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II.A. Recruiting Policies

~~Hiring for Honors College faculty positions will be undertaken jointly by the discipline-appropriate departments and the Honors College. The Honors College will define the special areas of training, competence, expertise and knowledge needed in the hiring of a potential faculty member. The discipline-appropriate departments will participate throughout the hiring process to ensure that potential faculty members have sufficient breadth and depth in background and training to teach that department's general courses for general education and majors/minors.~~

III.A. Tenured Appointments

Tenured faculty members are eligible for all privileges extended by the university to regular professional personnel, including such programs as retirement and other **employee fringe-benefits**, leaves of absence, professional travel, and other privileges outlined in this handbook. Tenured faculty members are eligible for full participation in the affairs of the university, its component institutions, and its departments and administrative units in accordance with university policy.

III.B.1. Types of Term Appointments

If an individual joining the university has had successful faculty or post-doctoral experience at another regionally accredited college or university, the university may count a specified number of those years toward probationary service. Evidence of such successful professional performance will be submitted and evaluated prior to employment. Years to be counted toward probationary service must be indicated in the initial letter of appointment. Faculty members initially appointed at the rank of associate or full professor may be offered credit for up to three years of the six-year probationary term if they have had the appropriate experience. Other faculty appointments may include credit for up to three years of the six-year probationary term.

Tenure-track faculty members are eligible for all privileges extended by the university to regular professional personnel, including such programs as retirement and other **employee fringe-benefits**, leaves of absence, professional travel, and other privileges outlined in this handbook. Tenure-track faculty members are eligible for full participation in the affairs of the university, its component institutions, and its departments and administrative units in accordance with university policy.

III.C.2. Honors College Faculty

~~Honors College faculty may hold the tenurable academic rank of assistant professor, associate professor, or professor. **Non-tenure-track faculty may be appointed and advanced to the ranks of lecturer I, lecturer II, and senior lecturer.** Tenure-track faculty positions in the Honors College are initially dual appointments in the Honors College and a discipline-appropriate department. Thus, during the probationary period, any procedure that applies to Honors College faculty that mentions the "department chair" will be read to mean both the dean of the Honors College and the chair of the discipline-appropriate department. After the faculty member earns tenure, the position becomes a single appointment in the Honors College. Tenured faculty~~

~~members in the Honors College are expected to maintain their involvement in the discipline-appropriate department through their teaching, scholarship, and/or service.~~

~~Hiring policy for Honors College Faculty is set forth in Chapter 3, Section II, A of this *Faculty Handbook*.~~

~~The tenure and promotion of Honors College Faculty hired before September 1, 2005, will follow the procedures in Board policy No. 303.~~

~~For Honors College faculty members hired after September 1, 2005, the procedures specific to the Honors College faculty set forth in Chapter 3, Section VI, G of this *Faculty Handbook* shall apply.~~

The procedures for advancement, promotion, and tenure for the honors college faculty will be the same as those procedures for other faculty. The responsibilities of a department chair will be fulfilled by the dean; the role of the college-level committee will be assumed by the Honors Council, excluding the dean (in the case a member of the Honors Council does not hold tenure, a tenured faculty member alternate will be appointed by the appropriate academic dean); and the responsibilities of the college dean will be assumed by the Associate Provost, as designated by the Provost.

IV.A. Tenured/Tenure Track Ranks – Continuing Faculty

The ranks of assistant professor, associate professor or professor are limited to tenured or tenure-track faculty with a terminal degree or other degree considered acceptable for a tenure-track appointment by the appropriate accrediting body. For exceptions, see 3.IV.D.

IV.A.1. Instructor

Instructor

Instructor is a rank designated only for tenure-track faculty who have not completed their terminal degree. Faculty members may hold the rank for a period of time established in their initial letter of appointment (cf. Chapter 3, Section IV.A.1). Appointment to assistant professor will be effective at the beginning of the fall or spring semester immediately following receipt by the Provost's Office of an official transcript showing that the terminal degree was awarded. Completion of the terminal degree must occur within the time period specified in the initial letter of appointment, not to exceed three semesters. If additional time is warranted for extenuating circumstances, a maximum of two additional semesters may be granted with the recommendations of the Department Personnel Advisory Committee, Chair, and Dean, and approval of the Provost. The probationary period begins at the time of initial appointment to the tenure-track position, regardless of rank.

IV.A.1.2. Assistant Professor

IV.A.1.3. Associate Professor

Appointment or promotion to the rank of associate professor, as well as that of professor, should represent an implicit prediction on the part of the department, college, and the university that the individual so appointed will make sound contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, teaching, research, leadership, and learning. A candidate for an associate professorship is expected to have demonstrated excellence in the lower ranks and should offer evidence that teaching, creative activity, and research have kept abreast of times in method and subject matter; that a greater degree of maturity has been attained; and that there has been a retention of interest in competent teaching and research. A comprehension of a significant portion of the discipline is expected. Furthermore, evidence of productivity and competent scholarship beyond that completed for the doctoral degree is required.

