

UNIVERSITY OF CENTRAL ARKANSAS  
Conway, Arkansas



# Faculty Handbook

May 2009

# UNIVERSITY OF CENTRAL ARKANSAS

## ***FACULTY HANDBOOK***

Approved by the UCA Board of Trustees

May 8, 2009

### **NOTICE**

The *Faculty Handbook* is a summary guide to various offices, activities and policies that affect faculty members of the University of Central Arkansas. A copy of this *Faculty Handbook* may be obtained from the Office of the Provost.

The provisions of this *Faculty Handbook* do not replace, amend or abridge approved policies adopted by the Board of Trustees, which shall take precedence over any matters contained in the *Faculty Handbook*. Official copies of the policies of the Board of Trustees of the University of Central Arkansas may be obtained from the Office of the President.

Each faculty member will receive a copy of this *Faculty Handbook* when commencing employment with the university, and thereafter, when amendments are made hereto. In addition, the university's website contains a current version of this *Faculty Handbook*.

## FOREWORD

The *Faculty Handbook* provides selective information about the University of Central Arkansas ("university") for current and prospective faculty members. It is not a comprehensive, self-contained policy document. Policies of the Board of Trustees, and other policies and procedures of the university must also be consulted. A table of contents lists the topics covered.

This *Faculty Handbook* repeals and supersedes all previous editions. Copies of the *Faculty Handbook* and any supplements thereto are available in the Office of the President, the Office of the Provost, the deans of each college and the various department chairs of the university. The copy retained by the Provost is the **official** version of the *Faculty Handbook*.

Nothing in this *Faculty Handbook*, nor any amendments or revisions hereto, shall replace, amend, abridge or contravene any federal or state law, the policies of the Board of Trustees, or the constitution or laws of the State of Arkansas or the United States of America.

Other information applicable to members of the faculty, including but not limited to, employment benefits, optional insurance plans and retirement policies and plans, may be obtained from the University's Associate Vice President for Human Resources.

Suggested changes to this document should be made to the Provost or to the President of the Faculty Senate for submission to the Faculty Handbook Committee. Any revisions to this *Faculty Handbook* shall be made only upon the written recommendation of the President to the Board of Trustees, and thereafter adoption by the Board of Trustees of a resolution setting forth the revisions.

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## CHAPTER ONE

### INTRODUCTION

#### I. Role and Scope

##### A. Overview

The University of Central Arkansas (UCA) is a residential university offering undergraduate and graduate preparation in a variety of fields and disciplines. The university enrolls students from every county in the state. The primary service area, as defined by the Arkansas Department of Higher Education, is the widest of any university in the state.

Although the university was established in 1907 as a state-wide teacher-training institution, its mission has broadened since World War II. The academic programs are organized into undergraduate colleges and a graduate school. Current and future areas of particular emphasis include the liberal arts and humanities; mathematics and natural sciences; the broad area of business administration; teacher education; the fine and applied arts; and the health sciences. The university offers master's degree programs in each of these areas, and doctoral programs in leadership studies, physical therapy, and psychology.

##### B. Commitments

The unique features of the university are and will continue to be found in the commitment the university has made to high quality instructional programs; emphasis on remaining a residential institution in which well-organized programs of campus life are an integral part of student development; research; public service; and an effective affirmative action program that encourages racial and cultural diversity and interaction among its faculty, students, and staff.

1. In order to fulfill its commitment to quality instruction, the university emphasizes those activities that provide:
  - a. Accreditation for all appropriate programs in the university;
  - b. Opportunities for superior students through honor programs;
  - c. Program review on both the undergraduate and graduate levels;
  - d. Quality library service, information resources, and collections; and
  - e. Excellent instructional faculty.
2. As a residential institution where campus life is considered important to student development, UCA:
  - a. Emphasizes the important role of the counseling center and the services offered;
  - b. Recognizes the importance of a good work ethic and provides career counseling;
  - c. Encourages programs designed to promote student activities as learning experiences; and
  - d. Places importance on cultural activities from which both the student and the community profit.
3. Consistent with its obligations to foster learning through research, UCA:
  - a. Stimulates research efforts by both faculty and students as part of its commitment to the academic disciplines;
  - b. Promotes the dissemination of research findings;
  - c. Provides opportunities for both faculty and students to address problems facing society through university funded and sponsored programs; and

- d. Recognizes that in different disciplines research and creative scholarly activity may take different forms and require different kinds of resources and effort.
4. UCA emphasizes its commitment to public service through:
- a. Continuing education programs offering both credit and non-credit courses;
  - b. Service/research projects and public programs, such as workshops, lectures, and concerts, designed to meet the needs of business, industry, professions, and labor;
  - c. Undergraduate and graduate courses offered beyond the confines of the university campus to help update the professional preparation of the citizens of Arkansas; and
  - d. Provision of faculty expertise to various organizations and agencies.
5. In order to promote interaction and understanding among diverse groups, the university:
- a. Supports those goals outlined in UCA affirmative action plan;
  - b. Emphasizes programs and activities designed to meet the goals of that plan.
  - c. Offers international exchange opportunities for American students; and
  - d. Welcomes students from other countries to participate in its education programs.

## CHAPTER TWO

### UNIVERSITY ADMINISTRATION

The University of Central Arkansas ("UCA" or the "university") is a member of the higher education community of tax-assisted colleges and universities in the State of Arkansas; therefore, it is subject to all of the laws of the state affecting higher education. The Arkansas Higher Education Coordinating Board has the comprehensive responsibility for strengthening and coordinating the development of higher education in Arkansas. UCA has its own Board of Trustees.

#### I. Arkansas Higher Education Coordinating Board

The Arkansas Higher Education Coordinating Board (formerly the State Board of Higher Education) was established in 1971, replacing an earlier commission for the coordination of higher educational finance. While the act establishing the board seeks to strengthen the efforts of the state for the orderly development of higher education, the boards of trustees of the colleges and universities retain their autonomy. These boards continue to perform their respective duties in the management and operation of their institutions.

The Higher Education Coordinating Board consists of thirteen members appointed by the governor. Their terms are ten years. No more than three members may be appointed from any one 1951 congressional district; nor may more than three members be graduates of any one state university or college, with no more than two graduates of any one state university or college serving on a panel.

#### II. Board of Trustees

The Board of Trustees is charged with the management and control of UCA. The board has seven members appointed by the Governor of Arkansas and confirmed by the Arkansas State Senate. Each member of the board serves for seven years, with one member's term expiring each year. The board elects its chairman, vice chairman, and secretary. The university was created to serve the entire state; consequently, there are no geographical limitations within Arkansas in the selection of trustees.

The Board of Trustees possesses constitutional autonomy (under Amendment 33 to the Arkansas Constitution) in the establishment of university programs and policies. Trustees have authority only when acting as a board legally in session.

A statement of the responsibilities of the Board of Trustees was adopted by the board during its meeting on June 25, 1969. Copies of this statement may be obtained from the president's office.

#### III. Officers of the University

##### A. President

The president is responsible for the general administration of the university. As the chief executive officer of the university, the president is the principal representative of the institution to the public and to the sources of institutional control and, in turn, represents these groups to the university. The president is ultimately responsible for the determination of all policies of the university, other than those established by superior authority, and for the execution of all university policies. The president appoints, with the approval of the Board of Trustees, officers who work under the president's supervision and control to direct the programs and practices in their respective administrative areas.

The president meets regularly with other university administrators, and serves *ex officio* on all university councils and committees.

##### B. Provost and Dean of Faculty

The provost reports directly to the president and serves as the chief academic officer of the university. The provost is responsible for instructional programs, academic personnel, and policies related thereto. With the assistance of the academic deans, the provost develops procedures for assessing the effectiveness of the instructional, scholarly, and service activities of the faculty. The associate provost, the associate provost and dean of the graduate school, the associate provost and dean of undergraduate studies, the college deans, and the director of the honors college report to the provost.

The provost chairs the Council of Deans and is an *ex officio* member of all university committees related to academics.

### **C. Vice Presidents**

University vice presidents oversee areas including financial services, student services, and development/institutional advancement. Responsibilities and duties of the various university vice presidents are set by the president of the university in consultation with the university's Board of Trustees.

## **IV. Academic Organizations**

### **A. Overview**

For administrative purposes, the academic programs of the university are organized into colleges with the dean serving as the chief administrative officer of each college.

All colleges consist of a number of departments, each having a chair responsible for the activities of that department. Some colleges have coordinators for certain specialized programs. The university bulletin provides a current list of departments within each college.

In addition to the colleges, the university's graduate school offers work at the master's, specialist, and doctoral levels through the various departments of the colleges. The graduate school is administered by the associate provost and dean of the graduate school.

Because of the significance of the university commitment to general education, to student academic assessment and to student services, the associate provost and dean of undergraduate studies is authorized to coordinate special efforts in this area.

### **B. Officers and Functions**

#### **1. Council of Deans**

##### **a. College Deans**

The college deans are responsible for fiscal and academic planning and for personnel decisions and recommendations in their respective colleges. They are responsible for implementing, administering, and monitoring all university policies and procedures, for maintaining appropriate records, and for providing periodic reports as required.

In fulfillment of these responsibilities, the deans meet regularly with department chairs and establish appropriate college committees. The deans provide leadership to the department chairs and faculty, encouraging the establishment of departmental committees to assure faculty involvement in the departments' decision-making process.

The college deans report to the provost and are members of the Council of Deans.

##### **b. Associate Provost**

The associate provost supports academic program development, implementation, and evaluation; oversees university regional accreditation; provides program/special accreditation support; conducts faculty candidate interviews, and hears student academic appeals. The associate provost is a member of the Council of Deans.

##### **c. Associate Provost and Dean of the Graduate School**

The associate provost and dean of the graduate school has the overall responsibility for administering the graduate program in compliance with policies and procedures developed by the Graduate Council and approved by the university. The dean is also responsible for evaluating those policies and procedures as well as monitoring their appropriate application.

The graduate dean supervises the admission of graduate students to the university, monitors student progress, validates the completion of degree requirements, and keeps appropriate official records.

The graduate dean coordinates the assignment and selection of graduate assistantships.

As chair of the Graduate Council, the graduate dean brings to that group recommendations from the various departments for graduate faculty appointments, course and program recommendations, as well as recommendations that will enhance the quality of graduate programs.

The associate provost and graduate dean serves as a member of the Council of Deans.

d. Associate Provost and Dean of Undergraduate Studies

The associate provost and dean of undergraduate studies has general administrative responsibility in the areas of academic services for students, developmental education, and academic support services. The dean provides leadership in the areas of core curriculum, academic advising, transfer credit, and articulation with community colleges. The associate provost and dean of undergraduate studies chairs the Undergraduate Council and serves as a member of the Council of Deans.

The registrar and the directors of academic advising, learning communities, library, University College, exemplary studies, and general education report to the associate provost and dean of undergraduate studies.

2. Department Chairs

The department chair is responsible for effective, efficient use of all departmental resources toward the achievement of departmental goals and objectives. This assignment includes the review, evaluation, and development of curricular and academic program matters, the assignment of faculty time, the development of an effective academic advising program, the accommodation of instructional support services, the identification of departmental needs, the administration of the departmental budget, the administration of university policies, and the initiation of personnel evaluation procedures and practices. The chair may organize faculty committees to address departmental issues.

3. Faculty

The faculty of the university are organized into a faculty association. Faculty elect representatives to the Faculty Senate, which serves as the official representative body of the faculty association.

**V. Faculty Senate Constitution**

**ARTICLE I. MEMBERSHIP AND ORGANIZATION OF THE FACULTY**

**Section 1.** The Faculty Association shall include those full-time employees of the university who hold the rank of instructor, lecturer, assistant professor, associate professor, or professor and those full-time employees of the university with teaching included as a responsibility of their appointment.

**Section 2.** The Faculty Senate, hereinafter referred to as the senate, shall serve as the representative body of the faculty of UCA.

**ARTICLE II. FUNCTION OF THE SENATE**

**Section 1.** Within the limitations stated in the remainder of this article, the senate shall have the responsibility to review university policies in all areas which directly pertain to the academic function of UCA, such as curriculum and standards; academic programs; faculty affairs; and continuing education.

**Section 2.** To facilitate timely review of policy proposals which pertain to the academic function of the university, each university standing committee shall forward copies of its minutes to the senate membership and shall make available to the senate for its review any proposals that emanate from said standing committee. The senate may

call on chairs of university standing committees to discuss policy proposals that the senate may wish to review.

- Section 3.** The senate shall provide for representation of the faculty in matters affecting the welfare of the faculty.
- Section 4.** The senate shall establish such committees as it deems necessary to carry out its functions.
- Section 5.** The senate shall consider all matters proposed by university and senate committees, by individual faculty members, by the provost, or by the university president, if placed on its agenda.
- Section 6.** The senate shall serve as the faculty committee on committees for the selection of faculty members on all university standing committees.

### ARTICLE III. MEMBERSHIP OF THE SENATE

- Section 1.** The senate shall consist of *ex officio* and elected members as follows:
- A. *Ex Officio:* Provost
  - B. *Ex Officio:* (For purposes of this paragraph “part-time faculty” means “part-time employees of the university with teaching included as a responsibility of their appointment.”) One part-time faculty member of the university elected by the part-time faculty of the university. This shall be a non-voting member except on issues that directly affect the part-time faculty of the university as determined by the president of the Faculty Senate.
  - C. Elected
    - 1. College Senators: Three (3) Faculty Association members from each academic college of the university shall be elected by a secret ballot of the Faculty Association of the respective colleges in accordance with the provisions of the Constitution.
    - 2. At-Large Senators: Six (6) Faculty Association members shall be elected by a vote of the entire Faculty Association.
- Section 2.** No more than two senators shall be from any single department and no more than two chairs shall be elected from each college. No administrator at the assistant dean or above level shall be eligible to be elected.
- Section 3.** Elected senators shall serve for a term of three years and vacancies shall be filled by senate appointment until the next regularly scheduled election. However, no person shall serve more than two successive full terms.
- Section 4.** Each group of senators is divided into three classes, such that within each group, one of the three classes is elected each year.
- Section 5.** Vacancies for senate positions shall be filled each year in two stages. By April 1, the faculty shall elect by secret ballot two senators to fill the vacancies caused by the expiration of the terms of one class of senators and shall fill other vacancies as may be required. Subsequent to the election of the at-large senators, but no later than April 30, each college shall elect by secret ballot one senator to fill the vacancy caused by the expiration of the term of one class of senators and shall fill other vacancies in the ranks of college senators as may be required.
- Section 6.** The term of office for newly elected senators shall begin on May 1.

#### ARTICLE IV. OFFICERS

- Section 1.** The officers of the senate shall be as follows: president; vice president who shall serve as president-elect; secretary-treasurer; and parliamentarian.
- Section 2.** Eligibility for election to an office shall be restricted to elected members of the senate.
- Section 3.** The term of office for any senate officer shall be one year or until a successor has been chosen and qualified.
- Section 4.** The officers of the senate shall be elected by vote of the elected members of the senate before May 15 each year.
- Section 5.** The president of the senate shall be eligible for reassigned time as approved by the provost, so that the functions of the office may be properly carried out. The secretary-treasurer shall notify the provost of the name of the person selected as senate vice president (president-elect) so that any necessary schedule planning may be effected.
- Section 6.** The president and vice president of the senate shall serve as members of the Budget Advisory Committee.

#### ARTICLE V. MEETINGS

- Section 1.** The senate shall hold regularly scheduled meetings each month of the academic year.
- Section 2.** The senate may be called into special session by the president of the senate or by request of a majority of the senate.
- Section 3.** Any faculty member may attend any regular or special session of the senate and may participate in its deliberations with the consent of the presiding officer. Only senate members shall be eligible to propose a motion or to vote.
- Section 4.** A quorum for any meeting of the senate shall consist of a majority of the members.
- Section 5.** The rules of parliamentary procedure contained in *Robert's Rules of Order, Revised* shall govern the proceedings of the senate, subject to such special rules as may be adopted by the senate.

#### ARTICLE VI. AMENDMENTS

- Section 1.** An amendment to this constitution may be proposed at any regular meeting of the senate by a majority vote of the membership, provided a copy of the proposed amendment has been presented to each member in attendance at the immediately preceding meeting.
- Section 2.** Any amendment proposed by the senate shall be submitted to a vote of the faculty. Each faculty member shall be notified at least two weeks in advance of such a vote and at the time be furnished with a copy of the proposed amendment.
- Section 3.** Any proposed amendments to the Constitution which are submitted by the Faculty Senate to the Faculty Association for a vote will be submitted for such a vote (by secret, written ballot) at elections during one regular workday; the elections shall be held in the office of the Faculty Association members' respective college deans under the supervision of the Faculty Senate; absentee voting shall be conducted on the two working days preceding the election day under the supervision of the Faculty Senate President.
- Section 4.** In order for an amendment to pass and thus become a part of the constitution, over half of the faculty association members must vote and a proposed amendment must receive "do pass" from at least two-thirds of those voting. Ratified August 20, 1990.



## **ARTICLE VII. RATIFICATION**

- Section 1.** This constitution, after approval by a majority of the membership of the faculty council, shall be submitted to faculty at a called meeting. At least fourteen calendar days before that meeting, the council shall provide each member of the faculty with a copy of this constitution.
- Section 2.** This constitution shall be considered ratified upon approval by a majority of the faculty members present at the called meeting, by the university president, and by the Board of Trustees of UCA.

## CHAPTER THREE

### FACULTY POLICIES, PROCEDURES, AND GUIDELINES

The purpose of this section is to promote understanding and support of academic freedom, tenure, and shared governance. Additionally, the intent is to establish procedures for assuring that these goals are met by the University of Central Arkansas. Institutions of higher education are established for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the uninhibited search for truth and its exposition.

#### I. Academic Freedom and Shared Governance

##### A. Academic Freedom

Academic freedom is essential to free inquiry and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. The teaching aspect of academic freedom is fundamental to freedom in learning. Academic freedom carries with it duties correlative with rights. Tenure is a means to certain ends, specifically: (1) freedom of teaching and research, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and reasonable economic security are indispensable to the success of an institution in fulfilling its obligations to its students and society.

A faculty member is entitled to freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; research for pecuniary return, however, should be based upon an understanding with the university administration.

A faculty member is entitled to freedom in the classroom in discussing the subject material of the course, but care should be taken in introducing controversial matters that have no relation to the subject.

The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, or when expressing views on professional matters, the teacher should be free from institutional censorship or discipline, but the teacher's special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge the profession and the institution by the faculty member's utterances, and should make every effort to indicate that the faculty member is not a voice for the institution.

Appointment, whether term or tenured, implies a commitment to the university and to the ideal of an intellectual community. The right to membership on the faculty and academic freedom carry with them the correlative obligations to uphold academic freedom against invasion or abuse, not to violate the academic freedom of others, and to perform in a productive, professional fashion so as to deserve membership on the faculty. It is equally a responsibility of the officers of the university administration and of the Board of Trustees to assure, to protect, and to defend academic freedom. The tenured faculty and those officers and board members should work together to that end.

All grievances that fall within the parameters of academic freedom (as defined above) will be submitted to the Academic Freedom Committee for consideration. (See the provisions later in this *Faculty Handbook* setting for the time period in which to file such academic freedom grievances, and the procedure for their consideration by the Academic Freedom Committee.)

##### B. Shared Governance.

The university subscribes, in policy and practice, to high standards of shared governance, as more particularly set forth in this *Faculty Handbook*. The complexity and variety of tasks performed by institutions of higher learning produce an interdependence among the Board of Trustees, the administration, faculty, and students. The faculty has primary responsibility for advice and recommendation in such fundamental areas as curriculum, research, faculty status, and those aspects of student life which relate to the educational process. Responsibility for faculty status includes appointments, promotions, the granting of tenure and termination. Advice and recommendations in these matters is made by faculty action through established procedures outlined in this *Faculty Handbook*.

