	up to seventy-five percent (75%)

7. During the phased retirement period, a faculty member's teaching load may be divided among the fall and spring semesters, summer sessions, and intersessions, as agreed to by the faculty member and provost. The initial agreement will specify FTE load and its timing for each year of phased retirement. Once an FTE load has been defined, it may only be modified with approval of the provost.

8. During the phased retirement period, health and other insurance benefits and the cost/share percentages in force for full-time faculty will continue for a faculty member, as well as any spouse and/or other eligible dependents.

9. During the phased retirement period, payments by the University and by each faculty member into his or her retirement plan will continue under the normal terms of the plans. Contributions will be based upon proportional base salary only. A faculty member's contributions will be limited by plan requirements and by the Internal Revenue Code pre-tax and after-tax maximum annual calculations.

10. During the phased retirement period, tuition remission for a faculty member, as well as any spouse and/or other eligible dependents will be afforded in the same manner as that of full-time faculty members not selecting the phased retirement program.

11. During the phased retirement period, a faculty member will enjoy all rights and privileges of full-time faculty members not selecting the phased retirement program, including but not limited to parking, sporting events, library, office space, and clerical services. A faculty member in phased retirement, however, will not be eligible for sabbatical leave.

12. During the phased retirement period, a faculty member's tenure status will not be altered.

13. During the phased retirement period, a faculty member will be eligible for proportional increases in salary in the manner afforded full-time faculty members not selecting the phased retirement program.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: ~~352~~ 529

Subject: Faculty Sick Leave

Date Adopted: 12/88 Revised: 03/89, 03/94, 12/12

SICK LEAVE POLICY

In order for the University to wisely utilize its resources and appropriately reflect and evaluate personnel costs, a system for reporting absences from work because of illness is essential. Effective January 1, 1989, sick leave taken by all full-time employees, both faculty and non-faculty, shall be reported monthly to ~~the Personnel Department .~~Human Resources by the director or chair of each administrative and academic unit.

The collegial sick leave policy for members of the faculty, as described in the *Faculty Handbook* (pg.81 VII), shall be limited to no more than six (6) consecutive months leave with pay. Leave without pay may be granted at the discretion of the president of the University upon recommendation of the provost.

Employees who leave University employment are not entitled to be paid for accrued sick leave.

SICK LEAVE POLICY FOR TWELVE-MONTH: ADMINISTRATIVE PERSONNEL WITH FACULTY RANK

All twelve-month administrative personnel with faculty rank who assume administrative positions after January 1, 1989, will accumulate sick leave at the rate of eight (8) hours per month with a maximum accrued leave of nine-hundred sixty (960) hours.

All twelve-month administrative personnel holding faculty rank in the employment of the University before January 1, 1989, will be subject to the sick leave policy in existence prior to that date. These employees have not earned nor reported sick leave in the past; however, this policy will allow maximum absences due to sickness not to exceed six (6) consecutive months.

Sick leave can be used when an employee is unable to work because of sickness, injury, medical, dental or optical treatment. Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. Also, an employee may be required to furnish a certificate from an attending physician if the employee has been sick fewer than five (5) consecutive days. A certificate from a Christian Science practitioner listed in *The Christian Science Journal* may be submitted in lieu of a physician's certificate. Sick leave may also be granted to employees due to serious illness or death of a member of the employee's immediate family. Immediate family shall mean the father, mother, sister, brother, husband, wife, child, grandparents, grandchildren, in-laws, or any individual when the employee is acting as a parent or guardian. The sick leave policy presently stated in the UCA *Staff Handbook*, as revised January 1, 1987, will be used to supplement these policies with more detail.

Forms for reporting sick leave each month will be provided to the administrative units and academic departments by ~~the Personnel Office~~ Human Resources.

The Family and Medical Leave Act of 1993 entitles employees who have worked at least 1,250 hours during the previous twelve months to a total of twelve work-weeks of unpaid leave during any given twelve-month period for:

1. Medical reasons;
2. Birth or adoption of a child; or
3. To care for a child, spouse, or parent with a serious medical condition.

The employer must maintain coverage for the employee under any group health plan for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued employment.

Upon return from Family and Medical Leave, an employee is entitled to be restored to:

1. The position formerly occupied; or

2. An equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Board Elections

(i) Board Officers

The following officers were unanimously elected upon motion by Elizabeth Farris and a second:

- Victor Green, Chair
- Kay Hinkle, Vice Chair
- Brad Lacy, Secretary

(ii) UCA/Conway Regional Healthcare Education Foundation, Inc.

Victor Green was unanimously elected to serve on the UCA/Conway Regional Healthcare Education Foundation Board upon motion by Kay Hinkle and second by Brad Lacy.

(iii) "Audit Committee" - Board Policy No. 213 (Election of One Member for 2013)

Board Policy No. 213 established an Audit Committee of the Board of Trustees.

The Audit Committee is composed of three members of the Board. The UCA Office of Internal Audit reports directly to the Audit Committee, and then the UCA Board of Trustees.

Pursuant to Board Policy No. 213, as amended earlier this year, for calendar year 2013, and years thereafter, the Board of Trustees is to select one (1) person to serve a one-year term on the Audit Committee.

The other appointments to the Audit Committee are (a) the Board appointment made in January of the applicable year by the Governor of the State of Arkansas to a full seven-year term on the Board of Trustees and such person shall serve a two-year term on the Audit Committee and (b) the continuing member from the prior year.

The policy also provides that any elections by the Board of Trustees shall occur at the last Board meeting of each calendar year with such persons taking office on the first day of the following calendar year.

It is necessary for the Board to select one of its members to serve on the Audit Committee for 2013. The other two members of the Audit Committee for 2013 will be (a) Mr. Brad Lacy, who will serve a second year, and (b) the trustee appointed by the Governor of Arkansas in January, 2013, for a seven-year term.

The following resolution was unanimously adopted upon motion by Rush Harding and second by Kay Hinkle:

"BE IT RESOLVED: That Bunny Adcock is hereby selected to serve as a member of the Audit Committee for calendar year 2013."

Resolution – Bobby Reynolds

As incoming chair of the Board, Victor Green asked President Courtway to prepare a resolution, to be presented at the February, 2013 Board meeting, expressing appreciation to Bobby Reynolds for his service as chair of the Board.

EXECUTIVE SESSION

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Victor Green with a second by Bunny Adcock.

OPEN SESSION

The following resolution was unanimously adopted upon motion by Elizabeth Farris with a second by Kay Hinkle:

"**BE IT RESOLVED: That the Board of Trustees hereby approves the personnel list presented in executive session, provided however, that the administration is authorized to make corrections and changes of a clerical nature.**

There being no further business to come before the Board the meeting was adjourned upon motion by Kay Hinkle with a second by Victor Green.

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The University of Central Arkansas Board of Trustees

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Bobby Reynolds
Chair

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Kay Hinkle
Secretary