IV.A.1.4. Professor

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IV.B.1. Instructor

Instructor is a rank designated only for tenure-track faculty who have not completed their terminal degree. Faculty members may hold the rank for a period of time established in their initial letter of appointment (cf. Chapter 3, Section IV.A.1). Appointment to assistant professor will be effective at the beginning of the fall or spring semester immediately following receipt by the Provost's Office of an official transcript showing that the terminal degree was awarded. Completion of the terminal degree must occur within the time period specified in the initial letter of appointment, not to exceed three semesters. If additional time is warranted for extenuating circumstances, a maximum of two additional semesters may be granted with the recommendations of the Department Personnel Advisory Committee, Chair, and Dean, and approval of the Provost.

IV.B. 1.2. Lecturer/Clinical Instructor/Laboratory Instructor I

IV.B. 2.3. Lecturer/Clinical Instructor/Laboratory Instructor II

IV.B. 3.4. Senior Lecturer/Senior Clinical Instructor/Senior Laboratory Instructor

V.D. Additional Criteria for Promotion: Education and Service Requirements

Promotion to associate professor will be awarded simultaneously with a successful application for tenure. For promotion to associate professor, a faculty member will have been in a tenure-track position for at least six years, including any years credit toward promotion granted with the initial appointment. For promotion to professor, a faculty member will have been an associate professor for at least six years. Years in service shall mean years served at UCA with the following exception: If an individual joining the university has had successful faculty or post-doctoral experience at another regionally accredited college or university or significant professional experience, the university may count a specified number of those years toward promotion. Evidence of such successful professional performance will be submitted and evaluated at the time of employment and credit to be awarded must be indicated in the initial letter of appointment.

V.E. Application of Criteria in Tenure Decisions

The combined, linked tenure and promotion decision has special significance for both the faculty member and the university. For the university, granting tenure and promotion to the next academic rank involves not only an evaluation of past performance but an evaluation of potential for continued growth. Moreover, the granting of tenure and promotion means the acceptance of a new member into the university's permanent scholarly community. The tenure and promotion decision, therefore, must involve consideration of a faculty member's ability to work effectively in, and contribute significantly to, the department and the university community. Although decisions regarding tenure are in general based on the same criteria as promotion decisions, the tenure decision has special significance for both the faculty member and the university. For the university, granting tenure involves not only an evaluation of past performance but an evaluation of potential for continued growth. Moreover, the granting of tenure means the acceptance of a new member into the university's permanent scholarly community. The tenure decision, therefore, must involve consideration of a faculty member's ability to work effectively in, and contribute significantly to, the department and the university community.

VI.B.2. The Candidate- Application

The procedure for tenure and/or promotion is initiated in every case by the candidate. It is the responsibility of every faculty member to be aware of the university, college, and departmental policies and procedures, and of the faculty member's own status regarding tenure and/or promotion. The candidate is responsible for preparing the initial application and ensuring that all relevant materials are included. The application form is located on the provost's website. The application should include documentation that the candidate has met all eligibility requirements for tenure and/or promotion, as outlined in this *Faculty Handbook*. The candidate will submit the tenure and/or promotion application to the department tenure and promotion

committee by September 1. The departmental committee has a responsibility to determine whether the candidate has included all necessary and relevant materials. Once a candidate's application has been submitted to the departmental committee, nothing may be added to or removed from the application, except upon direct request from the relevant reviewing body and with the consent of the candidate.

VI.C. Departmental Level Review

The major share of the responsibility for evaluating a candidate falls on the departmental committees and the department chair. They must determine not only present qualifications for tenure **and/or** promotion, but also potential for future development. The evaluation must be more than a cursory review of the candidate's activities in teaching, research, and service. It must be a thorough assessment of the quality of these activities, supported by substantial evidence provided by the candidate. The departmental committee and chair may request that the candidate secure any additional evidence deemed necessary. The responsibility of judgment is given to the professionals at the department level because of their familiarity with the candidate and the qualifications necessary for their particular discipline.

VI.C.1. The Department Tenure and Promotion Committee

~~The committee will make its recommendations concerning tenure before making its recommendations concerning promotion. The recommendation for promotion will be independent of the recommendation for tenure.~~

For each candidate for tenure **and/or promotion**, the committee will determine a positive or negative recommendation by a simple majority vote, and shall explain the rationale for this recommendation in a separate letter to the department chair. ~~For each candidate for promotion, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the department chair. If a candidate is applying for both tenure and promotion, the committee will include its rationale for both of its recommendations in a single letter.~~

VI.C.2. The Department Chair

~~The department chair will make an independent review of each candidate's file. , making a recommendation concerning tenure before making a recommendation concerning promotion. The recommendation for promotion will be independent of the recommendation for tenure.~~

Each candidate for tenure **and/or promotion** will receive a positive or negative recommendation. The chair shall explain the rationale for this recommendation in a separate letter. ~~This letter that shall be transmitted to the college tenure and promotion committee. Each candidate for promotion will receive a positive or negative recommendation. The chair shall explain the rationale for this recommendation in a separate letter. This letter shall be transmitted to the college tenure and promotion committee. If a candidate is applying for both tenure and promotion, the chair will include the rationale for both recommendations in a single letter.~~

The chair will provide written notification to the candidate of the chair's recommendation(s) and will also meet with any candidate who has received a negative recommendation from the departmental committee or the department chair. The candidate may, at this point, withdraw the application; if not withdrawn, the file will be submitted to the college committee. In any case in which the department chair is a candidate for tenure **and/or** ~~and/or~~ promotion, the file will be forwarded directly from the departmental committee to the college committee. If, however, the department chair is not recommended by the departmental committee for ~~either~~ tenure **and/or** ~~or~~ promotion, the chair of the departmental committee will notify the department chair so that the candidate may have the option of withdrawing the application.