## II. Appointment, Reappointment, Promotion, Advancement, and Award of Tenure

The professional life of faculty members should reflect and be shaped by individual strengths and interests, programmatic requirements of departments, and the overall mission of the university. All full-time appointments, whether tenured, tenure-track, or non-tenure-track, carry expectations in the areas of teaching, scholarship, and service. Within the guidelines of the *Faculty Handbook*, what constitutes appropriate professional engagement in the areas of teaching, scholarship, and service for a faculty member should be determined by the department or program in which the faculty member holds appointment and should be included as criteria for the faculty member's evaluation and retention.

### Categories of University Faculty Personnel

#### A. Faculty Personnel: Tenured, Tenure-Track

Tenable academic ranks are those of assistant professor, associate professor, and professor. Only tenured or tenure-track faculty may hold the rank of assistant professor, associate professor, or professor.

Faculty shall be notified in their initial letters of appointment whether their appointment is on a tenured, tenure-track, or non-tenure-track basis. Any credit toward tenure or rank must be specified in initial letters of appointment.

Tenured and tenure-track faculty are eligible for all privileges extended by the university to regular professional personnel, including such programs as retirement and other fringe benefits, leaves of absence, professional travel, and other privileges outlined in this handbook.

Tenured and tenure-track faculty 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.

#### B. Library Faculty

Faculty librarians have the right to choose with the initial appointment whether to accept tenure-track or non-tenure-track status. All personnel appointed to the library faculty must hold an appropriate master of library science (MLS), master of library and information science (MLIS), or master of information science (MIS) degree from an American Library Association (ALA) institution. Ranks for library faculty include:

- ▶ Library assistant professor – equivalent to the assistant professor rank.
- ▶ Library associate professor – equivalent to the associate professor. The library associate professor will be required to hold an ALA accredited PhD degree in library/information science OR an ALA accredited master's degree in library/information science AND a master's degree in an academic discipline.
- ▶ Library professor – equivalent to the professor. The library professor will be required to hold an ALA accredited PhD in library/information science OR an ALA accredited master's degree in library/information science AND a terminal degree in an academic discipline.

The procedures for advancement, promotion, and tenure for the library faculty will be the same as those procedures for other faculty. The responsibilities of the department chair will be fulfilled by the appropriate library administrator; the role of the college-level committee will be assumed by the University Library Committee members (in the case of tenure, only tenured members of the University Library Committee will serve); and the responsibilities of the college dean will be assumed by the Associate Provost to whom the library reports.

#### C. Honors College Faculty

Honors College faculty may hold the tenurable academic rank of assistant professor, associate professor, or professor. The tenure and promotion of Honors College Faculty hired before September 1, 2005, will follow the procedures in Board policy No. 303. The following policies will apply only to Honors College faculty members hired after September 1, 2005.

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 Director 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.

Procedures for the hire, tenure, and promotion of Honors College faculty are the same as those procedures for other tenured and tenure-track faculty except as outlined below.

1. Hiring

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.

2. 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 Director of the Honors College. Mid-tenure review will be conducted by the tenure committee as described below, the department chair, the Director of the Honors College, and the college dean following the procedures in Chapter 3, Section VII, Part G of the *Faculty Handbook*.

3. 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 Director of the Honors College. The chair of the department and the Director 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 VIII 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, Sections VI – XII of the *Faculty Handbook*.

4. 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.

5. 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 Director of the Honors College. Positive recommendations for promotion will be placed in priority order. The chair of the department and the Director 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 VIII 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, Sections VI – XII of the *Faculty Handbook*.

**D. Faculty Personnel: Non-tenure-track**

1. The university recognizes that there are specific and limited conditions that justify special appointment to non-tenure-track positions. Non-tenure-track faculty may be hired for circumstances including, but not limited to, those enumerated below:
  - a. To temporarily replace tenured or tenure-track faculty on sabbaticals, leaves of absence, or who are ill.
  - b. To meet temporary increases in enrollment.
  - c. For graduate assistants as part of their professional preparation.
  - d. To meet programmatic needs of a department of the university. When a determination is made to increase the number of non-tenure-track positions in a department the procedure shall be as follows. The decision to increase the number of non-tenure-track positions in a department shall be made based upon the recommendation of the department chair to the dean of the college. This recommendation shall then be provided to the provost by the dean. If the provost concurs, the written recommendation of the provost shall be provided to the president with a copy also provided to the president of the Faculty Senate. The Faculty Senate shall have five (5) days in which to provide its written recommendation to the president. After receiving all comments under this provision, and the views of the Faculty Senate, the decision shall be made by the president in consultation with the provost.

- e. For visiting professors.
- f. For contract researchers who do not engage in classroom instruction.

Faculty personnel selected to serve in specified non-tenure-track assignments may be appointed on either a semester or academic year basis. The appointment may be either for part-time or full-time work. Non-tenure-track appointments may be renewed on an annual basis.

- 2. In certain cases of institutional, programmatic, or departmental need, however, the provost may recommend special consideration of an instructor for tenured status upon receipt of a written positive recommendation of a majority of the tenured and tenure-track departmental faculty and the college dean.
- 3. The appointments of non-tenure-track faculty, like those of tenured and tenure-track faculty members, may be terminated for cause prior to the expiration of the original contract period.
- 4. Non-tenure-track faculty may be appointed to tenured or tenure-track faculty status, in accordance with the needs of the university. The searches will conform to departmental, college, and university search and selection procedures as well as equal opportunity/affirmative action policies. The time a faculty member serves in a non-tenure-track, full-time appointment may at the discretion of the university be considered as part of the probationary period for those who are subsequently placed on a tenured or tenure-track faculty appointment. Any credit toward fulfilling the probationary period must be stated in the initial letter of appointment to tenure-track faculty status.
- 5. All full-time, non-tenure-track faculty at UCA will be eligible for consideration with respect to merit raises, travel funds, operating funds, grant awards, and other funding.

**E. Faculty Personnel: Lecturer/Clinical Instructor/Laboratory Instructor Appointments and Advancement**

The lecturer/clinical instructor/laboratory instructor appointment is a non-tenure-track position that may be renewed on an annual basis. Duties involve responsibilities in clinical, laboratory, didactic, or transitional courses, and/or clinical or field supervision/ coordination.

- 1. Renewal
 

Renewal decisions are based upon documented evidence of successful performance in the areas of teaching, scholarship, and service and upon programmatic need. All lecturers/clinical instructors/laboratory instructors are eligible for consideration with respect to merit raises, grant awards, travel, operating, and other funding.
- 2. Levels—Educational and Experiential Requirements
  - a. Lecturer/Clinical Instructor/Laboratory Instructor I
    - (1) A minimum of a master's degree in an appropriate discipline or equivalent training;
    - (2) Current certifications and appropriate credentials (where required), and
    - (3) Evidence of (or potential of) mastery of skill and content knowledge in the area(s) of assigned faculty responsibilities.
  - b. Lecturer/Clinical Instructor/Laboratory Instructor II
    - (1) All criteria referenced in (2) (a) (1)-(3);

- (2) Six years of continuous service as a Lecturer/Clinical Instructor/Laboratory Instructor I at UCA or equivalent experience
- (3) Advancement is not automatic but must be earned with documented evidence of a high level of effective performance in teaching, scholarship, and service, as expectations in all three areas have been defined, in writing, by the applicant's department.

### 3. Procedures for Advancement

During the sixth year of continuous service, a lecturer/clinical instructor/ laboratory instructor I is eligible to be considered for advancement to level II status provided programmatic needs justify continuation of the position.

#### a. Application

The procedure for advancement is initiated by the faculty member. It is the responsibility of the faculty member to be aware of his/her own status regarding advancement, as well as the policies and procedures involved. A faculty member seeking advancement is responsible for preparing the initial application and ensuring that all relevant materials are included.

The application should include documentation that the faculty member has met all eligibility requirements for advancement as outlined in Section (2) (b) (1)-(3), using the document entitled, "Directions: Application for Advancement."

#### b. File

Each reviewing body may request or consider additional written information available from or submitted by sources other than the faculty member. Any written information added to the file shall be provided to the faculty member, and the faculty member shall be given five days in which to provide written comments. Any written information requested and provided to a reviewing body, along with the application submitted by the faculty member and such member's written comments, constitutes the file. Each reviewing body will give consideration to the file and make appropriate recommendations. To the degree possible, the file will be maintained in a confidential manner at each level of review, except in those circumstances when a formal appeal of a decision is made.

#### c. Process

A faculty member interested in advancement must inform the department chair or appropriate library administrator, in writing, by September 15 that he/she plans to apply for advancement. A completed application, using the document entitled, "Directions: Application for Advancement," is due to the department chair by October 1.

The department chair will recommend a process for formation of an advancement committee, subject to approval by the college dean. The department chair will appoint a committee following consultation with departmental faculty that will have three to five faculty and, when possible, include a combination of tenured, tenure-track, and non-tenure-track faculty. The chair will forward the application to the committee.

The committee, after considering the file of each faculty member, will submit a report to the department chair with a written justification for its recommendation by October 15 for each faculty member. If more than one faculty member is recommended for advancement, a ranked list is required.

The department chair will evaluate the applications and prepare his/her recommendations. If more than one faculty member is recommended for advancement, a ranked list is required. The department chair will meet with a faculty member who has received a negative recommendation from either the committee or the chair. The faculty member may withdraw his/her

application; if not withdrawn, all files and recommendations are forwarded to the dean by November 1.

The dean will conduct an independent review of all recommendations and corresponding files and prepare a written recommendation for the provost. If more than one faculty member is recommended for advancement, a ranked list is required. In the event of a negative recommendation, the dean will inform the faculty member and the department chair of the decision to deny advancement, and the faculty member may withdraw his/her application. If an application is not withdrawn, the entire record is sent to the provost by December 1.

The provost renders the decision by February 1 regarding advancement and informs the faculty member, in writing, of the decision.

d. Appeal

A faculty member receiving a negative decision by the provost may appeal the decision within ten (10) working days by filing an appeal with the Office of the President. Appeals are heard by an Advancement Appeals Committee.

**F. Non-Tenure-Track, Multi-Year Appointments (Board Policy 302)**

For appointments made prior to the 9<sup>th</sup> day of May, 2003, the university offered three-year, non-tenure-track appointments for twelve- and nine-month faculty positions consistent with the conditions outlined in this policy. The offer of a multi-year appointment was in lieu of a tenure-track appointment. The use of such appointments allows for flexibility in the development of faculty composition and structure needed to address the mission of the university in a manner that supplements, rather than supplants, the use of tenure-earning and tenured appointments. As of the date above, this policy was rescinded by action of the university's Board of Trustees, and on such date the Board of Trustees also adopted a policy concerning faculty in "302 status" on that date. (For information on this matter, consult the policies of the Board of Trustees.)

Acceptance of a multi-year appointment imposes a commitment upon a faculty member to exemplify the highest professional and academic standards. Faculty are expected to be effective teachers, productive scholars, and participators in university and community service. A faculty member accepting such an appointment acknowledges an obligation to the institution and its students to fulfill the expectations imposed by the *Faculty Handbook* and policies of the Board of Trustees. The faculty member further pledges to exercise due diligence in the performance of all faculty duties and responsibilities.

Acceptance of a multi-year appointment obligates the faculty member not to become bound by any other agreement or obligation that might interfere with performance of the assigned duties.

It is anticipated that a multi-year appointment will initiate a long-term employment relationship between the university and a faculty member. Each year of the three-year rolling appointment a faculty member will be evaluated to determine whether or not satisfactory service has been rendered to the university. If a faculty member has rendered satisfactory service and if the university anticipates continuing need for the position, then an additional year will be added to the appointment. Thus, a faculty member employed in this capacity will have two additional years of employment beyond the year in which he/she is currently employed.

In the event it is determined that a faculty member has not rendered satisfactory service, the university reserves the right to notify faculty member, in writing, giving notice of dismissal no later than March 1 of the first year of employment or December 15 of the second year of employment. At any point during the term of employment, a faculty member may be dismissed for misconduct as defined in the *Faculty Handbook*.

Faculty members on multi-year appointments are eligible to earn promotion in academic rank, receive salary increases, and participate in faculty programs and activities offered to other faculty provided eligibility criteria are met.

During the term of a multi-year appointment, a faculty member relinquishes the possibility of receiving tenure; however, the university recognizes and acknowledges that academic



freedom is essential to fulfill faculty member's teaching and scholarship obligations. A faculty member hired pursuant to a multi-year appointment is entitled to academic freedom consistent with that of tenured faculty members, including the ability to redress a grievance with the academic freedom committee.

The normal teaching load for twelve month faculty may vary from thirty (30) to thirty-six (36) credit hours per annum, depending upon departmental teaching needs. The normal teaching load for nine-month faculty is twenty-four (24) credit hours per nine-month period. The teaching load may be distributed across the academic year, summer sessions, and intercessions in a manner that best meets the teaching needs of the department while taking into account the timing of scholarly and service commitments.

Faculty employed on a twelve-month appointment are eligible for reassigned time, summer stipends (which would buy out a summer course, not provide additional compensation), and external grants that can buy out portions of teaching assignments. Faculty employed on a nine-month appointment are eligible for reassigned time, summer stipends, and external grants that provide compensation during periods when a faculty member is not under appointment, or to buy out portions of teaching assignments. Traditional practice for research start-up funds will apply to these positions.

A faculty member accepting a multi-year appointment cannot have his/her position converted to a tenured or tenure-track position.

A faculty member accepting a multi-year appointment who on a subsequent date applies for and is appointed to a tenure-track position, cannot count the years served in a multi-year appointment toward tenure.

Faculty employed on a twelve-month appointment will enjoy the same scheduled university holidays, vacation, and sick leave as other twelve-month employees. Faculty employed on a nine-month appointment will enjoy the same scheduled university holidays, vacation, and sick leave as other nine-month faculty.

During the initial year of a twelve-month appointment, the starting date will be negotiated, typically between July 1 and August 16. Thereafter, the employment period will commence on July 1 and continue through June 30. Faculty employed on a nine-month appointment will typically be employed for a continuous nine-month period. Generally, the period will run from August 16 through May 16, but other time frames may be set to meet the needs of the university.

In the event the university decides to discontinue hiring faculty through non-tenure-track multi-year appointments, those previously hired would continue on a multi-year appointment subject to satisfactory performance and needs of the university.

An employment agreement of this nature is created in accordance with, and subject to, laws of the State of Arkansas, regulations issued by authorized agencies of the State of Arkansas, policies, directives, and other actions of the Board of Trustees, under the supervision and direction of the president.

The university abides by the guarantees of the constitution and applicable federal and state statutes, and does not discriminate on the basis of race, national origin, gender, age, religion or disability.

### **III. Recruiting Policies**

- A.** All recruiting for faculty will conform to the university policy concerning affirmative action. The information in this section is intended to be a summary of recruiting practices and is not intended as a comprehensive policy statement.

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 likewise required when converting non-tenure-track positions to tenure-track positions, regardless of any search that may have been done to fill the non-tenure-track position.

- B.** Recruiting is done primarily by the immediate superior. Department chairs will complete a file on the prospective faculty member, including an official transcript received directly from the

granting institution, experience, and references. Other files will be maintained by the affirmative action officer.

- C. A prospective faculty member is ordinarily brought to the campus for interviews with faculty, students, and administrators. Every effort should be made to interview a sufficient number of prospects in order to identify candidates meeting high standards of quality.
- D. Offers of employment are to be made only after advice to the chair from the department faculty and recommendations by the appropriate chair, dean, and the provost. Any offer of employment should be in writing and should contain the conditions and terms of employment. The university cannot be bound by oral representations about the terms of employment.

#### **IV. Types of Academic Appointment**

An academic appointment covers full-time members of the faculty, part-time members of the faculty, tenured and tenure-track and non-tenure-track faculty, and administrators directly engaged full-time in the administration of academic programs and/or teaching.

##### **A. Term Appointments and Tenured Appointments**

Faculty members may receive a term appointment or a tenured appointment. A term appointment is for a specified period as defined in the letter of appointment. Tenure-track faculty members serving their probationary period of employment receive term appointments.

A tenured appointment is a commitment by the university to a sequence of annual appointments, such sequence being terminable only by a resignation, retirement, removal for cause, financial exigency, or discontinuance of program (see "Termination," Section XVI, below). Although no contract for more than one year can be made between any members of the faculty and the university, the principle of tenure shall be observed as an act of good faith on the part of the university.

Academic employees may be tenured only with respect to their academic rank and not with respect to administrative titles or assignments.

##### **B. Definitions of Academic Appointments**

All references to degrees in the handbook refer to earned degrees from regionally accredited institutions, or such other accredited institutions as may be approved by the provost.

###### **1. Instructor**

Instructor is ordinarily a non-tenure-track rank. This rank should be given only to persons with advanced training who have demonstrated scholarly, pedagogical, or creative ability. An instructor must have knowledge of the particular course materials and should have intellectual vision, but the instructor need not be expected to have acquired a total integration or philosophy of the entire discipline. In some technical fields, professional experience may bear considerable weight; in other areas, teaching experience is essential. Reappointment depends upon satisfactory performance as well as scholarly progress and a demonstrated interest and ability to pursue an academic career.

An instructor must hold the master's degree (or its equivalent) in the discipline or in an appropriate discipline.

Initial appointment of faculty without the doctoral degree in a tenure-track line position will be at the instructor rank. Any instructor with a tenure-track appointment will be promoted to assistant professor contingent upon receiving the doctorate or appropriate terminal degree (with proof of completion), before the end of the first semester of employment. If the doctorate is received after the first semester but before the start of the next academic year, promotion to assistant professor will be effective with the start of the next academic year. These conditions should be stated in the initial letter of appointment along with an indication of the length of time allowed for completion of the doctorate and any considerations regarding salary incentives and the tenure-track line.\*

2. Assistant Professor

An assistant professor should show evidence of teaching ability, substantial experience in advanced study and research, or professional experience of a kind that would permit a comparable academic contribution. An assistant professor should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts, and should have demonstrated ability in guiding and counseling students. An assistant professor is expected to command the subject matter of some segment of the general field of the discipline, in addition to a comprehension of the whole.

An assistant professor must hold a master's degree (or its equivalent) and have earned at least thirty additional hours of graduate work in an appropriate discipline from an institution granting a doctorate in that or a related field. Faculty members whose teaching responsibility is primarily in a clinical, laboratory, or field experience area will be eligible for the position of assistant professor if they have earned a master's degree (or its equivalent) and appropriate certification, as determined by their department and approved by the college dean and provost.\*

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 achievement and promise of continued accomplishment 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.

An associate professor must hold an earned doctorate in the discipline or in an appropriate discipline.\*

4. Professor

Appointment of an individual to a professorship is a critical step in determining the future of the academic caliber of the university. A professor, through teaching, creative activity, research, and service, should have demonstrated substantial command of the whole field, sound scholarship, and a mature view of the discipline.

Promotion to professor should not be expected merely because of years of service to the university. A person being considered for a professorship will have maintained all of the qualities and conditions required for the associate professor rank. In addition, a professor should exhibit special stature in the discipline, leadership, and substantial strength in all areas — teaching, creative activity, and professional service.

A professor must hold an earned doctorate in the discipline or in an appropriate discipline.\*

\*One who holds the sixty semester hour Master of Fine Arts degree with creative thesis in studio art or theatre or one who holds the MFA degree in creative writing is qualified to apply for promotion to each academic rank.

The university recognizes there may be instances when an individual, though not possessing the requisite academic credentials, may on the basis of recognized scholarship and/or professional accomplishment of extraordinary distinction merit faculty rank. In such exceptional cases, rank may be granted in the appropriate department subject to the following:

- ▶ Upon receipt of a written positive recommendation, approved by a majority of regular departmental faculty and the college dean, the provost may recommend to the

president that university requirements be waived in that instance for a particular rank.

- ▶ The provost will maintain a file and a list of all persons and their respective departments for whom the university requirements for a particular rank were waived.

### **C. Criteria and Notice of Standards**

The faculty member is expected to know the substantive and procedural standards contained in this handbook generally employed in decisions affecting promotion and tenure. Any special standards adopted by the department or college should be brought to the individual's attention. Any specific criteria affecting the faculty member will be made part of the initial letter of appointment. The university will not be bound by conditions and terms not referred to in writing and approved by the appropriate university officials.

In the event of a revision of these standards, faculty will be eligible to apply for one promotion under the teaching, scholarship, and service requirements found in the *UCA Faculty Handbook* in effect when the faculty member was originally employed.

### **V. Expiration of Term Appointment**

- A.** Upon expiration of a term appointment, whether tenure-track or non-tenure-track, the employee is a free agent to whom the university has no obligation. The university may at its discretion, reappoint the employee to the same or a different position. Non-reappointment does not necessarily carry any implication as to the quality of the employee's work, conduct, or professional competence.
- B.** In the case of non-reappointment of (i) a tenure-track faculty member or (ii) a faculty member whose appointment carries the expectation of renewal (i.e. a faculty member whose appointment did not contain language notifying the faculty member that such appointment was either temporary or on an emergency basis), the recommendation of department chair shall be made only after consultation with the tenured faculty of the department, meeting *en bloc*, and those views communicated to the dean and provost.
- C.** When a faculty member is not to be reappointed upon the expiration of the term of the appointment, written notice will be provided to the faculty member, by either the department chair or the dean of the college, as follows:
  - 1. For tenure-track faculty members:
    - (a) not later than March 1 of the first academic year of service; or, if an initial one-year appointment terminates during an academic year, at least three months in advance of termination;
    - (b) not later than December 15 of the second academic year of service; or, if the second year appointment terminates during an academic year, at least six months in advance of termination; and
    - (c) at least twelve months before the expiration of an appointment after two or more years of service.
  - 2. For non-tenure-track faculty members:
    - (a) not later than March 1 of the first academic year of service; or, if an initial one-year appointment terminates during an academic year, at least three months in advance of termination;
    - (b) not later than December 15 of the second, third, or fourth academic year of service; or, if the second year appointment terminates during an academic year, at least six months in advance of termination; and
    - (c) at least twelve months before the expiration of an appointment after more than four years of service.

Notwithstanding the notice provisions above, the appointments of tenure-track as well as non-tenure-track faculty may be terminated for cause prior to the expiration of the original contract period.

- D. If a faculty member alleges in writing to the president, within ten working days of the receipt of written notice of non-reappointment, that considerations violative of academic freedom significantly contributed to the decision, the allegation will be referred to the academic freedom committee.
- E. A faculty member described in (i) or (ii) of V.B. shall have a limited right of appeal to the Faculty Grievance Panel, in cases other than termination for cause, to ensure that proper procedures have been followed in the non-reappointment of the faculty member. (See: Chapter Seven, Part I, H "Charge and Procedure of the Faculty Grievance Panel.")

## **VI. Academic Tenure: Purposes and Obligations**

### **A. Purposes**

Tenure is intended to assure the university that there will be continuity in its experienced faculty and in the academic functions for which they are responsible. Appointment to tenure recognizes a commitment by the faculty member to exemplify the highest professional and academic standards. By such recognition, the university pays homage to the worth of independence of the mind and freedom of inquiry; and the faculty member acknowledges an obligation to the institution and its students.

### **B. Obligations and Responsibilities**

The award of tenure entails special and important obligations. Faculty members who accept the rights of tenured appointment owe it to their colleagues to defend independence and freedom of mind in their discipline. The tenured faculty should create and sustain an intellectual environment where non-tenured colleagues can think, investigate, speak, write, and teach, secure in the knowledge that their intellectual vitality is both essential and welcome.

As the permanent faculty in the institution, the tenured faculty must play a meaningful role in shaping the character of the faculty and in assuring its quality. Therefore, the duty to seek the best qualified persons for appointment weighs most heavily on the tenured faculty, who are also entrusted with responsibility for retention and promotion recommendations. The roles that tenured faculty play in department and college promotion and tenure decisions, in university-level appeals of those decisions, and in university-level appeals of termination for cause are carried out on committees specifically established in the Faculty Handbook for those purposes.

To meet its responsibilities in mid-tenure review, early tenure review, annual review of the appointment status of untenured faculty, appeals in cases of post-tenure review, and long-range planning for faculty appointments, the tenured faculty in each academic department shall make its recommendations as the standing Department Personnel Advisory Committee. The committee shall communicate in writing its recommendations in these matters to the chair and, where appropriate, to the dean of the college.

## **VII. Criteria for Tenure, Promotion, and Advancement**

### **A. Effectiveness in Teaching**

The University of Central Arkansas is committed to offering the highest possible level of instruction to its students. Effectiveness in teaching is, therefore, of primary importance in evaluating faculty members for both tenure and promotion. Although no definition of effective teaching can be completely adequate, the university expects its faculty to bring knowledge, scholarship, dedication, and energy to the classroom and to present the various disciplines offered by the university in a manner that assists students to understand, to acquire intellectual discipline, and to develop as thinking human beings.

### **B. Scholarship, Research, and Creative Activity**

Neither good teaching nor the general health of the institution can be maintained without a faculty that continually seeks deeper understanding, higher levels of scholarship, and greater

professional distinction. Faculty members, therefore, are expected to demonstrate significant achievement in scholarship, research or artistic creation and/or performance, and other important forms of professional activity appropriate to a given discipline. Although it is impossible to define the nature and limits of professional activity in general, published scholarship and research, grants activities, papers given at professional meetings, and artistic performance open to evaluation by competent professional judgment serve as examples of such activity.

**C. Service to the University and Community**

The university is itself a community and a part of a larger community. For the university to function effectively as a community, every faculty member must be willing to make contributions beyond teaching and scholarship. Service on departmental, college, and university committees and other service to the university that calls for faculty contributions beyond those covered in the first two criteria are expected and are to be considered in the evaluation of faculty for tenure and promotion. Moreover, since the university is part of the community in which it exists and has a responsibility to that community, faculty members may reasonably be expected to serve the larger community outside the university by making their professional abilities and expertise available through service, as opportunity offers. Such service, to be considered in tenure and/or promotion decisions, should involve intellectual, academic, or professional qualities or abilities appropriate to and characteristic of a professional academician.

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

To be eligible for promotion to the tenure-track ranks, the education requirements are as follows:

1. Assistant Professor

Master's degree and at least thirty additional hours of graduate work in an appropriate discipline from an institution granting a doctorate in that or a related field;

2. Associate Professor

A doctorate in an appropriate discipline.\*

3. Professor

A doctorate in an appropriate discipline.\*

\*One who holds the sixty semester hour Master of Fine Arts degree with creative thesis in studio art or theatre or one who holds the MFA degree in creative writing is qualified to apply for promotion to each academic rank.

To be eligible for promotion to assistant professor, a faculty member shall have been an instructor for at least one year. For promotion to associate professor, a faculty member ordinarily will have been an assistant professor 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 rank 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, 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.

**E. Application of Criteria in Tenure Decisions**

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.

**F. Annual Conference with Tenure-track Faculty**

The departmental chair will schedule, during the spring term, an annual individual conference for the purpose of assisting each tenure-track faculty member. The chair will review with the faculty member the criteria, standards, and procedures existing at the department, college, and university levels as they apply to the faculty member's consideration for reappointment and tenure.

The chair will review existing information in the department records and will tell the faculty member in the conference, and subsequently in writing, the extent to which criteria and standards are being met. The faculty member will be given an opportunity to disagree in writing with the chair's written statement within ten working days. A copy of the chair's evaluation and any response from the faculty member will be forwarded to the college dean.

**G. Mid-Tenure Review**

During the third year, a mid-tenure review will be conducted by the tenured faculty of the department, the college dean, and department chair. The review and evaluation of the faculty member by the tenured faculty shall be conducted in each department according to university procedures. The dean will provide a written summary evaluation to the faculty member, and the faculty member will be given an opportunity to disagree in writing with the dean's written evaluation within ten working days. A copy of the dean's evaluation and any response from the faculty member will be forwarded to the appropriate department chair.

In cases where credit toward tenure has been granted with the initial contract, the mid-tenure review will be conducted at least one year prior to the year the tenure decision will be made.

In all matters set forth in F and G, the faculty member will be provided an opportunity to ask questions regarding criteria and standards or application of criteria and standards pertaining to reappointment and tenure.

**VIII. Procedures for Tenure and Promotion**

**A. The Candidate**

1. Application

The procedure for tenure/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/promotion. The candidate is responsible for preparing the initial application and ensuring that all relevant materials are included. The application should include documentation that the candidate has met all eligibility requirements for tenure/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.

2. File

Reviewing bodies may request or consider additional written information available from or submitted by sources other than the candidate. If such information is submitted, it shall be provided to the candidate who shall have five days to provide written comments. Any information presented to a reviewing body, along with the application submitted by the candidate and the written comments, constitutes the candidate's file. The candidate's file will be forwarded along with the recommendation of each reviewing body. The confidentiality of the file will be maintained at each level of review, except when there is a formal faculty appeal of a particular decision.

## **B. The Department Level**

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/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.

### **1. The Department Tenure and Promotion Committee**

The Department Tenure and Promotion Committee will consist of all tenured faculty of the department with the exception of the chair. To ensure a fair and professionally responsible review, the tenure and promotion committee will consist of no fewer than three members. If a department does not have three tenured faculty members, members of the tenure and promotion committee will be sought from departmental emeriti, retired departmental faculty, and/or tenured faculty from allied disciplines until the committee has three members. In this case, the department chair and college dean will select these committee members with advance notification to the provost.

The committee will elect its own chair. The purpose of the committee is to receive and review all applications for tenure and promotion and make recommendations to the department chair. The committee will evaluate each candidate's accomplishments, applying to them all relevant criteria.

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.

Each candidate for tenure will receive a positive or negative recommendation, and the committee shall explain the rationale for this recommendation in a separate letter to the department chair. Each candidate for promotion will receive a positive or negative recommendation. The committee shall explain the rationale for this recommendation in a separate letter to the department chair. Positive recommendations for promotion will be placed in priority order.

The chair of the department committee will provide written notification to the candidate of the committee's recommendation(s) and forward all files to the department chair by October 1.

### **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 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. 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. Positive recommendations for promotion will be placed in priority order.

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 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 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.

All files will be forwarded to the college tenure and promotion committee by October 15.

### **C. The College Level**

#### **1. The College Tenure and Promotion Committee**

Each college will have a promotion and tenure committee consisting of at least five full-time, tenured faculty members. Each department will have at least one member on the committee. No department will have two members before all departments have one, and none will have three members until all have two. Department chairs are ineligible to serve on the committee as are faculty who are candidates for promotion.

In the case where there are more committee positions than departments, the department(s) will be selected at random to have multiple representatives on the committee. In the case where a department has fewer tenured members than positions on the committee, the committee will be formed with the minimum of five members but without representation from that department.

Each department shall elect its member(s) and one alternate for the committee. Members will serve three-year terms. The alternate will serve should a committee member have a conflict of interest that induces a recusal, be on leave, or apply for promotion.

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. Each candidate for tenure will receive a positive or negative recommendation. The committee shall explain the rationale for this recommendation in a separate letter to the college dean. Each candidate for promotion will receive a positive or negative recommendation. The committee shall explain the rationale for this recommendation in a separate letter. Positive recommendations for promotion will be placed in priority order.

The chair of the college committee will provide written notification to the candidate of the committee's recommendation and forward all files to the college dean by December 1.

#### **2. 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 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 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. All positive recommendations for promotion will be placed in priority order.

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 December 15.

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

#### **D. The University Level**

##### **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 in a given year, the provost will give the departmental faculty the opportunity to rank its tenure candidates.

The provost will provide written notification to the candidate of the provost's recommendation by March 1, prior to submitting recommendations to the president. If requested by the candidate, the provost will meet to discuss the reasons for the negative recommendation. At this point the candidate may withdraw the application. If a candidate wishes to appeal, the candidate may submit an appeal to the university tenure appeals committee or the university promotion appeals committee (see Section XVII). The appeal must be submitted to the president within seven working days of notification of the negative recommendation. The committee will notify the president of its decision with a copy going to the provost.

The provost will submit to the president each active candidate's file, including a complete report showing the action taken by each committee and administrator.

##### **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 by the president. The board does not address cases in which tenure is denied by the president. The president also provides notification to each candidate.

##### **3. Tenure 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 appointment.**

#### **IX. 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:

- A.** Committee or administrative recommendations that are arbitrary and capricious. A decision is "arbitrary and capricious" where it appears that there is no rational basis to support it;
- B.** Committee or administrative recommendations that are based on reasons that are constitutionally or statutorily prohibited, such as the candidate's age, race, sex, religion, or condition of disability;

- C. Committee or administrative recommendations that are the result of the exercise by the faculty member of a constitutionally protected right, such as the right of free speech or peaceable assembly;
- D. Committee or administrative recommendations that were rendered after failure to comply with the proper procedures as set forth in Section XIII herein. The appellant must show that the proper procedures were not followed and that such error was a contributing factor to the negative recommendation;

An Appeal from the tenure and 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 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 Section XVII.

#### **X. Terms of Tenure Appointment**

The total number of years that a faculty member in the tenure track may serve without tenure shall not exceed seven, including any years of credit awarded with the initial contract. Notification of termination must be made prior to the end of the sixth year (including any years of credit awarded with the initial contract). Applications for tenure should be made by September 1 of the sixth year. The letter of appointment following a tenure decision will indicate whether the appointment is a terminal one or whether it carries with it the award of tenure. Faculty hired at mid-year will be notified in the initial letter of appointment whether the initial period will count as credit toward tenure.

Under certain conditions tenure-track faculty may receive approval for a leave of absence. Unless the leave approval letter from the president states that the term of probationary employment has been extended, the period while on leave will be counted (up to a maximum of one year) as part of the tenure probationary period.

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.

#### **XI. Extension of Probationary Period**

A faculty member may request a one-year, good cause extension of the probationary period while continuing employment with the university. Good cause refers to personal circumstances that substantially interfere with the employee's ability to perform as a faculty member in one or more areas for a minimum of one semester. Good cause is normally restricted to serious illness or other disability and exceptional family care responsibilities such as pregnancy, childbirth, adoption, or being the primary care-giver of a minor child or other individual who requires extraordinary care and is dependent upon the employee for that care. The request must be made in writing, as soon as possible, but no later than May 31 of the year in which the employee would otherwise apply for tenure. The request is forwarded through the chair and dean, with recommendations, to the provost, who makes the final decision. The provost will notify the faculty member, the chair, and the dean of the final decision no later than July 1 of the same year.

The provisions of this policy are independent of a leave of absence from the university.

## **XII. Early Tenure Recommendation; Grant of Tenure with Initial Appointment**

### **A. Early Tenure Recommendation.**

A tenure-track faculty member may request an early tenure recommendation if he or she has received a written offer of appointment with tenure from another regionally-accredited college or university or such other accredited institutions as may be approved by the provost. The offer must be signed by a dean or higher level administrator. (Early tenure recommendation means prior to the sixth year, including any years of credit awarded with the initial contract.) All proceedings with respect to a regular tenure application will be followed as described in Section XIII above except for the accelerated time frame, and includes issuance of a terminal year contract following a negative recommendation. Early tenure applications will be handled in an expeditious manner but with due consideration given to each file. The provost will place on file in the library, at the end of the academic year, a list of all persons and their respective departments who were granted early tenure.

### **B. Grant of Tenure with Initial Appointment.**

The university may grant an initial appointment with tenure in a department in cases of exceptional individual merit and professional accomplishment subject to the following:

1. A person must have earned tenure at a regionally or nationally accredited institution or such other accredited institutions as may be approved by the provost in a field appropriate to the appointment.
2. The approval of a majority of the tenured faculty members of the department after a meeting *en bloc*. If a majority of the tenured members of the appropriate department and the college dean approve of the tenure recommendation with the initial appointment, the provost, acting in conformity with university policy, may indicate tenure with the initial letter of appointment.
3. The provost will maintain a file and a list of all persons and their respective departments who were granted tenure with the initial letter of appointment.

## **XIII. Post-Tenure Review (Board Policy 301)**

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:

- A.** 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.

- B.** 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.
- C.** 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.
- D.** 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.
- E.** 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.
- F.** 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.
- G.** 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.
- H.** 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.
- I.** 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.
- J.** 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.
- K.** 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.

- L. 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.
- M. 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 herein.

#### **XIV. Relinquishment of Tenure**

A faculty member will relinquish or waive the right to tenure upon resignation or retirement from the institution, or upon willful failure to report for service at the designated date of the beginning of any academic term, which will be deemed to be a resignation unless, in the opinion of the president, the faculty member has good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another department or division by the university, the transfer or reassignment will be with tenure. Tenure will not be relinquished during periods of approved leaves of absence or during periods of service in administrative positions at the institution.

#### **XV. Termination**

##### **A. Termination of Faculty Members in Cases of Financial Exigency or Phasing Out of Program**

###### **1. Determination of Financial Exigency or Discontinuance of Academic Programs**

A financial exigency is a fiscal condition that requires and permits a reduction or elimination of a program or several programs even though it results in the termination or reassignment of tenured faculty. Determination by the university that a financial exigency exists or that academic programs should be discontinued (even though not mandated by financial exigency) will occur only after so decreed by the Board of Trustees, after consultation with the president, who will have consulted with appropriate administrators and the Faculty Senate. Notice that such action will be considered shall be given to appropriate faculty representatives at least thirty days prior to the date of the board meeting. All data that will be made available to the board will be provided to the Faculty Senate at the time of this notice.

A "financial exigency" may mean: (a) anticipated state appropriated and other funds for faculty salaries for the whole institution, or within particular academic programs, are insufficient to pay the faculty their contracted salaries; or (b) the occurrence of a reduction in the enrollment of any program or school of the university of such magnitude that requires an adjustment or reduction of the teaching faculty; or (c) an urgent need to reorganize the nature and magnitude of financial obligations in such a way as to restore or preserve the financial ability of the institution to provide a sound academic program. Financial ability means ability of the university to provide from current income the funds needed to meet current expenses, including debt payment, and sound reserves without depleting capital.

In recommending a state of financial exigency permitting retrenchment of program, departmental or college components, the administration should demonstrate to the trustees that a bona fide exigency exists and that the condition will likely persist without corrective action.

A discontinuance of an academic program permits the termination or reassignment of faculty in an academic program whether they be tenured or not. A decision to discontinue or phase out a program does not require a declaration that a condition of financial exigency exists, but such a decision must take due regard of annual contractual obligations to the faculty and the educational needs of the students.