VI.D.1. The College Tenure and Promotion Committee

The purpose of the committee is to evaluate each file and make an independent recommendation to the college dean. ~~The committee will make its recommendations for tenure before making its recommendations for promotion. The recommendations for promotion will be independent of the recommendations for tenure.~~

The committee's chief responsibilities are to evaluate the candidate's qualifications for tenure and/or promotion, check the file for consistency with the departmental, college, and university policies and procedures, and review the completeness of the information presented. For each candidate for tenure **and/or promotion**, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter to the college dean. ~~For each candidate for promotion, the committee will determine a positive or negative recommendation by a simple majority vote. The committee shall explain the rationale for this recommendation in a separate letter. If a candidate is applying for both tenure and promotion, the committee will include its rationales for both of its recommendations in a single letter.~~

VI.D.2. The College Dean

~~The college dean will make an independent review of each candidate's file, making recommendations concerning tenure before making recommendations concerning promotion. The recommendations for promotion will be independent of the recommendations for tenure.~~

The college dean will make an independent review of each candidate's file. The dean's perspective should, of necessity, be broader than that of the department chair. In addition to and exclusive of the candidate's individual qualifications and performance, the dean must consider compelling programmatic needs and the stated mission and goals of the college.

Each candidate for tenure **and/or promotion** will receive a positive or negative recommendation. The dean shall explain the rationale for this recommendation in a separate letter to the provost. ~~Each candidate for promotion will receive a positive or negative recommendation. The dean shall explain the rationale for this recommendation in a separate letter to the provost. If a candidate is applying for both tenure and promotion, the dean will include the rationale for both his/her recommendations in a single letter.~~

The dean will provide written notification to the candidate of the dean's recommendation and will meet with any candidate who has received a negative recommendation from the college committee or the college dean. The candidate may, at this point, withdraw the application.

All files will be forwarded to the provost by January 15.

In any case in which the dean is a candidate for tenure **and/or** promotion, the file will be forwarded directly from the college committee to the provost.

VI.E.1. Provost

The provost will determine which candidates will be recommended to the president, ~~making the determination for tenure recommendations before making the determination for promotion recommendations.~~ The determination shall be that of the provost although the provost may consult with the Council of Deans on any candidate. ~~Recommendations of the provost for promotion will be placed in priority order.~~ In addition to and exclusive of individual qualifications and performance, consideration must be given to significant institutional budgetary concerns and compelling programmatic needs. In cases where significant institutional budgetary concerns or compelling programmatic needs may limit the number of faculty from a department to be granted tenure **and/or promotion** in a given year, the provost will give the departmental faculty the opportunity to rank its tenure **and/or promotion** candidates.

VI.E.2. President and Board of Trustees

The president shall receive the report and recommendations of the provost, and when applicable, the university tenure appeals committee and the university promotion appeals committee. The president makes

the final decision on each applicant and reports all positive decisions to the board. The Board of Trustees confirms those recommended for tenure **and/or promotion** by the president. The board does not address cases in which tenure **and/or promotion** is denied by the president. The president also provides notification to each candidate.

Tenure **and/or promotion** is granted by the Board of Trustees upon the recommendation of the president. No other person shall have any authority to make any representation concerning tenure **and/or promotion** appointment.

VI.F. Special Provision for Honors College Faculty

F. Special Provision for Honors College Faculty

1. Probationary Period

~~A faculty member will spend the probationary period for tenure working in both a discipline-appropriate department and the Honors College, with the position funded by the Honors College and by the university with the intention that after the probationary period and a successful tenure decision, he or she will move from a dual appointment to a permanent single appointment in the Honors College. Such faculty will not occupy permanent lines in the department but will occupy positions otherwise filled by other types of temporary faculty. During the probationary period, the faculty member will build a body of teaching, scholarship and service that will become the basis of future evaluation and review by both the Honors College and the discipline-appropriate department. Annual review of faculty will be conducted jointly by the chair of the discipline-appropriate department and the dean of the Honors College. Mid-tenure review will be conducted by the tenure committee as described below, the department chair, the dean of the Honors College, and the college dean following the procedures in Chapter 3, Section VI, Part A 2 of the *Faculty Handbook*.~~