###### **2. Criteria for Identification of Faculty to be Terminated**

###### **a. Procedure**

The president, with the approval of the Board of Trustees, will determine whose appointments are to be terminated following the declaration of

financial exigency or phasing out of program. When faculty dismissals are contemplated on grounds of financial exigency, a program reduction, or termination, there should be early, careful, and meaningful sharing of information and views with appropriate faculty and administrative representatives on the emergency, the need to terminate, or the need to reduce programs. Recommendations from such faculty and administrative representatives should be sought on alternatives available to the institution to ensure continuation of a strong academic program and to minimize the losses sustained by affected students and faculty members.

b. Criteria

The criteria to be utilized by department chairs and deans in making specific recommendations regarding reductions in faculty in the event of a financial exigency declared by the Board of Trustees or phasing out of program shall be the following:

In the event of a reduction in the number of faculty within a given department, but not the elimination of that unit, the principal consideration in determining which faculty to retain and which to release should be the maintenance of viable and effective academic programs within that department. After faculty members, tenured and non-tenured, who are essential to a program's effective continuance have been identified, the remaining faculty within a department who can be retained, if any, should have priority in retention on the basis of the following criteria, stated in general order of importance:

(1) Tenure

Tenure should be assigned major importance in retaining faculty within a department having both tenured and non-tenured faculty.

(2) Programmatic Needs of the University

The overall programmatic needs of the university must be considered. An adequate curriculum must be retained, with the requisite courses for basic degree programs and major offerings. The provost, deans, and department chairs will review faculty who are to continue and ensure that those who are to continue must be able to contribute significantly to the curriculum, to teach the necessary courses. The faculty members retained will possess the requisite qualifications to perform the work required.

(3) Rank

Rank normally reflects the degree of teaching effectiveness and scholarly accomplishment by the faculty member, holding length of service constant.

(4) Length of Demonstrated Professional Excellence

Extended service of high caliber is an important measure of the basic character and motivation of the faculty member and an indication as well of loyalty to the profession and institution, intellectual stamina, and general stability. Such assets, demonstrated over an extended time, will be given considerable attention and credit.

3. Procedure for Termination

The statement of financial exigency or the phasing out of an institutional program as the reason for dismissal or non-reappointment of a faculty member should be supported in the notice of termination to the faculty member by a specific description of the financial exigency or the reason for phasing out of the institutional program involved. If the Board of Trustees has taken action with regard to the matter, the action taken by the Board of Trustees to declare the existence of a financial exigency or to terminate an academic program should be included in the notice of termination.

Such a statement shall be *prima facie* showing of good cause for the dismissal or non-reappointment of the faculty member.

4. Personal Conference

After the faculty member has received notice in writing of the reasons for dismissal or non-reappointment, the appropriate administrative officer, at the request of the faculty member, will discuss the matter with the individual in a personal conference. If an understanding of the university's decision satisfactory to the faculty member does not result, the faculty member should be advised of the right to a formal hearing before the Faculty Hearing Committee.

5. Responsibilities and Obligations of the University to Tenured Faculty Terminated Because of Financial Exigency or Discontinuance of Program

Tenured faculty members terminated because of financial exigency or discontinuance of program will (a) be given, except in most pressing circumstances, twelve-month's notice of termination; (b) be given opportunities for appointment, without jeopardy to other employees, in related areas provided they are qualified professionally to serve in such areas and such positions are available; (c) have the right to reappointment to the previous position if it is reestablished within two calendar years; and (d) be entitled to a hearing before the Faculty Hearing Committee.

6. Right to Appeal

The faculty member involved may obtain a hearing before the Faculty Hearing Committee and challenge a termination based upon financial exigency or discontinuance of program on the following bases:

- a. Decisions that are arbitrary or capricious. A decision is "arbitrary and capricious" where it appears that there is no rational basis for it;
- b. Decisions that are based on reasons that are constitutionally or statutorily prohibited, such as the faculty member's age, sex, race, religion, or condition of disability;
- c. Decisions that are the result of the exercise by the faculty member of a constitutionally protected right, such as the right of free speech or peaceable assembly;
- d. Decisions that were made after failure to comply with the proper procedures as set forth in this section. The faculty member must show that such error was or could have been a contributing factor to the decision.

Proceedings before the committee will be consistent with the procedures set forth in B of this Section. In the event that the faculty member is able to prove one of these claims, the faculty member will be recommended for reappointment to the position with compensation for any lost income. Otherwise, the decision of the university will be sustained.

**B. Termination Procedures for Tenured Faculty for Cause**

This section sets forth the procedures which must be followed by the University in order to terminate a tenured faculty member "for cause." Termination will not be used to restrain faculty members in their exercise of academic freedom or other rights as American citizens.

The university has the burden of proving that adequate cause for termination exists. This must be satisfied by the university based upon the evidence considered as a whole presented on the question of termination of the faculty member. Procedures for termination shall be undertaken only after all reasonable efforts have been made to remedy informally the performance or conduct at issue.



1. Causes for Termination.
  - a. Professional Incompetence: Substantial and manifest evidence of unsatisfactory performance of faculty duties, or demonstrated incompetence in teaching or research.
  - b. Professional Neglect: Substantial and manifest neglect of faculty responsibilities or duties, or substantial and manifest neglect of faculty responsibilities in teaching scholarship, or service.
  - c. Professional Misconduct: Professional misconduct is conduct that substantially impairs fulfillment of faculty obligations; repeated failure to comply with official written directives or established university policies; dishonesty in teaching or research.
  - d. Personal Misconduct. Personal misconduct is conduct that substantially impairs fulfillment of faculty obligations or conduct which has a substantial impact on the member's fitness to continue as a faculty member.
  
2. Determination of Adequate Cause for Termination:
  - a. Professional Incompetence/Professional Neglect/Professional Misconduct
 

Review of a case of professional incompetence, professional neglect, or professional misconduct will be initiated by the department chair. This review will include an evaluation of the faculty member's compliance with any previously established plans to address identified deficiencies. Where, in the judgment of the chair, sufficient cause for termination is present, the department chair will notify the faculty member, in writing (no later than October 1 during the fall semester or March 1 during the spring semester), that a recommendation for termination is forthcoming. The faculty member may contest the recommendation of termination by petitioning, in writing and within five (5) working days, the departmental tenure committee to review the record and the chair's determination. Failure to provide a written request within five (5) working days will result in forfeiture of review by the departmental tenure committee and the department chair will notify the dean, in writing, of the recommendation for termination.

In cases where the departmental tenure committee is convened to consider the determination by the department chair to recommend termination, the committee will review all relevant material and provide the chair and faculty member with a written evaluation and recommendation concerning the future status of the faculty member. Upon receipt of the evaluation and recommendation, the chair may reverse his/her determination. Otherwise, the chair will forward the committee's report and his/her recommendation to the dean. The dean will provide a written recommendation to the provost, with copies to the faculty member and chair.
  - b. Personal Misconduct:
 

In a cases of personal misconduct, the chair will provide the dean with a written report and a recommendation for termination. If the dean concurs with the recommendation, the dean will provide a written recommendation to the provost with copies to the faculty member and chair.
  
3. Decision of the Provost; Preliminary Proceedings:
  - a. After receipt of the recommendation from the dean, the provost shall have five (5) working days to make a recommendation to the president. The provost shall meet with the faculty member informally in an attempt to reach an acceptable resolution of the issues involved.
  - b. If the provost determines that the faculty member should be terminated and that formal termination proceedings should commence, the provost shall notify the faculty member, in writing. This written communication shall set forth the statement of grounds for the proposed termination. A copy of the statement of grounds shall be provided to the president.

- c. If the faculty member requests it within five (5) working days after receipt of the statement of grounds, the matter shall be referred to the Faculty Hearing Committee for an informal, non-binding review. The failure of the faculty member to timely request the informal review shall result in a waiver of such informal review.
  - d. The informal, non-binding review shall not take more than ten (10) working days. The Faculty Hearing Committee shall determine whether or not, in its view, formal proceedings shall be instituted to consider the individual's termination. It shall notify the president, the provost and faculty member in writing of its conclusion.
  - e. If the Faculty Hearing Committee recommends that formal termination proceedings should be commenced, or if the president determines that a formal termination proceeding should be commenced based upon the provost's recommendation (notwithstanding the Faculty Hearing Committee's informal review), then formal termination proceedings shall be commenced according to the procedures which follow.
4. Formal Termination Proceedings:
- a. Formal proceedings to terminate a faculty member shall be instituted by a written communication to the faculty member from the president.
  - b. This formal communication shall set forth (1) the statement of grounds for termination, and (2) notify the faculty member that if he or she so requests in writing, within the appropriate time period, a formal appeal may be made and a hearing held to consider whether his or her employment by the university shall be terminated. This written communication shall be dated, and may either be hand delivered to the faculty member, or sent by certified mail, return receipt requested, to the member's address on file with the provost. The date of the letter shall be deemed to be the date such notice is given.
  - c. The time period in which the faculty member has to file an appeal of the formal decision to terminate such member is ten (10) working days from the date of the notice from the president.
  - d. The appeal by the faculty member is to the Faculty Hearing Committee. In order to utilize the appeal process, the faculty member shall give notice, in writing, to the president, within the time period above, that such member desires to appeal the formal notice of termination. The written appeal must also contain an answer to the statement of grounds, and the challenge to the termination shall be based upon one of the following:
    - (1) Determinations of cause in this *Faculty Handbook* that are not supported by the evidence.
    - (2) Decisions that are arbitrary and capricious. A decision is "arbitrary and capricious" when there is no rational basis for its support.
    - (3) Decisions that are based on reasons that are constitutionally or statutorily prohibited, such as the faculty member's age, gender, race, national origin, religion, or condition of disability.
    - (4) Decisions that are the result of the exercise by the faculty member of a constitutionally protected right, such as the right to free speech or peaceable assembly;
    - (5) Decisions that were made after failure to comply with the proper procedures as set forth in this section. The faculty member must show that such error was a contributing factor to the decision.
  - e. If an appeal to the Faculty Hearing Committee is lodged, then the burden of proof in (d) (1) shall be on the university, and for those in (d) (2) through (d) (5), the burden of proof shall be on the faculty member.

- f. If the faculty member does not file an appeal within the time period above, the termination shall be effective as set forth in the notice from the president.
5. Hearing Procedure before the Faculty Hearing Committee:
- a. Not later than five (5) working days after receipt of the appeal, the president shall notify the provost, in writing, of the appeal. Not later than ten (10) working days after receiving the notice, the provost shall then convene the Faculty Hearing Committee to consider the appeal.
  - b. Sufficient time shall be allowed to permit the individual to prepare a defense. The individual shall be informed in detail, or by reference to published regulations, of the procedural rights to which he or she is entitled.
  - c. At the request of the faculty member the proceedings provided for herein may be terminated at any time after the appeal has been filed. Similarly, the administration may drop the proceedings at any stage.
  - d. Suspension of the faculty member from normal duties or reassignment to other duties during the proceedings will occur only if an emergency exists which threatens harm to the individual, to others, or to the University. Determination of an emergency shall be made by the president. Such suspensions shall be with pay.
  - e. The committee shall proceed by considering, before the time of the hearing, the statement of grounds for termination already formulated and the faculty member's written response.
  - f. In addition to the members of the committee, only the person requesting the hearing and his or her representative, the chief executive officer of the campus and/or his or her designee, and witnesses called by the committee are permitted to attend the hearing.
  - g. Charges contained in the initially formulated statement of grounds for termination may be supplemented at the hearing by evidence of new events occurring after the initial communication to the individual which constitute new or additional cause for termination. If such additional charges are added, the committee shall provide the faculty member with sufficient time to prepare his or her defense.
  - h. The president, or someone appointed by the president to attend on behalf of the administration, shall have the option to attend or not to attend the hearing, and he or she may also designate an appropriate representative to assist in developing and presenting the case.
  - i. The faculty member shall have the aid of the committee when needed in securing the attendance of witnesses. The faculty member, or his or her representative, and the representative of the administration, or his or her designated representative shall have the right within reasonable limits to question all witnesses who testify orally.
  - j. The committee shall determine the order of proof and shall supervise the questioning of witnesses. Strict rules of judicial evidence shall not apply.
  - k. The committee will use its best efforts to provide an opportunity for those involved to confront all witnesses, but where this cannot be achieved despite the efforts of the hearing committee, the identity of such non-appearing witnesses, and any written evidence they may have furnished, shall be disclosed to all interested parties during the hearing.
  - l. Subject to these safeguards, written statements may, when necessary, be taken outside the hearing and reported to it. All of the evidence shall be duly recorded. Formal rules of court procedure need not be followed, but the committee shall exercise reasonable efforts to protect the rights of the parties in the reception of evidence.

- m. The committee shall formulate its recommendation in private, on the basis of the hearing. Before doing so, it shall give opportunity to the individual and a representative of the university to make oral statements before it. If written arguments are desired, the committee may request them. The committee shall proceed to arrive at its recommendation promptly without having the record of the hearing transcribed when it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing. It shall make explicit findings with respect to each of the grounds for termination presented.
  - n. A copy of the record of the hearing and the recommendations of the hearing committee shall be furnished to the president for decision, and copies shall be provided to the faculty member.
  - o. The entire process shall be completed as expeditiously as possible, but in no event shall it last longer than 30 working days from the date the committee is convened.
  - p. Not later than ten (10) working days after receiving the committee's recommendation, the president shall make a decision and notify the faculty member, in writing.
6. Appeal to the University's Board of Trustees:
- a. If the faculty member disagrees with the president's decision, the faculty member shall have a right of appeal to the university's Board of Trustees. In order to appeal the president's decision, the faculty member must provide written notice to the president of the appeal not later than five (5) working days after the date of the president's decision.
  - b. In such event, the president shall transmit to the Board of Trustees the full report of the hearing committee, and state the president's reasons for the termination and his or her decision.
  - c. The review by the Board of Trustees shall be based on the record of the hearing before the Faculty Hearing Committee, the recommendation of the president and also provide the opportunity for an oral or written statement or presentation by the faculty member and a representative of the university. Any such oral presentations shall be made under conditions as the Board of Trustees may determine. The decision of the Board of Trustees on review shall be final. It shall be communicated to the president, and through the president, to the faculty member involved.
7. Terminal Compensation:
- a. In the event the faculty member is terminated for cause due to professional incompetence, the faculty member shall receive compensation for a period of twelve months from the date of the formal notice of termination proceedings. This terminal pay, however, is expressly conditioned upon the faculty member's continuing teaching and instruction for the university in the same capacity, if the university determines that the such member's continued instruction for the remaining period is warranted by the circumstances.
  - b. If a faculty member is terminated for cause due to professional neglect or misconduct, then, at the discretion of the university or the Board of Trustees, the salary of the faculty member may be paid for a period not to exceed twelve months from the date of initiation of formal proceedings. Determination of whether the faculty member is relieved of teaching duties, appointments and privileges shall also be at the discretion of the university.
  - c. If the faculty member prevails in the process (either by decision of the president or the Board of Trustees), then such member shall be reinstated, with pay.

**XVI. Procedures Relating to Non-renewal of Appointment or the Termination of Non-tenure-track Faculty Members with More than Seven (7) Years of Service**

This section applies to non-tenure-track faculty members who have completed more than seven (7) years of continuous, full-time service to the university. It is adopted in recognition of the continued service by such faculty members to the university. Any faculty member covered by this section shall be notified in writing that such faculty member is covered under the terms of this provision of the *Faculty Handbook*. It is designed to provide certain due process rights when a faculty member covered under this section does not have his or her appointment renewed, or when the university determines to terminate the faculty member. This section does not imply, nor shall it be interpreted, to grant tenure to such member, or constitute a contract of employment. No action of the University in connection with the non-renewal of an appointment or the termination of a non-tenure-track faculty member shall violate any provision of state or federal law.

**A. Non-renewal of Appointment**

1. The university may determine not to renew the appointment of the non-tenure-track faculty member for budgetary, programmatic or other reasons relating to the overall needs of the institution (for example, a decline in enrollment; the cancellation of a program or course of study; a decline in funding; a change in the number of tenured or tenure-track faculty positions in a department; or the conversion of the position to a tenure-track position). A programmatic reason shall not be the replacement of one non-tenure-track faculty member with a new non-tenure-track faculty member performing the same or substantially the same teaching responsibilities within a department. The decision not to renew the appointment under this provision is made upon the recommendation of the department chair and dean to the provost. The provost shall then notify the faculty member of the non-renewal of the appointment. In cases where more than one person in a department is not to be renewed due to reasons set forth herein in the same year, all factors shall be considered, including but not limited to, such faculty member's length of service to the university, departmental needs, as well as overall performance as a faculty member.
2. A non-tenure-track faculty member whose re-appointment is not renewed under this provision shall be provided with written notice of such non-renewal at least twelve months in advance.
3. If the faculty member whose appointment is not renewed alleges, in writing, that the non-reappointment is due to violation of academic freedom, the matter shall be referred to the Academic Freedom committee. In all other instances, the faculty member whose appointment is not renewed, shall have limited appeal to the Faculty Grievance Panel.

**B. Termination**

A non-tenure-track faculty member covered under this section may be terminated for adequate cause.

1. Adequate cause for termination of a faculty member under this section may be established through demonstration by the university, based upon the evidence considered as a whole, of such member's unsatisfactory performance of faculty responsibilities or for misconduct.
  - a. Unsatisfactory performance of faculty responsibilities means substantial and manifest evidence of unsatisfactory performance, or neglect or incompetence in teaching or faculty duties.
  - b. Misconduct means either personal or professional misconduct that impairs fulfillment of faculty obligations; failure to comply with official written directives or established university policies; or dishonesty in teaching or professional endeavors.
2. Procedures for Termination: The procedures for the termination of a non-tenure-track faculty member covered under this section shall be the same as that for tenured faculty members (as set forth earlier in this *Faculty Handbook*), but with the following exceptions:

- a. The decision of the president shall be final and binding. The president's decision may not be appealed to the Board of Trustees; and
- b. If the faculty member is terminated for unsatisfactory performance of faculty responsibilities, the faculty member will receive a regular salary through the semester in which the termination notice was given. If the termination is due to misconduct, the faculty member's salary shall cease upon the notice of termination from the provost. If the faculty member prevails and the decision of the president is not to terminate the faculty member, such person shall be reinstated with pay.

**C. Other Matters**

The university complies with all federal and state laws concerning non-discrimination in the areas of race, gender, disability or other matters, and non-renewal or termination shall not violate any of the foregoing laws. In addition, as set forth in Section V C, if the faculty member alleges that violations of academic freedom contributed significantly to the decision not to renew the appointment, the matter shall be referred to the Academic Freedom Committee.

**XVII. Procedures for Faculty Grievances and Appeals**

The procedures set forth in this section shall govern all types of faculty grievances or appeals other than those dealing with (a) the termination of tenured faculty members under Section XV, (b) the non-renewal of appointment or termination of faculty members with more than seven years of continuous service under Section XVI, and (c) sexual harassment complaints. Procedures for each of those matters are set forth in other sections of this *Faculty Handbook*.

The procedure established by this section for faculty grievance and appeals is as follows:

1. A faculty member (hereinafter a "grievant") having a grievance or appeal to be submitted to the Faculty Grievance Panel, the Academic Freedom Committee, or the tenure and promotion appeal committee should first ensure that an attempt has been made to resolve the dispute through the administrative process. The grievant should first schedule a conference with his or her immediate supervisor as soon as possible after the alleged violation or grievance has occurred. Should the dispute remain unresolved, the grievant should pursue a satisfactory resolution with each of his or her on-line supervisors through the office of the provost. The grievant may initiate a formal grievance action or appeal only after these administrative remedies have been exhausted. (See procedures governing sexual harassment complaints).
2. The time to file a grievance or appeal under this section shall be not later than thirty (30) days after (a) the alleged violation or grievable matter has occurred, or (b) the grievant (in the exercise of due diligence) could have discovered the grievable matter occurred.

Notwithstanding the time period set forth, however, if other provisions of this *Faculty Handbook* set forth a specific deadline, then those deadlines shall apply.

Failure to file a grievance or appeal in a timely manner shall result in the dismissal of the grievance or appeal.

3. The grievant will submit to the university president a written statement, within the deadlines above, that will include the factual basis for the complaint, the individual(s) against whom the grievance is lodged, a reference to the provision of the *Faculty Handbook* that gives the committee jurisdiction, a reference to the university policies and procedures involved, and a statement of the relief sought. Specific references to provisions of this handbook or university policies are not required as long as the grievant provides facts and violations which, if proven to be true, would constitute a violation of this handbook or university policies.
4. The president will present to the committee a copy of the written statement of the grievant, and give to the committee a charge of its responsibility. The written statement of the grievant and all of the deliberations of the committee should be kept confidential.

5. Should the committee determine that the statement does not provide sufficient information or that, based upon the statement, the committee has no jurisdiction to hear the complaint, the complaint will be dismissed.
6. The appropriate committee shall be formed in accordance with the provisions of this *Faculty Handbook*. The committee shall be formed not later than ten (10) days after the formal written statement is received by the president. The grievant and persons who are the subject of the grievance shall both be notified of the members of the committee. During the pendency of the grievance or appeal neither the grievant nor the persons (s) subject to the grievance or appeal shall contact or otherwise communicate with any member of the committee on the subject matter of the grievance or appeal. Persons selected to serve on the committee who deem themselves disqualified for bias or interest may request recusal from the matter. A decision as to whether a request for recusal, for cause, is approved shall be determined by a majority vote of the committee at its initial meeting. Additionally, not less than three (3) days prior to the hearing, the grievant and person(s) charged with infringing the rights of the grievant, each may challenge, without stated cause, a maximum of two (2) persons each to serve on the committee.
7. The committee will hold an initial organizational meeting, not later than one week after the committee is formed. The committee shall conduct such preliminary matters as it deems necessary to hold the hearing in an orderly and fair manner. The committee will determine the number of members necessary to constitute a quorum for the transaction of business, provided that a quorum shall not be less than a majority of the members on the committee. Decisions must be reached by a majority of the voting members present. The number of yes, no, and abstention votes will be recorded, without designating the person who cast each vote.
8. After the committee considers the written complaint, the grievant and the person(s) charged with infringing the rights of the grievant will be invited to make written and oral presentations to the committee. The committee may solicit any and all necessary and relevant evidence it deems appropriate, written and oral, and shall accept documentation from both the grievant and person(s) charged with infringing the rights of the grievant, if offered. All responsibility for questioning witnesses, securing evidence, and determining the order of proof will be vested in the committee.
9. Strict judicial rules of evidence shall not apply.
10. The grievant and person(s) charged by the grievant may be accompanied by an advisor or attorney, but this person will only function in an advisory capacity. The advisor or attorney will not address the committee. The general counsel may also be present, but shall only act in an advisory capacity to the committee.
11. The grievant and person(s) charged by the grievant will have the right to be present at any time testimony is presented and to secure copies of all evidence considered by the committee. The grievant and person(s) charged by the grievant will not have the right to cross-examine witnesses.
12. A written record of the minutes of the proceedings and the recommendations of the committee will be presented to the president within forty-five (45) working days from the initial filing of the grievance with the president unless a longer period of time is needed due to unforeseen circumstances. An extension of the forty-five (45) day period must be approved by the president. For purposes of this paragraph, "working days" will mean any day during the fall or spring term in which the university is open for instruction. The committee should make every effort to complete its work during the academic year. If, for any reason, it is determined that this is not possible, the committee, grievant and other interested parties shall agree on a schedule and make the recommendation to the president.
13. A copy of the minutes and the recommendation of the committee will be presented to the grievant and the person(s) charged by the grievant.
14. The president's decision will be communicated, in writing, to both the grievant and persons charged by the grievant not later than ten (10) days after receipt of the committee's recommendation. No appeal shall lie from the president's decision.

## **XVIII. Adjunct Faculty**

The university may extend adjunct faculty appointments upon recommendation of a department and with support of the appropriate dean and the provost. These appointments are non-compensatory, but do not preclude offering a separate temporary faculty appointment. Appointments are extended at the rank consistent with the persons' credentials. Persons receiving such appointments may come either from outside the university or hold non-faculty appointments at UCA. Adjunct appointments may be granted for terms not to exceed three years, and significant contributions must be made to the university for reappointment. Adjunct faculty will be entitled to Torreyson Library privileges and to use the adjunct title with the rank bestowed for the period of appointment.

## **XIX. Appointment to the Graduate Faculty**

The ultimate responsibility for the quality of the graduate program resides with the graduate faculty, the college deans, and the associate provost and dean of the graduate school. The associate provost and dean of the graduate school is responsible for the administration of the graduate school's policies, including the appointment of graduate faculty. Faculty members qualified to perform the functions of the graduate faculty are nominated by their department chair, with concurrence of the college dean, for recommendation by the Graduate Council to the Council of Deans. The university form entitled, "Graduate Faculty Application," details the classification, authority, and qualifications for appointment to the graduate faculty.

## **XX. Summer Appointment**

The university offers regular summer sessions. Department chairs and faculty on twelve-month appointments may be assigned to summer teaching as part of their contracts. Otherwise, contracts for summer teaching are offered according to the needs of the university, its programs and students. The offer of a regular term appointment or of a regular tenured appointment involves no commitment on the part of the university to offer a summer appointment to the faculty member. The university will normally employ its own qualified faculty for summer appointments before employing faculty from outside the university. Among the criteria used in the selection of summer faculty are qualifications to teach scheduled offerings, performance records, and possession of the terminal degree. The university reserves the right to revise or cancel the summer contract depending on actual enrollment or other programmatic considerations.

## **XXI. Nepotism**

No UCA employee shall 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, son, daughter, sister, and brother.

## **XXII. Information in Personnel File**

The official file for a faculty member shall consist of all matters contained in the file in the office of the provost, as well as any evaluations and materials of such faculty member maintained by the dean or chair.

It is the position of the university that when any written information or material concerning a faculty member is placed in such member's personnel file (as defined above) the faculty member will be notified by the office of the provost, the dean or the chair, depending upon the file involved. The communication shall be in writing and shall include a copy of the information placed in the file. The faculty member will be provided with a period of twenty (20) days from the date of the written notice in which to respond to the provost, dean, or chair in writing, concerning the matter placed in the file, and the response shall be placed in the file.



**CHAPTER FOUR**  
**FACULTY RESPONSIBILITIES**

**I. Classroom Policies**

**A. Attendance**

Although the University of Central Arkansas does not have a uniform attendance policy, students are expected to attend all class meetings. Instructors should include any policies regarding attendance in the course syllabus. These policies should be announced at the beginning of each term.

Faculty will report to the student services those students who frequently miss class. Those students will then be notified by student services that continued absence may result in a "WF" grade for the course.

Students who are absent due to illness or other legitimate excuses should be advised to contact the student services or the appropriate instructor(s) and explain the situation. Student services will then contact the student's instructors regarding the absences when appropriate.

Class absences due to a student's participation in official university activities should be cleared with all affected instructors. Directors of any such activity should file a list of participants with the provost's office. A student officially representing the university should not be penalized for such legitimate absences. Faculty should, however, be given latitude in making specific arrangements for make-up work. Class absences of this type do not excuse a student from completing all work associated with any course.

Any classroom absence, for whatever reason, is never an excuse for not completing all work in the course.

**B. Evaluation**

Formal evaluation is an integral part of the assessment of a student's progress. Instructors are expected to include in the course syllabus a thorough explanation of evaluation policies. These policies should also be announced at the beginning of the term.

The frequency and make-up of assignments and examinations are determined by the instructor. However, certain general practices should be followed:

1. Instructors should provide students with a number of opportunities to be evaluated during the term.
2. Evaluation materials should be modified and updated from term to term.
3. Students should be given an opportunity to review assignments and examinations after grading.
4. Make-up examinations and assignments are required only for valid absences. Students who miss examinations and assignments without valid excuses should receive a failing grade for that evaluation.
5. Every effort should be made to ensure that mid-term grades reflect a student's standing and progress in the course.
6. The final examination period is a part of the regular semester or term. The registrar publishes a schedule for final examinations. Final examinations for summer terms are administered during the last class meeting. Any changes must have approval of the department chair, and a record of the change will be reported to the college dean.
7. A student who misses a final examination and has a valid excuse may be given a grade of "X."

**C. Grading and Changes of Grades**

At the beginning of each term, instructors should explain to their students how the final course grade will be determined. At the end of the semester, final course grades will be submitted to the registrar. After a final grade has been reported to the registrar's office, it may only be changed by: (1) a written request by the instructor that has the approval of the department chair and college dean; or (2) a successful grade appeal that has followed procedures established in the *Student Handbook*.

Faculty members are expected to keep complete and accurate records of student evaluations. These records remain the property of the university and are to be turned over to the appropriate department chair at the time of a faculty member's separation from the university.

**D. Academic Dishonesty and Classroom Misconduct**

Instructors should inform students of the penalties for academic dishonesty and classroom misconduct at the beginning of each term. The university regards all acts of academic dishonesty as deserving severe punishment. Punishment for such acts may include receiving a failing grade for the work or course and/or being dismissed from the university. The student has a right of appeal pursuant to the procedure set out in the *Student Handbook*.

**II. Faculty Reports and Evaluations**

**A. Faculty Activity Schedule**

An activity schedule listing a class schedule and office hours is to be completed at the beginning of each term and provided to the appropriate administrator.

**B. Faculty Planning Form**

A planning form, detailing a faculty member's goals for the calendar year, should be approved by the department chair and the college dean.

**C. Faculty Annual Report**

At the beginning of each calendar year, every faculty member will submit to the department chair a report summarizing professional accomplishments for the past calendar year. These achievements should be directly related to the stated goals and mission of the department, college, and university.

Department chairs will meet to discuss the progress a faculty member is making toward projected goals. Conferences of this type will be an integral part of the process to determine retention, promotions, and salary increments.

The department chair will integrate the plans of individual faculty members into the plans for the department and will use the faculty annual reports to assess the department's achievements.

Department chairs will submit an annual report to the college dean by June 15. This report will be used by the college dean in formulating a similar report for the college.

The college reports provide the bases for the provost's report to the president. This report focuses on concerns and recommendations that will strengthen the effectiveness of the university.

**D. Student Evaluations**

All faculty are the subject of student evaluations at least once a year.

### **III. Absences From Work**

Faculty members who find it necessary to be absent from duty as the result of illness or for other sufficient reason are expected to notify the department chair as soon as possible. When possible, advance notification of forthcoming absences is expected. A faculty member who must be absent from class for any reason is responsible for arranging appropriate alternative activities for class instruction.

### **IV. Teaching Assignments**

A normal undergraduate teaching load for a full-time faculty member without administrative duties is twelve credit hours per semester or its equivalent. Where departments or programs find it appropriate and with approval by the provost, the undergraduate teaching load for a full-time, non-tenure-track faculty member without administrative duties may be increased to a maximum of 27 credit hours or its equivalent per academic year. Six credit hours or its equivalent is a normal teaching assignment during a five-week summer term. Adjustments in load may be made on the basis of the following factors:

- A.** Administrative duties
- B.** Director of student co-curricular activities
- C.** Reassigned time for research and professional growth activities or special assigned duties
- D.** Graduate teaching assignment

### **V. Scholarship, Research, and Professional Activity**

The University of Central Arkansas believes that every faculty member, probationary or tenured, has an inherent responsibility to engage in those scholarship and professional growth activities that result in a more effective and higher quality service to the university. The university accommodates these expectations by providing professional travel funds, underwriting research efforts, providing reassigned time for scholarship, research, and professional growth activities, and providing for uncompensated leaves of absence and sabbatical leaves with compensation. Such activities may include formal study toward a terminal degree, research, scholarship, or creative activities, or involvement in professional associations.

All members of the university community share responsibility for valuing these activities and ensuring that they are conducted in a climate of trust among scholars, researchers, and students, and between the academic community and the public. When professional misconduct is suspected in the context of these activities, it will be investigated through procedures specified in the university's *Policy for Responding to Allegations of Research Misconduct*. A copy of this policy may be obtained from the Office of Academic Research and Sponsored Programs. Any formal procedures for termination following an investigation shall follow those outlined in the *Faculty Handbook*.

#### **A. Professional Travel**

Academic departments and the library have annual budgets for departmental travel. At the beginning of each academic year, decisions at the departmental level will determine how this money may best be used by identifying state, regional, and national professional meetings at which the university and the department should be represented.

#### **B. Faculty Research Fund**

Each year the university allocates a sum of money for the purpose of stimulating research by the faculty of the university in their particular areas of academic, intellectual, and creative interest. Such grants provide support directly related to the faculty member's scholarship. Categories eligible for support include, but are not limited to, supplies, materials, travel, publications, and equipment. Individuals considering seeking funds from sources other than UCA should list, by name, those possible funding sources.

Faculty research grants are awarded for a twelve-month to twenty-fourth month period with the starting date determined by the faculty member and approved by the University Research Council.

Faculty research fund grants will not be made to faculty for the purpose of completing research toward a degree. Research funds will not be provided for activities or equipment intended for curriculum development or teaching activities, nor will funding be provided for research initiated by a student or for which a student is primarily responsible or for which a student will receive course credit.

**C. Faculty Reassigned Time**

Full-time faculty members are eligible to apply for reassigned time from teaching duties to conduct research or to engage in other professional growth activities. Requests will be submitted to the department chair. The request should include a summary of the activities to be pursued during the period of reassigned time. The chair will forward recommended requests to the college dean along with a precise summary of the arrangements for reassigned time. The college dean will forward requests with the dean's recommendation to the provost. Those approved will be notified by the Office of the Provost. A progress report will be submitted by the faculty member to the associate provost at the expiration of the term during which reassigned time occurred.

**D. Sabbatical Leave Program**

The university supports a sabbatical leave program that is available to faculty members who have at least six years service with the university and are tenured. Leaves will be for one semester at full stipend, or one academic year at half stipend. In the case of faculty members on twelve-month appointments, a summer leave may be granted at full stipend. The number of fellowships available will be limited by the funds available. Additional leaves may be applied for after each six-year period of service.

A faculty member on sabbatical leave may participate in university affairs and retains the right to vote, except in those cases where the faculty member would be participating or voting in a representative capacity. A faculty member on leave may vote *in absentia*. Absentee votes must be received in writing by the appropriate official prior to the day of the scheduled vote. It will not be the responsibility of the university to inform faculty on leave of pending university business.

Applications for sabbatical leave awards are available in the office of the provost. Completed applications are reviewed by the university sabbatical leave review committee, and recommendations are made to the provost. The provost will review the recommendations of the committee and make recommendations to the president. The president will submit those to be recommended to the board. Each applicant approved will be given written notification by the president indicating the action of the board.

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 received while on sabbatical leave.

**E. Leave Without Pay**

A leave of absence without pay may be granted to a faculty or staff member to pursue advanced study or to participate in a growth and development activity that is determined to be mutually beneficial. Not more than one year may be granted at a time. Requests to extend the leave will be considered.

Requests for leave should be directed to the department chair. The request, with the chair's recommendation, will be forwarded through the college dean to the provost. All recommendations are then forwarded to the president for action by the Board of Trustees.

**VI. Service to the University and Community**

The university is at once a community within itself and is part of a larger community. To function as a community, every faculty member must be willing to make contributions beyond teaching and scholarship. University academic policies and procedures should reflect the advice and counsel of faculty. The involvement of the faculty serving on advisory bodies, councils and committees at every level of decision making is essential. The university requires and values this service of the faculty.

Further, tenured faculty members in departments will serve as a Departmental Personnel Advisory Committee (DPAC) to assist the department chair by taking an advisory role in matters related to academic staffing of the department. The structure of DPAC along with the scope and procedures

related to DPAC activity should be determined annually by the tenured faculty of each department. (More information about the DPAC can be found in the Faculty Handbook, Chapter 3, VI, Academic Tenure: Purposes and Obligations, B. Obligations and Responsibilities.)

Departments will have standing committees to attend to the critical concerns of the department. Likewise, colleges have promotion, tenure, curriculum, and research committees. Every faculty member is encouraged to serve when asked and to make preferences known to department chairs, deans, and the Faculty Senate.

The university has a commitment to provide a comprehensive student learning environment. Many departments have developed student activities or sponsor cultural events. All university faculty members are encouraged to support those activities and events.

As a residential institution, the university has yet another commitment to provide a supporting environment for student development in non-classroom related activities, such as special interest clubs, organizations, and student government. Faculty members have an inherent obligation to respond to these efforts by serving as advisors, sponsors, and chaperons. Additional information about these activities is available from student services.

There are other specific occasions that require faculty assistance. Recruitment, advanced registration, and registration require the efforts of everyone. Commencement, the time when degrees are awarded upon the recommendation of the faculty, is a signal event for students and their families that warrants the participation of all faculty.

All faculty are required to assist university offices in the management of accurate student records. At the beginning of semesters, it is necessary to verify class rosters, noting students who do not appear and those who attend but are not listed. When students drop and add classes, or withdraw, faculty members are expected to complete and forward appropriate forms.

Each faculty member is expected to attend all general faculty meetings as well as faculty meetings of the appropriate college and department.

The university, as part of a larger community, expects the faculty member to extend knowledge and expertise beyond the walls of the formal classroom. Such service should involve intellectual, academic, or professional abilities appropriate to and characteristic of a professional academician. The faculty member is encouraged to initiate, provide leadership for, and participate in workshops, seminars and non-credit courses as well as serve as consultants. The efforts of the university in this area are organized through the division of Academic Outreach and Extended Programs. Faculty members are urged to consult with Academic Outreach and Extended Programs to facilitate planning and administrative details.

Faculty members considering these activities should consult the outside employment policy and concurrent employment policy.

## **VII. Academic Advising**

UCA is committed to the belief that students need personal guidance and counsel from faculty members on matters of academic and professional concern.

The department chair is responsible for assigning student advisees to faculty members. The student may request a change of advisor. First-year students and undeclared majors are assigned to advisors by the office of undergraduate studies.

Faculty members are expected to meet with their advisees as frequently as necessary, especially during periods of advanced registration and mid-term grade report time when advice is critical.

Advisors are provided information about their advisees, including the ACT profile sheet and mid-term and final grade reports. Each advisor should keep an up-to-date program check sheet to assist in course selection.

Students whose academic work is below a "C" are notified that their work is probationary in quality and are instructed to see their advisor.

Advice is not binding on the student. In no way does advising represent a legal arrangement. Faculty should provide accurate information and should be knowledgeable of university requirements. However, it is the obligation of the student to monitor progress toward a degree.

Faculty members should familiarize themselves with the services provided by the counseling center and the career planning and placement center and refer students to those offices if such services seem appropriate.

### **VIII. Faculty Office Hours**

Faculty members should observe regular and appropriate office hours and should post a schedule of such hours on their office doors. What constitutes regular and appropriate office hours should be determined by faculty members in consultation with their department chairs.

In the event a faculty member cannot keep posted office hours because of illness, meetings, or off-campus professional activities, courtesy would suggest that a notice be posted so that students may determine the earliest available time for consultation.

It is especially important that office hours be maintained during critical times such as the advanced registration period and deadline dates for students to drop courses.

### **IX. Release of Student Information**

The Family Education Rights and Privacy Act (FERPA) passed by Congress on November 19, 1974, requires educational agencies or institutions to provide eligible students access to their educational records. It also requires that no personally identifiable information be revealed from a student's educational records to unauthorized third parties without the prior written consent of the student.