2. Tenure Review

~~The department-level decision regarding tenure will be undertaken by a tenure committee consisting of the discipline-appropriate department's tenure and promotion committee and tenured Honors College faculty. The number of tenured Honors College faculty members on the tenure committee shall not exceed the number of faculty on the discipline-appropriate department's tenure committee. The tenured Honors College faculty will select which members of their tenured faculty will serve on the tenure committee.~~

~~The tenure committee shall make a recommendation for tenure based on all relevant criteria and explain the rationale for their recommendation in a letter to both the chair of the discipline-appropriate department and the dean of the Honors College. The chair of the department and the dean of the Honors College shall jointly write a letter recommending or not recommending tenure. After this evaluation, the application will follow the typical review process as outlined in Chapter 3, Section VI of the *Faculty Handbook*, moving to the college tenure and promotion committee and then dean of the college in which the discipline is housed, before being reviewed by the provost. Except where noted above, all procedures and guidelines for tenure, including time deadlines, procedures for confidentiality, and appeal procedures, will follow those in Chapter 3 of the *Faculty Handbook*.~~

3. Location of Tenure

~~Following the probationary period served in a department and the Honors College and a favorable tenure decision, a faculty member will become a full-time and permanent member of the Honors College faculty. His/her tenure will follow him/her into the Honors College.~~

4. Promotion Review

~~The department-level decision regarding promotion from assistant to associate professor will be undertaken by a promotion committee consisting of the discipline-appropriate department's tenure and promotion~~

~~committee and tenured Honors College faculty. The number of tenured Honors College faculty members on the promotion committee shall not exceed the number of faculty on the discipline appropriate department's tenure and promotion committee. The tenured Honors College faculty will select which members of their tenured faculty will serve on the promotion committee.~~

~~The department-level decision regarding promotion from associate to full professor will be undertaken by a promotion committee consisting of all the tenured faculty members of the Honors College and tenured faculty from the discipline appropriate department. The number of tenured departmental faculty members on the promotion committee shall not exceed the number of tenured faculty members in the Honors College. The tenured faculty members of the discipline appropriate department will select which members of their tenured faculty will serve on the promotion committee.~~

~~The promotion committee shall make a recommendation for promotion based on all relevant criteria and explain the rationale for their recommendation in a letter to both the chair of the discipline appropriate department and the dean of the Honors College. Positive recommendations for promotion will be placed in priority order. The chair of the department and the dean of the Honors College shall jointly write a letter recommending or not recommending promotion. Positive recommendations for promotion will be placed in priority order. After this evaluation, the application will follow the typical review process as outlined in Chapter 3, section VI of the *Faculty Handbook*, moving to the college tenure and promotion committee and then dean of the college in which the discipline is housed, before being reviewed by the provost. Except where noted above, all procedures and guidelines for promotion, including time deadlines, procedures for confidentiality, and appeal procedures, will follow those in Chapter 3 of the *Faculty Handbook*.~~

VI. F.G. Tenure and Promotion Appeals

When a candidate receives notification from the provost of a negative recommendation to the president for tenure and/or promotion, a written appeal may be submitted to the president within seven working days after receipt of the provost's notice. Appeals may be made on the following bases:

An appeal from the tenure and/or promotion process will be heard by a university tenure and promotion appeal committee, which will consist of two members selected at random from each college. The selection shall be made by the Faculty Senate Executive Committee under the supervision of the provost, from the college tenure and promotion committees excluding the college of the appellant. The committee will elect its own chair, who will be non-voting. In the event that there is more than one appeal in a given year, a separate committee will be formed for each appellant.

The purpose of the committees is not to determine the merits of the candidate's qualifications for tenure and/or promotion, but to determine whether any of the four bases for appeal are proven by a preponderance of the evidence. The committees will file written reports of findings with the president. The operating procedures of the committee and the administration shall be consistent with those set forth in Chapter 3, Section XI.

Chapter 4

XII.D. Sabbatical Leave Program

A faculty member going on leave with pay must sign an agreement to return to the university for one academic year or repay the stipend and cost of ~~employee fringe~~ benefits received while on sabbatical leave.

Chapter 5

III. Faculty Emeritus and Distinguished Faculty Emeritus

The nomination for distinguished emeritus status will be by a written positive recommendation of a majority of the tenured faculty of the appropriate academic department. The **Distinguished** Faculty Emeritus

Committee will be responsible for evaluating all applications for distinguished emeritus status and for preparing a recommendation in each case for submission to the president.

The announcement of distinguished emeritus status will be made at the spring commencement program. The Distinguished Faculty Emeritus Committee will limit its recommendation to no more than ~~two~~ **three** individuals each year for distinguished emeritus status.

IV. Employee Fringe Benefits

IV. C. Retirement Plans

Public Employees Retirement System

The Arkansas Public Employees Retirement System (APERS) is a defined benefit retirement plan. Five years of plan participation are required to be vested. **(Not open to new employees).**

Arkansas Teacher Retirement System

The Arkansas Teacher Retirement System (ATRS) is a defined benefit retirement plan. Five years of plan participation are required to be vested.

TIAA-CREF

~~Teachers Insurance & Annuity Associations —College Retirement Equities Fund (TIAA-CREF)~~ is a defined contribution retirement plan available to all benefits eligible employees. UCA contributions vest on a pro-rated basis for plan participation of less than four years. Service from day 1 through year 2 is 25% vested, completion of year 2 through year 3 is 50%, completion of year 3 through year 4 is 75%, and service after 4 completed years is 100% vested. Employee contributions are immediately vested to the employee.

Supplemental Retirement Accounts (SRA)

The university, through vendors, offers all employees the opportunity to participate in supplemental retirement plans. The plans receive no contributions from the university. Employee contributions are made on a pre-tax basis. **For current SRA vendors, contact Human Resources.** Current SRA vendors are TIAA-CREF, VALIC, and Fidelity.

Benefits-Eligible Retirement (~~Board Policy 516~~)

~~Pursuant to UCA Board Policy 516. 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 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. 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 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.~~

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 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 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 contribution will be the cost of the continuation of that life insurance coverage until age 70. 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 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.

IV.D. Phased Retirement (Board Policy 528)

Pursuant to UCA Board Policy 528. 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/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/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 (¼) FTE	Up to twenty-five percent (25%)
One-half (½) FTE	Up to fifty percent (50%)
Three-quarters (¾) 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/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 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.~~
14. ~~To be considered for the phased retirement program, a faculty member must submit an application to the provost by November 1 of the year preceding the calendar year he/she wishes phased retirement to commence. Upon receipt of the application, via the applicant's department chair and college dean, the provost may recommend modification of the proposal and will notify the faculty member of the final approval or disapproval of the application by December 15 following its receipt. The final decision to accept or reject the proposal will be rendered by the provost. Phased retirement will commence at the completion of the spring term following approval by the provost.~~
15. ~~A faculty member having received approval from the provost to participate in the phased retirement program will be given a period of at least seven (7) days following the signing of the Agreement and Waiver in which to revoke it. The Agreement and Waiver is not effective or enforceable until the revocation period expires.~~
16. ~~A faculty member having elected the phased retirement program does not waive rights or claims which may become available after the waiver is executed.~~
17. ~~A faculty member waives rights or claims only in exchange for the opportunity to participate in the phased retirement program.~~
18. ~~During the phased retirement period, the university may dismiss a faculty member for cause consistent with the requirements of the *Faculty Handbook*.~~
19. ~~A faculty member is advised to seek advice and counsel of attorneys, accountants, and others who can aid his/her in making an informed decision about participating in the phased retirement program.~~

IV.E Fee Remission (Board Policy 623)

[Pursuant to UCA Board Policy 623. Undergraduate and Graduate Registration Discount Program](#)

As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and

to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount on required fees applies only to the Facility fee, Co-op fee, AAGE Test fee, Student Center fee, HPER fee, Athletic fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other university-sponsored tuition scholarships. The discount will not apply to study-abroad programs. However, the fee waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with private scholarships and assistance.

Eligibility and Restrictions

Only courses taken for college credit qualify for the discount.

Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees.

The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an employee's hire date is October 1, their fee remission privileges will begin at the start of the spring semester.

Fee remission for spouses and dependent children may be used in attaining only one undergraduate degree. Individuals holding an undergraduate degree from UCA or another institution may not use the remission program. Children must meet the IRS definition of dependent (eligible to be claimed as a dependent child for federal tax purposes) during each year of the fee remission.

Fee remission for employees may be used in attaining only one undergraduate and one graduate degree. Individuals holding an undergraduate or graduate degree from UCA or another institution may not use the remission program in attaining a second degree at the same level. However, with review and approval of the appropriate supervisor and vice president, employees may use the fee remission program in attending courses related to the employee's current job duties or role.

Graduate degree fee discounts are not available for spouses or dependents.

Costs

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to twenty (20) percent of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees will pay an amount equal to twenty (20) percent of the regular in-state registration and applicable eligible fees for graduate courses.

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

Exceptions

~~If an employee dies or becomes disabled (as determined by the university's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining.~~

~~If an employee with five (5) or more years of benefits-eligible university employment dies or becomes disabled (as determined by the university's disability insurer) prior to the date at which a dependent would otherwise become eligible for the discount, the discount will be available for that employee's dependents with all other guidelines and restrictions remaining.~~

IX.B. Retirement

Deductions are made from the salaries of employees who are members of either the Arkansas Teacher Retirement System or TIAA-CREF. In either case, the university also makes contributions on behalf of the faculty member.

Chapter 7

Chapter Seven: University Standing Councils and Committees

The administration, the Faculty Senate, and the Student Government Association (SGA) may each appoint committees to address issues of special concern to those groups. In the case of administratively appointed committees, reports and recommendations are made to the administrator responsible for creating the committee and determining its function. Faculty Senate committees report to that body, which in turn may make recommendations to the president, the provost, other appropriate administrative officers, or to an appropriate university standing council or committee. SGA committees report to the SGA. SGA recommendations are made to the president or the vice president for student services and institutional diversity.