Additional information concerning FERPA is available from the university's legal counsel.

Some of the more important aspects of FERPA for faculty members to consider are as follows:

- A.** Students have the right to see their records except where the right has been waived or where the record contains confidential letters or recommendations placed there prior to January 1, 1975.
- B.** Information should not be released from the student's records to persons other than the student; even parents do not have the right to see a student's records unless the student is under age 18.
- C.** When returning any graded material to students, faculty members should be careful not to allow the grades to be seen by anyone other than the students receiving them.
- D.** Faculty members should not post grades alongside students' names or social security numbers. If posting is to be done at all, some acceptable code that ensures privacy should be used.

### **X. Outside Employment Policy**

The university emphasizes that full-time faculty are obligated to devote their working time and efforts primarily to university activities. However, the university acknowledges that its faculty's professional qualifications have great value in areas beyond their normal university assignments. Appropriate outside activity contributes to professional development, enhances opportunities for research, informs classroom instruction, and contributes to the public service mission of the university. The university thus encourages the participation of its faculty in consultation and other professionally related external employment that further these goals and do not delay, conflict or interfere with the instructional, scholarly, and/or other services expected by the university.

Prior to engaging in such activity, faculty must submit a written plan to the departmental chair citing the nature of the activity, the approximate schedule and amount of time involved, use of university resources, and source of funding. The level of compensation will be reported if employed by the state. If the faculty member receives compensation above regular university salary, the plan will include a method for reimbursing the university for any significant use of its resources.

The plan will be forwarded by the chair with recommendations to the college dean, who will forward it with recommendations to the provost for approval of the conditions of employment. Faculty will provide a summary of such activity in their annual reports, including an approximation of the time spent on the project(s), any use of university resources, and, if significant university resources are used and/or state funds are involved, the level of compensation.

## **XI. Employment in Two State Positions by More than One State Agency**

University employees may work concurrently in two state positions if the following conditions are met:

1. Both institution and/or agency directors approve the employment;
2. Employment in another state position does not interfere with the required performance of an employee's primary duties;
3. The combined salaries of both positions do not exceed the larger maximum annual salary of either position;
4. Authorization is granted by the Director of the Department of Finance and Administration as requested by the secondary employer. (The employee should not make direct contact with DF&A.)

NOTE: The Office of Human Resources coordinates all concurrent employment requests on the UCA campus.

CAUTION: As designated by the State Office of Personnel Management, any employee knowingly violating the provisions of this section shall be subject to immediate termination and shall be barred from employment by any agency or institution of the State of Arkansas for a period of not less than three (3) years or until such employee shall repay to the State of Arkansas any sums received by such employee in violation of this section, together with interest at a rate of ten percent (10%) per annum.

## **XII. Professional Services Contract Employment**

Act 1221 of 1991 provides that nothing will be construed to prohibit an institution of higher education from executing a contract with a state agency under which services will be performed by employees of an institution of higher education. An employee or employees of an institution of higher education performing such services to a state agency may receive additional compensation provided:

1. The institution of higher education requests and receives written approval from the chief fiscal officer of the state as to the amount of additional compensation to be paid to any employee; and
2. The total salary payments received from the employee's regular salaried position and amounts received for services performed under a professional services contract will not exceed one hundred twenty-five percent of the maximum annual salary authorized by law for the employee's position with the institution of higher education. No director or any other department head of any agency of this state will receive additional compensation under this section.

## **XIII. Extra Income Statements**

Any full-time UCA employee who earns more than \$500 from a public agency over and above the regular salary during a calendar year must file an extra income statement with the president's office by January 31 of each year. The filing of extra income statements is required by state law.

## **XIV. Resignation and Retirement**

If a faculty member plans to resign or retire, a letter of resignation or retirement addressed to the president should be submitted to the department chair, who will forward the letter to the college dean and the provost. The provost will then forward the letter to the president with approval of the conditions of resignation or retirement. The faculty member should give notice of resignation or retirement at the earliest possible time.

## CHAPTER FIVE

### FACULTY PRIVILEGES

The university provides the following privileges, benefits, and services to faculty members. The terms "retirement" and "regular retirement" in this chapter refer to Benefits-Eligible Retirement as defined in Section C below.

#### **I. Credit Union**

The Office of Human Resources will provide information on the services available from the Arkansas Federal Credit Union. All faculty members are eligible to participate. Withholding procedures are arranged through the Office of Human Resources.

#### **II. Identification Cards**

With an identification card, a faculty member and immediate family members may gain free admission to most campus events. The cards are issued free of charge upon authorization by the Office of Human Resources.

#### **III. Faculty Emeritus and Distinguished Faculty Emeritus**

Upon retirement from active service with the university, tenured faculty will be recommended to the Board of Trustees as "emeritus" or "emerita."

Such emeritus or emerita designation will confer the continued privileges of using the Torreyson Library, admission to all university functions as provided active faculty members, and any other privileges the university may deem appropriate.

One year after retirement from active service with the university, tenured faculty who have served the university with extraordinary distinction may be recommended to the Board of Trustees as "distinguished emeritus" or "distinguished emerita."

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 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 Faculty Emeritus Committee will limit its recommendation to no more than two individuals each year for distinguished emeritus status.

#### **IV. Fringe Benefits**

Upon initial employment by the university, faculty members must fill out forms related to insurance coverage and withholding at the Office of Human Resources. Changes in family status or insurance coverage selected must likewise be reported to the Office of Human Resources. Some changes are only allowed during annual re-enrollment periods.

##### **A. Group Insurance**

The university offers benefits-eligible employees group insurance plans for health, dental, life and long-term disability. The university pays all or part of the insurance premiums for the employee only. The employee has the option of purchasing dependent's coverage for health and dental.

*Health and Vision Insurance* becomes effective on the latter of the first day of employment or upon completion of the appropriate enrollment forms. Enrollment for the employee and/or qualifying family members must be completed within 30 days of employment or other qualifying event (move from part-time to full-time).

*Dental Insurance* becomes effective the first of the month after 90 days continuous employment (with completion of appropriate enrollments). If the employee wishes to purchase coverage for dependents, application must be made within 30 days of employment or other qualifying event.



*Life and Accidental Death and Dismemberment Insurance* becomes effective on the first of the month following the date of employment (with completion of the appropriate enrollments). The university provides coverage equal to one times salary to a maximum of \$150,000. Additional coverage may be purchased by the employee at one, two or three times salary coverage to a maximum of \$350,000. Requests for coverage after the initial enrollment period are subject to evidence of insurability review. At age 65, the amount of insurance will decrease by 35%. At age 70, the employee pays for all coverage and at age 80 all coverage ends.

For employees hired after December 31, 1998, or moving into benefits-eligible roles after that date, no retiree life insurance is provided.

For employees hired before January 1, 1999, two retiree life plans are in effect, which are dependent upon date of employment. Please contact the Office of Human Resources to discuss unique situations.

*Long-term Disability* becomes effective after 3 months' continuous employment. Disability insurance provides partial income replacement in the event of a long-term condition that prevents the employee from returning to work. The waiting period for disability coverage is six months.

*Continuation of Group Health and Dental Insurance (COBRA)* - All insurance coverage ceases when employment is terminated. However, the employee may elect to continue health and dental insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Contact the Office of Human Resources before leaving campus for complete details.

Additional information concerning group insurance plans is available in the Office of Human Resources.

## **B. Social Security**

All faculty are covered by Social Security. Contributions are deducted from each paycheck and matched by the university. Social Security provides retirement, disability, and survivor benefits.

## **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.

### *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*

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. Current SRA vendors are TIAA-CREF, VALIC, and Fidelity.

*Benefits-Eligible Retirement (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.

**D. Phased Retirement (Board Policy 356)**

**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, twelvemonth 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:

<b>FTE Load</b>	<b>Percent of Base Salary</b>
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. 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.

**E. Fee Remission (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.

## **V. Use of University Facilities and Services**

### **A. Check Cashing**

If funds are available, the business office will cash a faculty member's personal check. The business office may limit the amount for which the check is written. Automated Teller Machines are available in the Student Center for personal banking needs.

### **B. Counseling Services**

All university counseling services are available to faculty and are provided at no cost to the faculty member. Among the services are personal counseling on a confidential basis, counseling regarding career exploration or career change, consultation regarding any student or issue about which the faculty may be concerned, and presentations to classes on any one of several topics such as test anxiety, stress reduction, how to study, speaking up in group, and job acquisition skills. Brochures more fully describing the counseling services available may be obtained from the counseling center, and additional questions should be directed to that center.

### **C. Dining Service**

In addition to being able to purchase individual meals at the cafeteria, faculty may purchase meal ticket books and meal plans from the food service office at reduced rates. Arrangement may also be made with the food service office for catering group meals on or off campus.

### **D. Student Health Center**

The health center provides first aid and simple health monitoring tests for faculty members. This service is for UCA personnel only and does not include family members.

### **E. Legal Services**

The general counsel of the university is available for consultation in regard to legal matters related to a faculty member's professional responsibilities or action. The staff of the Arkansas attorney general may represent the university in litigation.

The university carries an educator's liability insurance for all faculty and staff to cover the cost of any legal actions brought against employees while properly acting within the scope of their university employment. The university also carries a medical professions liability policy for faculty, students, and staff in specified health-related professions.

### **F. Library Privileges**

Faculty members and their immediate family members have full use of the library. Faculty of the university will be given Torreyson Library bar codes for their identification cards. Faculty children under ten years of age should be escorted by an adult when using the library.

All patrons are expected to reimburse the university for lost or damaged books that are checked out with the patron's card.

### **G. Parking on Campus**

Any employee who operates a vehicle on campus must register a description of that vehicle and the state license number with the university police department, located at the corner of Marian Ross Avenue and W.J. Sowder Street on campus. Parking permits may be purchased and parking/traffic fines paid at that location. A copy of "Traffic and Parking Regulations" is provided with each parking permit.

Parking permits are available to employees each academic year or a portion thereof. A faculty member's spouse and children are not eligible for faculty/staff parking permits.

If an employee must operate an unregistered vehicle on campus, a temporary permit may be obtained from the university police department. These permits are valid for one week. The first permit per semester is free of charge.

**H. Postal Service**

The campus post office provides postal services and is located in the student center.

**I. Recreation Facilities**

The use of the university's recreation facilities may be obtained through the Human Resources Department.

**J. Employee Alcohol/Drug Abuse Assistance Programs**

There are a number of groups, offices, agencies, and hospitals in central Arkansas that offer drug treatment and rehabilitation services/programs. For information about these contact the following departments:

1. UCA counseling center can provide referrals for those with alcohol and other drug problems.
2. The health resource center provides information and alcohol/drug awareness programming.
3. The Office of Human Resources provides information on services available through UCA's group health insurance program.

**VI. Vacation**

Vacation periods are not provided for faculty on nine-month appointments except for institutionally determined holidays and periods when the university is not in session. The university observes the following holidays: Memorial Day, July 4, Labor Day, Thanksgiving Day and the subsequent Friday, and the Christmas season.

Faculty and administration on twelve-month appointments will arrange vacation periods with their immediate supervisor consistent with the obligations of their office. Written requests and approval are required for all vacation periods and the immediate supervisor maintains a record of vacation days taken.

Vacation time for twelve-month faculty and administrators is accrued at the following rates:

<b>Length of Employment</b>	<b>Annually</b>
0-3 years	12 days
4-5 years	15 days
6-12 years	18 days
13-20 years	21 days
Over 20 years	23 days

All vacation time is cumulative, but no employee may carry forward more than thirty work days from one calendar year to the next.

Any university faculty member who on or after July 1, 1993, changes employment status from a twelve-month position to a position of less than twelve months that does not accrue annual leave is required to use all annual leave accrued before entering into the new employment status.

**VII. Sick Leave**

A collegial approach is followed in the case of illness of a nine-month faculty member. When illness occurs, faculty members are expected to notify the department chair so that appropriate arrangements may be made for class meetings and any other obligations for which the faculty member may have made a commitment. As needed, colleagues are asked to assume class responsibilities. Sick leave will be limited to six consecutive months leave with pay. Leave without pay may be granted at the discretion of the university president upon recommendation of the provost.

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 hours per month with a maximum accrued leave of nine hundred sixty hours. Employees who leave university employment are not entitled to be paid for accrued sick leave.

All twelve-month administrative personnel holding faculty rank in the employment of the university before January 1, 1989, will be allowed maximum absences due to sickness not to exceed six consecutive months.

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 and/or paid leave each calendar year:

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.

#### **VIII. Military Leave**

Faculty members who are members of the National Guard or any of the reserve branches of the U.S. armed forces will be granted leave at the rate of fifteen working days per calendar year, plus necessary travel time for annual training purposes. Effective July 15, 1991, Act 956 of 1991 provides that military leave will accumulate for use in succeeding calendar years or fiscal years until it totals fifteen days at the beginning of the calendar year or a maximum number of thirty military leave days.

Military leave will be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave must furnish a copy of orders to the Office of Human Resources.

Faculty members called to duty in emergency situations by the governor or by the United States president will be granted leave with pay not to exceed thirty working days after which leave without pay will be granted. This leave will be granted in addition to regular vacation time.

#### **IX. Fiscal Policies and Payroll Deductions**

All faculty members are paid semi-monthly. Salaries for teaching summer school are determined on a percentage of the nine-month salary.

Certain payroll deductions are made automatically by the university, and certain others may be made at the request of the faculty member. These are listed and explained below:

##### **A. Income tax**

Both federal and state income tax installments are automatically deducted from the paycheck.

##### **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.

##### **C. Social Security**

Deductions are made from the salaries of employees for social security contributions. The university also makes contributions in behalf of the faculty member.



**D. Group Insurance**

Although the university covers all or part of the individual premiums for dental and medical insurance, deductions for those faculty members who are on the two-party or family group plan are made.

For those faculty members who elect to carry life insurance in addition to that provided by the university, deductions are made from the employee.

**E. Tax-Sheltered Annuities**

Deductions are made from the checks of participants of tax-deferred annuity plans. Further information can be obtained from the assistant vice president for human resources.

**F. Contributions to the University of Central Arkansas Foundation, Inc.**

Payroll deductions are permitted for contributions to the University of Central Arkansas Foundation, Inc., when authorized by university employees.

**G. Cafeteria Plan**

Pre-tax deductions will be made as designated by the employee in accordance with Section 125 of the Internal Revenue Code. Information may be obtained at the Office of Human Resources.

## CHAPTER SIX

### OTHER UNIVERSITY POLICIES AFFECTING FACULTY

In addition to the policies, procedures, and guidelines contained in this handbook, other university publications are available to assist in explaining certain institutional policies and procedures. These publications are on file in departmental offices, or copies may be obtained from the appropriate issuing office. This handbook does not attempt to duplicate that information. These publications include:

*University of Central Arkansas Board Policies Book:* The policies book contains a variety of policies applicable to the university community.

*University of Central Arkansas Undergraduate Bulletin:* The undergraduate university catalog contains information on all undergraduate policies, programs, and courses. It is issued biennially, even years.

*University of Central Arkansas Graduate Bulletin:* This publication details graduate programs and courses. It is issued biennially, odd years.

*University of Central Arkansas Student Handbook:* This publication describes services, activities, opportunities and other matters that are of particular interest to undergraduate and graduate students. It is issued annually.

*University of Central Arkansas Staff Handbook:* This publication is a policy and procedure handbook for all university personnel not holding academic rank. Faculty members who supervise secretarial or clerical personnel should be familiar with its contents.

*University of Central Arkansas Affirmative Action Plan:* This publication contains a five-year plan for recruiting minority faculty, staff, and students, and includes recruitment goals as well as strategies for achieving those goals.

*Curriculum Development Process Guide.* This publication details procedures for curricular change, including new course and program proposals.

*Assessment Process Guide.* This publication outlines assessment review processes, assessment reporting requirements, and existing program review schedules and processes.

*Instructions for Purchasing:* This publication is issued by the university business office and provides useful information on purchasing, travel regulations, contract services, obtaining storeroom supplies, metered mail, and other business related activities. Included are instruction and sample forms. This publication is available in departmental offices.

*Accounts Payable Manual:* This manual is issued by the business office and provides instruction to ensure the timely payment of invoices.

*Travel Procedures:* Instructions for the proper forms and procedures related to travel on official university business are presented in this publication available from the accounts payable office.

*Traffic and Parking Regulations:* A copy of these regulations is provided with the purchase of the annual parking permit. The regulations apply to faculty, staff, and students.

*Student Publications:* The university student newspaper, *The Echo*, is published each week during the academic year except during final examination periods. *Scroll*, the student yearbook, is published each spring. Faculty and staff are encouraged to have their pictures included in the yearbook.

#### I. Inclement Weather

The university does not close during periods when classes are in session. Under some circumstances the university may close during vacation times when weather hampers operation and/or when the residence halls and food services are closed.

In cases in which weather conditions are unfavorable in the early morning but expected to improve during the day, the university may implement a delayed-start time. Announcement of the delayed-start will be given as early as possible on the morning of the delay. Generally, weather announcements will be televised on appropriate television stations, and announced on radio stations KCON and KARN.

During inclement weather the important decision for the commuter is a personal one: Can the trip to campus be made safely? No student will be penalized for non-attendance on bad weather days. In

so far as possible, instructional time during inclement weather should be devoted to activities that particularly benefit those who are able to attend without placing others at a disadvantage.

All university personnel are expected to be on duty when the university is open. Employees must use their best judgment to determine if it is safe to come to work.

## **II. Solicitation Policy**

The university's solicitation policy may be obtained from personnel at the information desk in the student center. Any solicitation conducted on the UCA campus must comply with the policy.

## **III. Travel**

Official university travel is accommodated through the use of both university and private vehicles. Faculty and staff are strongly encouraged to use university vehicles when they are available.

### **A. Purpose of the Motor Pool**

The motor vehicle pool at UCA is under the direction of the director of the physical plant and provides the faculty, staff, and students with transportation for attending and performing official university activities and functions.

The motor pool is responsible for the maintenance and supervision of university owned automobiles, station wagons, vans, and buses. The motor pool issues gasoline credit cards to vehicle operators when required. No motor pool vehicles will be released without an official request signed by the department chair and approved by the travel administrator or a designee.

### **B. Passenger Limits**

The following passenger limit guidelines are to be observed by persons who requisition vehicles from the motor pool:

Automobiles	1-5
Station Wagons	1-8
Vans (Mini Buses)	7-9
Buses	15-42

Drivers of vans and buses will ensure that seats are available for all passengers and that no passenger stands in the aisle or leaves the vehicle until it has come to a complete stop. All vehicle drivers will remind passengers to use the seat belt installed in the vehicle.

### **C. Mileage Limits**

Automobiles or station wagons will not be issued for trips made within the city of Conway. Trips involving more than one day and distances approaching 500 miles will be approved on an individual basis by the travel administrator.

### **D. Requests for Vehicles**

No request for motor pool vehicles will be accepted by the travel administrator earlier than thirty calendar days prior to the actual date of departure.

To request a motor pool vehicle, the requisitioner should complete "Part 1" of the standard university form entitled, "Request for Motor Pool Vehicle," in quadruplicate, obtain the signature of the department chair and forward all copies of the request to the physical plant.

The motor pool supervisor will forward one copy of the request to the requisitioning department and one copy to general accounting as soon as the charges for the vehicle are determined.

### **E. Reserved Vehicle**

Vehicles will be assigned and reserved approximately five calendar days prior to the date they are to be used. Assignment decisions will take into account the following priorities:

1. Travel required by contractual commitment of the university;
2. Travel directly related to instructional programs;
3. Student recruitment related to the office of admissions;
4. Supervision of students in assigned off-campus instructional activities; and
5. Travel for attending university functions.