I.B. Assistance Program for Students with Exceptional Circumstances (APSEC)

(pursuant to UCA Board Policy 710 <http://uca.edu/board/700series/>)

I.C.B. Athletic Committee

I.D.C. Diversity Advisory Committee

I.E. D-1.b. Employee Benefits Advisory Committee

To recommend to the budget advisory committee by priority the **employee fringe** benefits to include in the next year's budget.

To encourage educational and informational programs designed to promote the best use of **employee fringe** benefits by UCA employees.

I.E.2. Employee Benefits Advisory Committee

Membership: Consists of four full-time continuing faculty members and four staff members serving rotating four-year terms and a chair appointed by the president. **Also consists of one part-time faculty serving a one-year term. The part-time faculty position shall be a non-voting member except on issues that directly affect the part-time faculty of the University as determined by the chair of the committee.** The

associate vice president for human resources and risk management serves as an *ex officio* member. Faculty members are appointed by the Faculty Senate. Staff members are appointed by the Staff Senate.

I.F. Distinguished Faculty Emeritus/Emerita Committee- Membership

Membership: the committee consists of the provost or designee who will serve as chair, one tenured associate or full-professor from each academic college, and two tenured at-large members. Members other than the chair are appointed by the Faculty Senate for rotating three-year terms.

I.G.3. Faculty Grievance Panel

In the case of an appeal alleging race, age, gender, national origin, or disability discrimination, the chair of the Diversity Advisory Committee, or their designee, will sit on the council as a non-voting *ex officio* member.

I.H.G. Faculty Handbook Committee

1. Charge: The charge of the Faculty Handbook Committee shall be to (a) review the *Faculty Handbook*, (b) accept and consider suggestions for changes, and (c) recommend any revisions, modifications or amendments in writing to the president of the Faculty Senate and to the Office of the Provost. The committee shall meet in the month of September each year, and may meet at such other times as the provost or chair of the committee may determine. Each member shall be provided with reasonable advance written notice of the date, time and place of each meeting, and be provided with drafts of any proposed changes for consideration at the meeting. Any proposed revisions or amendments to this *Faculty Handbook* shall be voted upon by the committee. Such revisions or recommendations shall be forwarded to the Faculty Senate for its review and recommendations. The revisions and the advice of the Faculty Senate on such revisions shall then be forwarded to the president of the university.

Suggestions for the improvement of the *Faculty Handbook* shall be made in writing and directed to the Office of the Provost, the chair of the Faculty Handbook Committee or to the Faculty Senate president.

2. Membership: The committee shall be composed of (i) the provost (or an associate provost with academic tenure designated by the provost), (ii) the immediate past president of the Faculty Senate who will serve as chair, and (iii) one tenured faculty member from each academic college of the university selected by the full-time continuing faculty from such college, and to serve for a three-year term and (iv) one tenured faculty member who is not affiliated with any of the university's academic colleges, to serve for a three-year term, selected by the full-time continuing unaffiliated faculty members. The current president of the Faculty Senate, the vice president for finance and administration, the associate vice president for human resources and risk management, and the general counsel of the university shall also be members of the Faculty Handbook Committee, but shall not have a vote.
3. Meetings: weekly during the academic year
4. Reports to: president

I.I.H. Faculty Hearing Committee

I.J.I. Information Technology Advisory Committee

I.K.J. Public Art Committee

I.L.K. Radiation Safety Committee

I.M.L. Sexual Harassment Complaint Committee

I.N.M. Strategic Budget Advisory Committee (SBAC)

I.O.N. Strategic Planning Committee (SPC) (pursuant to the UCA Strategic Plan <http://uca.edu/about/strategicplan/> as adopted by the UCA Board of Trustees)

I.P.O. Strategic Planning and Resource Council (SPARC) (pursuant to the UCA Strategic Plan <http://uca.edu/about/strategicplan/> as adopted by the UCA Board of Trustees)

I.P.Q. Student Success and Retention Council

I.Q.R.. University Admissions Committee

I.Q.1. Student Success and Retention Council- Charge

1. Charge: The Student Success and Retention Council (SSRC) undertakes the ongoing study and data reporting of the admissions, retention, graduation, and program completion of the retention and graduation/program completion of students at UCA students.; reports data on the retention and graduation/program completion of students at UCA to the president, board of trustees, and other campus stakeholders; researches The SSRC also engages in best practice research, continuous improvement action development, and assessment activities aimed at driving student success. in increasing retention and graduation/program completion rates; proposes specific action steps to increase retention and graduation/program completion rates at UCA; oversees the implementation of approved action steps to increase retention and graduation rates; and assesses the success of these implementations.

I.-Q.R. University Admissions Committee

2. Membership: The chief of staff or other designee appointed by the president is chair; an associate provost as designated by the provost; director of admissions; registrar; one faculty member from each academic college appointed by the Faculty Senate; one faculty member who teaches exemplary studies students appointed by the Faculty Senate, one faculty member who teaches transitional studies students appointed by the Faculty Senate, and one at-large member appointed by the president. All faculty positions are for two-year rotating terms three-year staggered terms.
4. Reports to: president. The Faculty Senate requests that this committee provide a written report to the Faculty Senate by January 15 of each year.

II.A.2.d. Academic Assessment Committee- Responsibilities

Development and implement policies for dissemination of assessment data.

II.A.3.a. Academic Assessment Committee- Membership

The director of academic assessment who serves as the chair.

II.A.3.b. Academic Assessment Committee- Membership

One faculty member from each academic college ~~appointed by the respective dean~~ and one faculty member who is unaffiliated with the academic colleges ~~appointed by the Faculty Senate~~. ~~Appointments are made by the respective dean or director.~~ Members serve staggered three-year terms. ~~Initial appointees will draw for length of term at the first meeting of the committee.~~

II.B.1. Academic Adjustments and Appeals Committee- Charge

Charge: The committee serves as a faculty committee to review ~~undergraduate~~ atypical cases in which rigid application of university academic regulations might result in an injustice to an individual. The committee may recommend the waiver or modification of any university regulation within the limits of sound educational practice.

II.B.2.c. Academic Adjustments and Appeals Committee- Membership

One faculty member from each academic college and one unaffiliated faculty member, each appointed by the Faculty Senate ~~to serve staggered three-year terms.~~

II.D.2. Faculty Development Committee- Membership

Membership: The director for the center for teaching excellence serves as permanent chair; one faculty member from each college chosen by the provost from a list of at least three nominees from each college provided by the ~~Deans of each academic college~~ ~~Faculty Senate~~; one faculty member unaffiliated with the academic colleges, chosen by the provost ~~from a list of three nominees provided by the Faculty Senate~~; and two at-large members chosen by the Faculty Senate. All members except the chair serve rotating three-year terms.

II.E.2. Faculty Salary Review Committee- Membership

Membership: One faculty member from each academic college and one faculty member unaffiliated with the academic colleges to be appointed by the Faculty Senate to serve three-year terms. ~~A designee representing the Office of the Provost, designated by the Provost, The Provost or their designee will to serve in an ex-officio, non-voting capacity.~~ A representative from the office of institutional research will serve in an ex-officio, non-voting capacity. The committee chair is elected by the committee.

II.G.1. Graduate Council- Charge

~~The Faculty Senate requests that this committee provide a written report to the Faculty Senate by October 1 of each year.~~

II.H.2.a. Honorary Degree Committee- Membership

Four ~~faculty members holding the rank of Lecturer II, Associate Professor or higher~~ ~~tenured faculty members:~~

II.L.2. Library Committee- Membership

Membership: The committee consists of the director of the library, who will serve as chair, one undergraduate student appointed by the Student Government Association, one graduate student appointed by the dean of the graduate school, and one tenured faculty member from each academic college and one tenured faculty member who is not affiliated with any of the academic colleges appointed by the Faculty Senate to serve ~~staggered three-year~~ terms. The Library Committee will select one of its members to serve as secretary.

II.Q.2. Sabbatical Leave Review Committee- Membership

Membership: The associate provost as designated by the provost, two ~~full-time continuing~~ **tenured** faculty members elected by each of the academic colleges and one **tenured** faculty member who is not affiliated with the colleges to serve **staggered three-year** terms. Deans and departmental chairs are ineligible to serve, and no more than one member of a department may serve at a time. Members may not serve successive terms (excluding the associate provost). The committee selects its own chair annually.

II.R.5. Service-Learning Advisory Committee- Minutes

~~Minutes: committee minutes will be sent to the chair of the Committee on Committees.~~

II.V.1. Undergraduate Council- Charge

The Faculty Senate requests that this committee provide a written report to the Faculty Senate by October 1 of each year.

II.W.1. University Research Council- Charge

Charge: To review and recommend university funding for research and creative projects proposed by university faculty and fulfill the functions related to intellectual property and technology transfer outlined in Board Policy 410 (<http://uca.edu/board/files/2010/11/410.pdf>). A collateral charge involves cooperation with the college research committees in nurturing, facilitating, and encouraging the pursuit of research and creative activities on the part of individual faculty members. Moreover, this council will review any reported fraud or abuse in research at UCA in accordance with currently established policy.

II.W.2. University Research Council- Membership

Membership: Chairs of the college research committees and two full-time continuing faculty members at large, appointed by the Faculty Senate for three-year terms. The dean of the graduate school chairs this council.

II.X. Student Course Evaluations (SCE) Committee

1. Charge: The Student Course Evaluations Committee will periodically review and update the evaluation instrument, and oversee all procedures and guidelines associated with student course evaluations.
2. Membership:
 - a. Director of Assessment, who serves as chair.
 - b. One faculty member from each of the six academic colleges to serve staggered three-year terms.
 - c. One unaffiliated faculty member to serve a three-year term.
 - d. Four undergraduate students, appointed by SGA, for one-year terms.
 - e. A graduate assistant, appointed by the Dean of the Graduate School, for a one-year term.
3. Meetings: on call
4. Reports to: provost

Present SCE Committee work to the Faculty Senate in an annual report on October 1.