Other requests will be filled, as possible, considering the number of people to be accommodated, availability of alternate transportation, and the length of time the vehicle will be needed.

Once a vehicle has been reserved for use and confirmed to the person making the request, it will not be reassigned in the event priority requests are received later. It is imperative to have requests in at least five calendar days prior to travel.

If a school car is not available, a private automobile may be used and reimbursement will be made at the current approved rate.

**F. Travel Administrator**

The travel administrator will review all requests for motor pool vehicles and no vehicles will be issued without a signature of approval or that of a designee. If a request is not approved, all copies will be returned to the department chair with a brief explanation stating why the request was denied. Only in emergency situations will approval be granted by telephone.

**G. Returning Vehicles, Credit Cards, and Keys**

Drivers of vehicles must return motor pool vehicles within the return date/time frame specified on the request form so as to allow ample time for service work and to meet other scheduled priorities. Credit cards and charge tickets should be returned to the physical plant when the vehicle is returned. A key drop has been installed in the physical plant office door. Vehicles returned after hours should be locked and keys placed through the drop.

**H. Reporting Vehicle Malfunctions**

Drivers of motor pool vehicles are requested to report any malfunctions of the vehicle or its equipment to the physical plant. If no workers are present when the vehicle is returned, leave a note of explanation on the dashboard of the vehicle or attach it to the key placed in the key drop.

**IV. Facilities**

**A. Usage**

For a full description of the policy covering facilities, see UCA Board of Trustees policy 400 in the board policies manual. The manual is available in the president's office.

**B. Building Administrators**

For each university building there is a person designated as "building administrator" having responsibilities as follows:

All requests to the physical plant for work orders, custodial services and supplies must originate from the building administrator's office. Requests from faculty and staff in the building will be channeled through that office. It is the building administrator's responsibility to help the physical plant establish priorities on scheduled work and to respond to the individual making the request regarding the schedule for meeting that request.

**C. Securing Offices and Buildings**

Academic and administrative buildings are closed to public access after 5:00 p.m. on weekdays. They are also closed on weekends, holidays and other times designated by the administration.

If a facility is to be used during the above times (evenings, weekends and holiday periods) for an activity that is not regularly scheduled, a written request to open the facility should be sent to the calendar office at the physical plant indicating the nature of the meeting, the person responsible, the room number and the time for opening and closing. This request should be made 72 hours in advance. The university police department will ensure that the facility is opened and secured.

Faculty members should take special care to protect university property, equipment, and supplies. Care should be taken to secure student records and copies of examinations. In the interest of the above:

1. Do not leave unoccupied offices open or unlocked.
2. Make certain that office doors are locked when leaving for the day.
3. Do not leave grade books, records, or examinations unattended.
4. Lock all classrooms containing electronic, office, or audio visual equipment.
5. If using an office in the evening, lock outside building doors upon entering and exiting.
6. Under no circumstances should keys to buildings and offices be loaned to students.
7. Close and lock windows in offices and classrooms when leaving for the day.

Evidence of unauthorized entry into a building, classroom, or office should be reported immediately to the university police department at 450-3111.

#### **V. Motor Vehicle Registration**

All university personnel are required to purchase a UCA registration hanging tag for each vehicle to be operated and parked on the campus. Registration and permit sales occur in the fall and spring of each year and are valid until the next fall. Replacement permits may be purchased provided that proof of destruction of the old permit is furnished. Report lost or stolen hanging tags to the UCAPD, 450-3111.

#### **VI. Key Control**

Door keys to university facilities are issued to employees upon completion of a "Key Request" form. Keys are issued through the physical plant warehouse office. Keys are the responsibility of the person they are issued to and are not to be loaned to others at any time. All keys that are lost or stolen should be reported to the University Police Department immediately. All keys must be turned in to the physical plant warehouse office before the employee's last paycheck is released.

#### **VII. Drug-Free Workplace Policy**

Drug abuse and use in the workplace are subjects of immediate concern in our society. The problems created by drug abuse are extremely complex and allow for no easy solutions. The users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the state of Arkansas that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

- A.** State agencies 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 while on the job or on agency premises will be subject to discipline up to and including termination.
- B.** The term "controlled substance" means any drug listed in twenty-one U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and crack. They also include legal drugs that are not prescribed by a licensed physician.

- C. Each employee is required by law to inform the agency within five calendar days after the employee is convicted of violation of any federal or state criminal drug statute where such violation occurred on the agency'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.
- D. UCA is required to 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 calendar days of receiving notice of the conviction from the employee or otherwise receiving actual notice.
- E. If an employee is convicted of violating any criminal drug statute while in the workplace, the employee will be subject to discipline up to and including termination. Alternatively, the agency may require the employee to successfully complete a drug rehabilitation program sponsored by an approved private or governmental institution.
- F. Abiding by the drug-free workplace policy is considered a condition of employment for all state employees.
- G. 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 Workplace Act of 1988 and the Governor's Executive Order 89-2 dated March 30, 1989.

**VIII. Sexual Harassment Policy (Board Policy 511)**

(See "Sexual Harassment Complaint Committee," for the full policy and committee structure.)

**IX. Consensual Relationships (Board Policy 515)**

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.

**A. Definitions**

For purposes of this policy only:

1. Employees are all faculty and staff of the university.
2. Faculty are all full and part-time employees of the university who teach, graduate students with teaching responsibilities, and other instructional personnel.
3. Staff are all full and part-time employees of the university not included in the definition of faculty.
4. Students are all full or part-time students of the university.
5. A consensual relationship is any dating, romantic, or sexual relationship.
6. "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, 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.

## **B. 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.

## **C. 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.

## **D. 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.

## **E. 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 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*.

**X. Firearms Policy**

University policy strictly prohibits the possession of firearms on campus unless that possession has been specifically authorized by the university. Board of Trustees policy 508, which may be obtained from the president's office, states that possession of firearms on campus may result in termination of employment.

**XI. Political Activity**

The Arkansas Political Practices Act (A.C.A. §§7-1-101-104) as supplemented by Governor's Policy Directive 9 prohibits state employees from devoting time or labor during usual office hours toward the campaign of candidates for office or for nomination to office. The circulation of initiative or referendum petitions during usual office hours or while on duty is also prohibited. Candidates for office are prohibited from using any office or room furnished at public expense for a political headquarters or for sending out or distributing any letters, circulars, or other campaign literature, and the policy directive prohibits the display of campaign literature in state offices. It is unlawful for any campaign banners, cards, or campaign literature (including bumper stickers) to be placed on any vehicles belonging to the state, and the policy directive extends the prohibition to personal vehicles when being used in the performance of official duties for which reimbursement by the state will be made.

In addition to being covered by state law and administrative policy, there are other specific limitations under the Federal Hatch Act that apply to employees whose salaries are either partially or totally paid from federal funds.

Recognized university organizations and departments may invite candidates for public office to speak on campus property or in campus facilities, provided the meeting is limited to members of the campus community and is not promoted to the general public. Should the general public be invited to attend, reasonable equal speaking opportunities must be made available to all other candidates for the same political office, or reasonable equal access should be extended to all other candidates to use the property or facilities. For further details, see UCA's space utilization policy (Board of Trustees policy 400).

**XII. Public Information**

Some information regarding the university and university personnel is a matter of public record. However, many confidential matters are entrusted to those working for the university. The faculty member should obtain permission from the chair or dean before releasing requested information.

**XIII. On-the-Job Injuries**

When a university employee is injured while working, the accident should be reported immediately to the supervisor. If medical attention is necessary, the employee will be sent to a physician. If injuries are sustained at or on weekends when the physician's office is closed, the employee will be treated at the Conway Regional Hospital emergency room. Supervisors will instruct the injured employee on procedures for securing treatment.

Supervisors or co-workers should not hesitate to call an ambulance when there is evidence of serious injury to a fellow employee. The driver should be directed to take the employee to the nearest hospital emergency room.

The departmental manager should make a thorough investigation of the accident, and must contact the Office of Human Resources for the necessary forms within 24 hours of the injury. These forms should be completed by the supervisor and the injured employee and returned to the Office of Human Resources as soon as possible so they may be mailed to the Public Employees Claims Division of the Arkansas Insurance Department.

For further information concerning on-the-job injuries, please contact the Office of Human Resources.



## CHAPTER SEVEN

### UNIVERSITY STANDING COUNCILS AND COMMITTEES

In addition to the university administrative structure, the Faculty Senate, the Staff Senate, the Student Government Association, and other university councils and committees play a significant role in the governance and management of the activities of the institution.

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.

University standing councils and committees and their purposes are determined jointly by the president and the faculty. These groups provide advice and counsel, serve as appellate panels, and propose policies and procedures that affect the entire university. Standing councils and committees report to the appropriate administrator. Appointment of faculty members to these groups is made by the Faculty Senate acting as the committee on committees, unless their selection process is specified.

Acting as the committee on committees, the Faculty Senate:

- Makes a continuous study of all standing committees except the Council of Vice Presidents and the Council of Deans and recommends that committees be restructured, combined, eliminated, or created as changing conditions of the university may dictate, with the approval of the university president.
- Appoints, subject to the approval of the president or the president's representative, faculty members of all university committees unless the selection process is specified. Membership to any committee will include one or more individuals from offices or departments that deal directly with the area of concern of that committee. Consent of all appointees will be required before the appointment is official.
- Studies the distribution of committee memberships and makes any changes it deems advisable.
- Publishes a complete list of committees and memberships for distribution to the faculty and administrative offices each fall.

#### I. Reporting to the President

##### A. Academic Freedom Committee

1. Charge: To hear grievances in the area of academic freedom.
2. Procedure: The operating procedures of the committee are set forth in Section XVII of Chapter Three.
3. Membership: Two (2) faculty members from each college tenure and promotion committee selected at random by the Faculty Senate Executive Committee under the supervision of the provost. The committee will elect its own chair, who shall be non-voting. The provost will organize the committee within the appropriate time whenever a grievance is filed alleging academic freedom has been violated or infringed.
4. Meetings: on call
5. Reports to: president

##### B. Advancement Appeals Committee

1. Charge: To hear and review all appeals from lecturers, clinical instructors and laboratory instructors concerning negative recommendations for advancement.

2. Procedure: The operating procedures of the committee will be consistent with the procedures in Section XVII of Chapter Three of this *Faculty Handbook*.
3. Membership: The committee will consist of three non-tenure-track faculty, two department chairs, and a vice president or other individual reporting directly to the president. Faculty and department chairs from the college of the faculty member are ineligible to serve on the Advancement Appeals Committee.
4. Meetings: on call
5. Reports to: president

**C. Affirmative Action Advisory Committee**

1. Charge: To conduct a periodic review of EEO-6 employment records and other statistical data to monitor the university's compliance with its affirmative action plan, policies, and programs and to monitor UCA's compliance in meeting its affirmative action/equal opportunity goals. In keeping with its nondiscrimination 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, condition of disability, or other factors irrelevant to participation in its programs.
2. Membership: The affirmative action officer serves as permanent chair; three students chosen annually by the SGA to represent minority students and AA/EEO concerns; three staff members chosen by the Staff Senate to staggered three-year terms to represent minority staff personnel and AA/EEO concerns; presidential appointment of one academic department chair to serve a three-year term; presidential appointment of one faculty member from the retention committee to serve a three-year term; one admissions officer appointed by the president; four faculty selected by the Faculty Senate to represent minority faculty and AA/EEO concerns serving staggered four-year terms. The director of institutional research, the university's legal counsel, and assistant vice president for human resources serve as *ex officio*, non-voting members.
3. Meetings: on call
4. Reports to: president

**D. Athletic Committee**

1. Charge: The committee serves as a liaison among the athletic department and academic faculty and the administration and concerns itself with policies governing the athletic program and ensuring a desirable balance between the athletic program and the academic programs at the university. The committee will review aspects of the athletic program such as schedules, budget allocations, Title IX compliance, and academic progress of athletes. The committee recommends policies concerning the university athletic program as well as those of the conference.
2. Membership: The faculty representative to the NCAA Division 1-A, the vice president for financial services, the athletic director, the coordinator of women's athletics, and eight members of the faculty appointed by the Faculty Senate for rotating four-year terms. The registrar is an *ex officio* member. The chair and the secretary are elected by the committee. Three student members: one male athlete, one female athlete, and one student chosen by the Student Government Association.
3. Meetings: on call
4. Reports to: president

**E. Budget Advisory Committee (BAC)**

1. Charge:
  - a. To review changes and updates to the university budget.

- b. To conduct studies and make inquiries related to university revenues, university expenditures, and the general allocation of university funds.
- c. To present concerns and recommendations to the president.

2. Procedure:

- a. The vice president of finance will provide a detailed copy of the annual budget to the BAC in September of every year and will brief the BAC on changes in the distributions of funds compared to previous years. The vice president of finance will also provide quarterly updates to the BAC on university revenues and expenditures.
- b. The vice president of finance will keep the BAC 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 BAC will review the changes and present any concerns and recommendations to the president.
- c. In February 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 budgets for the next fiscal year to the BAC, including descriptions of need and explanations for any changes from the current fiscal year. The BAC will consider the proposals along with projected future revenues and make a recommendation to the university president regarding the distribution of expenditures to the university divisions for the next fiscal year.
- d. Copies of all BAC recommendations will be presented to the heads of each university division reporting directly to the president.

3. Membership: The budget 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 faculty 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 faculty member 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. A non-classified staff member selected by the vice-president for administration from a list of three nominees selected by the Staff Senate.
- e. A non-classified staff member selected by the vice-president for financial services from a list of three nominees selected by the Staff Senate.
- f. A non-classified staff member selected by the vice-president for student services from a list of three nominees selected by the Staff Senate.
- g. A director of an academic unit that reports directly to the provost (e.g., a dean, the director of the library, etc.) selected by the provost.
- h. A designee selected by the director of athletic administration. The director of athletic administration cannot serve on the BAC.

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 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 BAC will be assisted by a non-voting committee staff consisting of the controller, the director of institutional research, a budget specialist from the division of financial services and a secretary from the division of financial services.

The chair of the committee will be the president of the Faculty Senate.

4. Meetings:
  - a. The BAC 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.
5. Reports to: president

**F. Council of Vice Presidents**

1. Membership: The council membership consists of the president, the provost, and the vice presidents. Others may be included at the discretion of the president.
2. Responsibilities: The council provides an opportunity for each member to share concerns about problems and issues and aid in the development of appropriate responses that are consistent with university policy and practice.
3. Meetings: weekly and on call
4. Reports to: president

**G. Faculty Emeritus/Emerita Committee**

1. Charge:
  - a. The committee evaluates recommendations for distinguished emeritus/emera status, within the guidelines established by the Board of Trustees.
  - b. The committee may recommend criteria for eligibility to distinguished emeritus/emera status.
  - c. The committee may recommend the privileges and rewards accompanying distinguished emeritus/emera status.
  - d. The committee is responsible for publicizing the existence of this honor.
2. Membership: the committee consists of the provost or designee who will serve as chair, one tenured associate or full professor from each college, and two tenured at-large members. Members other than the chair are appointed by the Faculty Senate for rotating three-year terms.
3. Meetings: on call
4. Reports to: president

## H. Faculty Grievance Panel

### 1. Charge:

To hear and review all grievances from faculty that are grievable matters under this handbook that do not fall under the jurisdiction of another committee.

The panel shall have jurisdiction, on a limited basis as set forth herein, concerning the non-reappointment of tenure-track faculty or the non-reappointment of non-tenure-track faculty whose appointment carries an expectation of renewal.

Matters involving academic freedom, promotion, tenure, termination of tenured faculty, and terminations of non-reappointments of faculty with more than seven years of continuous service shall not come within the jurisdiction of this panel.

Except in cases of alleged violations of academic freedom, the non-reappointment of non-tenure-track faculty whose appointment carries no expectation of renewal is not a grievable matter under any provision of this handbook.

### 2. Procedure:

a. except as set forth in (b) of this section 2, the operating procedures of the Faculty Grievance Panel shall be the same as those procedures set forth in Section XVII of Chapter Three of this Faculty Handbook.

b. In the event of the panel consideration of the non-reappointment of a (i) tenure-track faculty member or (ii) non-tenure-track faculty member whose appointment carried the expectation of renewal, the panel shall convene to review the procedural aspects of the non-reappointment. If the faculty member alleges, in writing, that adequate consideration was not given in the non-reappointment decision, the panel shall decide whether or not to recommend reconsideration. The panel decision is advisory only, and the panel shall not substitute its judgment for that of the recommending person or persons.

### 3. Membership:

The panel pool will consist of two tenured faculty members from each college, elected for staggered two-year terms. Such persons shall not hold the position of dean, assistant dean, department chair, or comparable administrative position. Committees formed from the panel pool shall consist of five (5) persons selected at random by the Faculty Senate Executive Committee under the supervision of the provost.

a. Faculty shall be selected by each college at the beginning of the fall term.

b. Persons with a clear conflict of interest or from the department of either the person against whom the grievance is filed will be ineligible to serve on the committee. An additional consideration for exclusion may be a panel member's contemporaneous service on a Faculty Grievance Committee.

c. The committee hearing the grievance shall elect its own chair who retains a vote.

In the case of an appeal alleging race, age, gender, national origin, or disability discrimination, the affirmative action equal employment officer will sit on the council as a non-voting *ex officio* member.

### 4. Meetings: on call

### 5. Reports to: president

## I. Faculty Handbook Committee

There shall be a standing committee known as the "**Faculty Handbook Committee.**" The committee shall be composed of (i) the provost (or an associate provost 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 college of the university selected by the tenured faculty from such college, and to serve for a three-year term. The current vice president of the Faculty Senate, the vice president for administration, the associate vice president for human resources and the general counsel of the university shall also be members of the Faculty Handbook Committee, but shall not have a vote.

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

#### **J. Faculty Hearing Committee**

1. Charge: To hear any matter under this *Faculty Handbook* which is referred to the Faculty Hearing Committee.
2. Procedure: The procedure is set forth in this *Faculty Handbook* under Section XV (relating to terminations) and under Section XVII (relating to matters other than terminations).
3. Membership: The committee shall consist of seven (7) tenured faculty members. The members of the committee shall be randomly selected by the Faculty Senate Executive Committee, under the supervision of the provost, from a pool of tenured faculty, excluding members of the same department as the faculty member making the appeal. One (1) member shall be chosen from each college, with no more than two (2) members from a particular college. The committee shall elect its own chair who retains a vote.
4. In the case of an appeal alleging race, age, gender, national origin, or disability discrimination, the affirmative action/equal employment officer will sit on the committee as a non-voting *ex officio* member.
5. Meetings: on call.
6. Reports to: president

#### **K. Fringe Benefits Advisory Committee**

1. Charge:
  - a. To recommend benefits provided to UCA employees and to assess employee needs.
  - b. To recommend to the budget advisory committee by priority the fringe benefits to include in the next year's budget.
  - c. To encourage educational and informational programs designed to promote the best use of fringe benefits by UCA employees.
2. Membership: Consists of four faculty members and four staff members serving rotating four-year terms. The vice president for financial services and assistant vice president for human resources are *ex officio* members. Faculty members are selected by the Faculty Senate. Staff members are selected by the Staff Senate. The chair is appointed by the president.