III. Reporting to the Vice President for Student Services and Institutional Diversity

III.A. Academic Integrity and Discipline Committee (pursuant to UCA Board Policy 709)

1. Charge:
 - a. To hear cases of a serious nature involving student behavior.
 - b. To hear cases on appeal from the Student Judiciary Board, Greek Judicial Board, or administrative hearing officer.
 - c. To hear cases of academic misconduct and make recommendations jointly to the Provost and Vice President for Student Services and Institutional Diversity.
2. Membership: Three full-time continuing faculty members appointed by the Faculty Senate for rotating three-year terms, three students, to include at least one graduate student, appointed by the Student Government Association president for one-year terms, three university administrators appointed by the Staff Senate president for rotating three-year terms. The chair is elected by the committee from among the faculty and administrative members. The chair is the faculty member with the longest service on the committee.
3. Procedures: The chair will convene the committee in September to review the responsibilities of the committee and the procedures outlined in the Student Handbook for appealing academic integrity and disciplinary decisions. When the committee addresses matters of academic integrity, a superquorum of six members is required, including at least one member of each group (faculty, administrative, and student). If the alleged infraction is committed by a graduate student, the graduate student member of the committee must be present.
4. Meetings: an orientation/training meeting in September and on call
5. Reports to: vice president for student services and institutional diversity

III.B.2. Student Center Board- Membership

Membership: The director of student life activities, director of student center, president of Student Government Association, five full-time continuing faculty members appointed by the Faculty Senate for rotating three-year terms, and five students appointed by the Student Government Association for one-year terms. Chair is director of the Student Center. student activities.

III.B.4. Student Center Board- Reports to

Reports to: vice president for student services and institutional diversity

III.C. Student Grievance Committee

C. Student Grievance Committee

1. Charge: To hear any grievance from a student(s) regarding any non-academic policy or procedure change, complaint, or infraction, and to advise vice president for student services on proper course of action.

2. Membership: One faculty member appointed by the Faculty Senate and one staff member appointed by the Staff Senate for rotating three-year terms. One student member is appointed yearly by the dean of students from a pool of four students submitted by the Student Government

Association. Dean of students serves as chair. Members cannot hold simultaneous membership on this and the student life committee.

~~3. Meetings: on call~~

4. Reports to: vice president for student services

III.C.D.2. Student Life Committee- Membership

Membership: The dean of students, the director of **diversity and community** minority affairs, three faculty members appointed by the Faculty Senate for rotating three-year terms, two administrative staff members appointed by the president for alternating two-year terms, and five students named by the Student Government Association for one-year terms. Director of student activities serves as *ex officio* member. The dean of students serves as chair. The committee elects its secretary.

III.C.D.4. Student Life Committee- Reports to

Reports to: vice president for student services **and institutional diversity**

IV.C.2. Scholarship Committee- Membership

Membership: Representation from the following offices: Compliance Office (Chair), Academic Affairs, Admissions, Athletics, Budget and Finance, Financial Aid, UCA Foundation, Institutional Research **and Student Services**. In addition, three faculty members appointed by the Faculty Senate will be voting members of the committee, with staggered three-year term expiration dates.

IV.D. Sustainable Environment and Ecological Design (SEED) Committee

IV.D.2. Sustainable Environment and Ecological Design (SEED) Committee- Membership

Membership: ~~Six~~ **Five** full-time continuing faculty members, one of whom will be an environmental sciences coordinator, appointed by the Faculty Senate; four staff members appointed by the Staff Senate; three student members appointed by the committee; ~~the president of the university women~~; the director of the physical plant (permanent member). Faculty and staff members will serve three-year rotating terms, and student members will serve two-year rotating terms. The committee elects its own chair, with the chair from the previous year organizing and presiding over the election.

IV.E.2. Traffic and Parking Committee- Membership

Membership: **Three** full-time continuing faculty members appointed by the Faculty Senate for rotating three-year terms; three staff members appointed by the Staff Senate for rotating three-year terms; three student members appointed by the Student Government Association to serve one-year terms. The UCA Police Department and Physical Plant will each appoint a permanent representative. The committee shall elect its own chair.

IV.F.2. University Safety Committee- Membership

Membership: The occupational safety and health program director **or designee**, director of student health services **or designee**, director of public safety **or designee**, associate vice president for human resources and risk management **or designee**, the university's general counsel **or designee**, **the director of the physical plan or designee**, one faculty member appointed by the Faculty Senate, two staff members appointed by the Staff Senate, one student member appointed by the Student Government Association.

VI.A.2. Health and Wellness Advisory Committee- Membership

Membership: The Wellness Coordinator (chair) and Chair of the Employee Benefits Advisory Committee will be permanent members of the committee. Three full-time continuing faculty members will be appointed by the Faculty Senate and three staff members will be appointed by the Staff Senate. At least two of these faculty and two of these staff members should represent a department related to wellness (Exercise Science, Nutrition, Health Services, Nursing, HPER, etc.). Faculty and staff members will serve staggered three year terms (drawing lots for the initial term lengths).