3. Meetings: on call
4. Reports to: president

**L. Public Art Committee**

1. Charge:
  - a. To advance the presence of public art on campus.
  - b. To create a Collections Management Policy to serve the interests of the university and the UCA Foundation regarding the gifting of artworks.
  - c. To make decisions about the acquisition, placement, and maintenance of art on campus.
2. Membership:
  - a. Associate Dean of the College of Fine Arts and Communication (CFAC), permanent chair;
  - b. Director of Baum Gallery;
  - c. Chair of Art Department;
  - d. Student Government Association president or designee;
  - e. Director of the Physical Plant;
  - f. One faculty representative from CFAC, nominee presented to the president by the Faculty Senate;
  - g. One at-large faculty representative, nominee presented to the president by the Faculty Senate;
  - h. one staff representative, nominee presented to the president by the Staff Senate;
  - i. one at large community member or alumnus selected by the president;
  - j. vice president for Institutional Advancement and Development or designee.
3. Members will serve three-year staggered terms in categories f., g., h., and i.
4. Meetings: once a semester and on call
5. Reports to: president

**M. Radiation Safety Committee**

1. Charge: To administer, regulate, and control the university's radioactive materials.
2. Membership: The university radiation safety officer and all authorized campus users of radioactive materials. The makeup of this committee is dictated by Arkansas statute. There are no appointed members. All users of radioactive materials on campus must be approved by the Arkansas Department of Health through their licensing requirements. The licensing process originates with this committee. Only approved individuals are eligible for membership on this committee. The committee selects its own chair and designates the university radiation safety officer.

3. Meetings: on call
4. Reports to: president

**N. Retention Committee**

1. Charge: To serve as an advisory group to the president regarding retention issues. More specifically, the committee is charged with researching retention issues nationally and on campus, informing the president of key issues, and making recommendations regarding possible response options to the issues.
2. Membership: Eight faculty members appointed by the Faculty Senate for rotating four-year terms (one representative from each of the six colleges, one representative from among faculty who teach exemplary studies students, and one representative from among faculty who teach transitional studies students); one representative from student services; director of student activities; director of affirmative action; the director of institutional research; the director of counseling center; the director of housing; one representative from the office of admissions. Committee chair is appointed by the president.
3. Meetings: on call
4. Reports to: president

**O. Sexual Harassment Complaint Committee**

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.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. 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;
- b. submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual;
- c. 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.

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.

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 exist between 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 are 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 that 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;
- ▶ 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, the university's legal counsel, or assistant vice president for human resources.

The person to whom the complaint is made shall immediately contact the affirmative action officer, the university's 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 university's 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, the university's 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, university or respondent wish to pursue the matter further, he/she must file a written complaint. The written complaint must be filed with the affirmative action officer, the university's 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 university's 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 member, next the respondent will draw one member and the chair will draw two 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 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. **Reports to:** president

**P. University Admissions Committee**

1. **Charge:** To review and make recommendations relative to current University of Central Arkansas admissions guidelines criteria.
2. **Membership:** The associate provost and dean of undergraduate studies is chair; director of admissions; registrar; one faculty member from each college appointed by the Faculty Senate; one faculty member who teaches exemplary studies students, one faculty member who teaches transitional studies students, and one at-large member appointed by the president. All faculty positions are for two-year rotating terms.
3. **Meetings:** once each semester
4. **Reports to:** president

**II. Reporting to the Provost**

**A. Academic Planning and Assessment Committee**

1. **Purpose**

The Academic Planning and Assessment Committee's primary purpose is to provide direction and support for academic units with regard to academic planning and documentation of program effectiveness (including student learning).

2. Responsibilities
  - a. Maintain guidelines and standards for academic planning and assessment;
  - b. Review and recommend new academic plans and new assessment systems as appropriate
  - c. Review and recommend major changes to existing academic plans and assessment regimes as appropriate
  - d. Sponsor consultations for academic units charged with the responsibility for developing and implementing academic plans and assessments
  - e. Support the Office of the Provost in coordinating reporting and communication related to academic planning and assessment
  - f. Respond to requests from the provost for information, analysis, and recommendations
3. Membership
  - a. Associate provost, who shall serve as committee chair
  - b. Chairs, Curriculum and Assessment Committees from each of the six colleges;
  - c. Director of University College (or designee)
  - d. Director of the General Education Program (or designee)
  - e. Graduate student, appointed by the Student Government Association, one-year term
  - f. Undergraduate student, appointed by the Student Government Association, one-year term
4. Meetings: twice each semester and on call
5. Reports to: provost

**B. Adjustments and Credentials Committee**

1. Charge: The committee serves as a faculty committee to review 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.
2. Membership: associate provost and dean of undergraduate studies, registrar, and five faculty members appointed by the Faculty Senate. Faculty members will serve five-year terms on a rotating basis. The associate provost and dean of undergraduate studies serves as chair and the registrar serves as secretary.
3. Meetings: on call
4. Reports to: provost

**C. Council of Deans**

1. Membership: the council is composed of the deans of each of the colleges, the associate provost, the associate provost and dean of the graduate school, and the associate provost and dean of undergraduate studies. The provost serves as chair.

2. Responsibilities:
  - a. To review and recommend to the president new curricula, program revisions, degree requirements, and academic standards recommended by the undergraduate, graduate, and general education councils.
  - b. To coordinate all academic matters to the end that the objectives of the total institution are achieved.
  - c. To develop an equitable distribution of academic resources that reflect university goals and objectives and to make funding recommendations to the president for the various colleges and support areas.
  - d. To recommend to the president procedures for the appointment of academic personnel and procedures for determining promotion and tenure.
3. Meetings: bi-weekly and/or on call by the provost
4. Reports to: provost

**D. Distance Education/Extended Learning Advisory Committee**

1. Charge:
 

In accordance with Board Policy 409, the Distance Education/Extended Learning Advisory Committee, chaired by the dean of Academic Outreach and Extended Programs (AOEP), shall be responsible for the administration of policy 409, applying the policy equitably, and ensuring appropriate agreements are completed prior to mounting web-based courses for full delivery on the university's server. The committee will make recommendations for the approval of reassigned time or summer stipends for faculty seeking to convert courses to full Internet delivery. In addition, the committee will make recommendations regarding support of academic courses delivered through distance technology.
2. Membership:
 

The dean of Academic Outreach and Extended Programs, a representative from each college, and a representative from GSMLA. The coordinator of credit programs and distance education and the director of the IDC shall serve as *ex officio* members. All members are selected on a rotational basis with each member serving a term of two years. The dean of AOEP serves as the chair.
3. Meetings: on call
4. Reports to: provost

**E. Faculty Development Committee**

1. Charge: To foster curricular and course improvement and assist faculty in improving teaching. The committee reviews applications from faculty members to support, fully or in part, activities related to the development of curriculum and faculty instruction.
2. Membership: The director of the faculty development 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 Faculty Senate; two at-large members chosen by the Faculty Senate. All members except the chair serve rotating three-year terms.
3. Meetings: on call
4. Reports to: provost

**F. Faculty Salary Review Committee**

1. Charge: Examine and study faculty salary, merit, and equity on an ongoing basis. Make periodic adjustments to the Salary Adjustment Allocation Model. Engage in ongoing dialogue with faculty by making reports electronically available to all faculty,

responding to faculty queries, and, if necessary, conducting open forums for the discussion of issues and concerns of individual faculty members. Report findings and decisions to the President of the Faculty Senate.

2. Membership: Seven full-time faculty members appointed by the Faculty Senate to serve three-year terms: one member each from the College of Business Administration, College of Education, College of Fine Arts and Communication, College of Health and Behavioral Sciences, College of Liberal Arts, and College of Natural Sciences and Mathematics and the seventh member to be selected from among faculties unaffiliated with a college. A representative from the provost's office will serve in an ex-officio capacity. The committee chair is elected by the committee.
3. Meetings: on call
4. Reports to: provost

#### **G. General Education Council**

1. Charge:
  - a. To review the current general education program and make appropriate recommendations to the Council of Deans.
  - b. To review and recommend to the Council of Deans new and revised general education curricula proposed by the various departments and colleges.
  - c. To initiate and recommend policies and procedures relevant to general education requirements.
2. Membership:
  - a. Six full-time faculty serve as general education representatives elected by all full-time faculty from among faculty who have taught general education program with the last two years. No more than one representative from each department or general education area may serve.
  - b. Six tenured or tenure-track faculty serve as college representatives. The full-time faculty within each of the six colleges elect a representative.
  - c. Two students are invited to serve on the council representing the Student Government Association.
  - d. The following serve as ex-officio, non-voting members
    - (1) Associate Provost and Dean of Undergraduate Studies
    - (2) Director of the Library (or designee)

The director of the General Education Program serves as the chair of the General Education Council. The council elects its secretary. Each council member serves three years on a rotating basis for each of the first two categories.
3. Meetings: X-period the first Tuesday of each month. On call other times as needed.
4. Reports to: Provost

#### **H. Graduate Council**

1. Charge:
  - a. To review and recommend to the Council of Deans new graduate curricula and programs proposed by the various departments and colleges.
  - b. To review existing graduate offerings and make appropriate recommendations to the Council of Deans.

- c. To initiate and recommend policies relevant to graduate degree requirements, grading and credit policies, academic standards, and related matters.
- d. To review and recommend faculty for graduate status.
- e. To act as an academic appeal body for graduate students.

2. Membership:

- a. Department chairs are selected by the Faculty Senate, one from each of the colleges. No other department chair may serve on the council.
- b. Graduate faculty members with the rank of assistant professor or above are appointed by the Faculty Senate, one from each college.
- c. Each college, according to the procedure for appointing college committees, appoints one faculty member.
- d. One graduate student is selected by the Faculty Senate, one graduate student is selected by the Graduate Council, and one graduate student is elected by the Student Government Association.

The associate provost and dean of the graduate school serves as chair of the Graduate Council. The council elects its secretary. The provost and the registrar serve as *ex officio*, non-voting members. Members serve four-year terms on a rotating basis for each of the first three categories. Students serve one-year terms.

- 3. Meetings: X-period the third Thursday, each month. On call other times as needed.
- 4. Reports to: provost

**I. Honorary Degree Committee**

- 1. Charge: The honorary doctorate is the highest academic honor awarded by the university. It is bestowed in recognition of outstanding contributions to society through intellectual, professional, scientific, artistic, or public service efforts. In granting an honorary degree, the University of Central Arkansas acknowledges excellence and provides an example to members of the university community.
- 2. Membership: A committee consisting of nine members shall be appointed to review nominations for honorary degrees. The committee shall include:
  - a. Four tenured faculty members:
    - (1) One appointed by the president
    - (2) One appointed by the provost
    - (3) Two appointed by the Faculty Senate
  - b. Faculty members will serve staggered four-year terms. No college may have more than one representative.
    - (1) The president of the Faculty Senate, or designee
    - (2) The president of the Student Government Association, or designee
    - (3) The president of the Staff Senate, or designee
    - (4) The president of the Alumni Association
    - (5) The dean of the Graduate School
  - c. The dean of the Graduate School will serve as committee chair, but will be a non-voting member.

3. Meetings: on call
4. Reports to: provost

**J. Honors Council**

1. Membership: The Honors Council is composed of one faculty member from each college with the director of exemplary studies and the director of the Honors College as *ex officio* members. The council elects its own chair and secretary. The membership of the council is selected by the Faculty Senate. The director of exemplary studies and the director of the Honors College function under the immediate supervision of the provost.
2. Responsibilities: The council formulates and recommends policies and programs to the Council of Deans relating to honors and awards. The director of exemplary studies and the director of the Honors College work closely with the council in securing consultation and approval in developing programs and in instituting changes within the campus-wide honors program.
3. Meetings: on call
4. Reports to: provost

**K. Institutional Animal Care and Use Committee**

1. Charge: To implement federal guidelines as required by law concerning animal care and use.
2. Membership:
  - a. One doctor of veterinary medicine selected by the president from recommendations of the chairs of biology and psychology departments. (Permanent member)
  - b. Three members who have had experience in research involving animals. (Five-year terms)
    - (1) The provost selects one from two faculty recommended by the psychology department chair.
    - (2) The provost selects one from two faculty recommended by the biology department chair.
    - (3) The provost selects one from two faculty recommended by the dean of the college of health and applied sciences
  - c. One member whose primary concerns are in a non-scientific area. The president selects one from two faculty recommended by the associate provost and dean of the graduate school and the research compliance coordinator.
  - d. One individual who is not affiliated with the university in any way and is not a member of the immediate family of a person who is affiliated with the university. This member will be selected by the provost from two recommendations made by the chairs of the biology and psychology departments.
  - e. The chair will be elected for a two-year term by the committee from the three faculty with animal research experience.
  - f. The research compliance coordinator is an ex-officio, nonvoting member of the committee.



- g. Member replacement: A member who is unable to complete his/her term may be replaced by the appropriate college dean or chair for up to one year to facilitate maintenance of the committee membership.
- 3. The research compliance coordinator serves as the IACUC administrator.
- 4. Meetings: two per year and on call
- 5. Reports to: provost

**L. Institutional Review Board (IRB)**

- 1. Charge:
  - a. To ensure compliance by the university with all applicable federal/state laws and guidelines as well as university policy and procedures concerning research with human subjects.
  - b. To review, with the authority to approve, require modifications in, or disapprove all research activities involving human subjects conducted by university faculty, staff, or students.
  - c. To review, with the authority to approve, require modifications in, or disapprove all research conducted involving university faculty, staff, or students by outside parties.
  - d. The IRB shall carry this authority out without undue influence of any outside party. This ensures decisions are made without conflicts of interest.
- 2. Membership: The Institutional Review Board is appointed pursuant to those stipulations and guidelines contained in pertinent federal regulations (45CFR46). A good faith effort should be made in the selection of membership to reflect diversity of race, gender, and cultural background.
  - a. The research compliance coordinator shall serve as a permanent voting member.
  - b. The following twelve voting members serving five-year staggered terms:
    - (1) Eight faculty members from each of the six colleges, of whom at least six regularly conduct or supervise research involving humans
 

One member each will be selected from the College of Business Administration, the College of Education, the College of Fine Arts and Communication, and the College of Natural Sciences and Mathematics.

Two members each will be selected from the College of Liberal Arts and the College of Health and Behavioral Sciences.

To fill a vacancy in any of the eight college positions, the Faculty Senate will select one faculty member from a list of two nominees named by the dean of the college.

A faculty member who is unable to complete his/her term may be replaced by the appropriate college dean for up to one year to facilitate the maintenance of thirteen voting members on the committee.
    - (2) Two non-scientific members. These members shall be appointed by the provost with recommendations made by the dean of the graduate school and the research compliance coordinator. According to 45CFR46.107(c), "Each IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas."

- (3) Two non-affiliated members. These members shall be appointed by the provost from recommendations made by the dean of the graduate school and the research compliance coordinator. According to 45CFR46.107(d), "Each IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution."
  - c. Four alternate members shall be appointed by the provost to serve in an as needed capacity.
  - d. The dean of the graduate school and the director of sponsored programs serve as ex officio, non-voting members of the IRB.
  - e. According to 45CFR46.107(f), "An IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB."
3. Chairperson: The provost shall appoint the chair based upon recommendations made by the dean of the graduate school and the research compliance coordinator. If the chair is appointed from the committee, creating a vacancy, the position will be filled so as to maintain college representation as stated above in "Membership."
- The chair will vote in only two circumstances: 1) to break a tie vote, or 2) when required to establish a quorum.
- 4. The research compliance coordinator serves as the IRB administrator.
  - 5. Meetings: Convened meetings of the IRB will usually occur each month during the fall and spring semesters. A majority of the voting members constitutes a quorum, provided however, that one member who is nonscientific are both present for voting to take place.
  - 6. Reports to: provost

**M. Library Committee**

- 1. Charge: Faculty members of the library committee advise the director of the library on matters of general library policy. Student members advise the committee on any library matters that are of particular concern to the student body. Members' reports to colleagues in the respective colleges serve to maintain a flow of ideas and opinions between the faculty and the library staff. They advise on the allocation of funds to alleviate deficiencies in the specific subject areas. The tenured members of the Library Committee serve as the college tenure and promotion committee for library faculty.
- 2. Membership: The committee consists of the director of the library, who will serve as chair, one undergraduate student appointed by the associate provost and dean of undergraduate studies, one graduate student appointed by the associate provost and dean of the graduate school, and one tenured faculty member from each college appointed by the Faculty Senate to serve rotating terms. The library committee will select one of its members to serve as secretary.
- 3. Meetings: on call
- 4. Reports to: provost

**N. Professional Education Council**

- 1. Charge:
  - a. The Professional Education Council (PEC) provides leadership for all professional education programs. It initiates, receives, and develops

recommendations on all policies, proceedings, and standards affecting professional education.

- b. To ensure that all professional education programs are organized, unified, and coordinated to allow fulfillment of the mission of the professional education unit.
- c. To ensure that the professional education curricula are built upon knowledge bases essential for effective practice and upon the findings of research.

2. Membership: The PEC consists of fourteen voting members serving three-year staggered terms (except student and school-based educator representatives will serve two-year terms) and a chair. Appointments must be completed by Faculty Senate by August 1<sup>st</sup>. In addition, deans and chairs representing each Professional Education Unit (PEU) program are ex officio, non-voting members of the PEC as well as one public school superintendent will serve as an ex officio, non-voting member.

- a. Three members (one from each department) from the College of Education: Early Childhood and Special Education; Leadership Studies; and Teaching, Learning, and Technology. Chairs in consultation with the Dean of the College of Education will fill these positions.
- b. Two permanent members representing Service Units in the College of Education appointed by the Dean of the College of Education.
- c. Four members who are active participants in the PEU representing each of the colleges outside of the College of Education who have professional education programs. These members (faculty or chairs) appointed by the Faculty Senate from at least two nominations by the deans of the colleges listed below.
  - (1) One member from the College of Fine Arts and Communication (Departments with professional education programs include Art and Music)
  - (2) One member from the College of Health and Behavioral Sciences (Departments with professional education programs include Family and Consumer Science, Kinesiology and Physical Education, and School Psychology)
  - (3) One member from the College of Liberal Arts (Departments with professional education programs include English, Social Studies, and World Languages)
  - (4) One member from the College of Natural Science and Mathematics (Departments with professional education programs include Biology, Physics, Mathematics)
- d. Two student members (serving two-year terms) appointed by the College of Education Administrative Council – one undergraduate student and one graduate student.
- e. Three practicing professionals (serving two-year terms) will be appointed by the College of Education Administrative Council.

To fill a vacancy in any of the College of Education positions, student appointments, or school-based educators; the College of Education Administrative Council will make the appointment.

To fill a vacancy in the positions outside of the College of Education, the Faculty Senate will select one faculty member from a list of two nominees named by the dean of the college.

3. Chairperson: The Dean of the College of Education or his/her designee will serve as chair. The chair will vote in two circumstances: 1) to break a tie vote, or 2) when required to establish a quorum of voting members.
4. Meetings: Professional Education Council meetings will be held once a month during fall and spring semesters. Meetings may be called in the summer if business requires. A majority of voting members constitutes a quorum. The council will conduct business if voting members send an email vote to the PEC chairperson.
5. Reports to: provost

**O. Public Service Award Committee**

1. Charge: To determine the faculty member who will be the award recipient for outstanding public service activities as this service relates to the individual's position as a member of the university faculty.
2. Membership: One faculty member from each college elected to rotating two-year terms by the college. Award recipients will serve two-year terms, the second year as chair, beginning the year after receipt of the award. In the event that there is a conflict of interest, committee members may recuse themselves or be excused by a majority vote of the committee. In such cases, the dean will appoint a new college representative for the remainder of the academic year. Neither the committee chair nor the previous year's award winner can be replaced. If the committee chair is recused or excused, the committee will be chaired by the previous year's award winner.
3. Meetings: on call
4. Reports to: provost

**P. Research, Scholarship, and Creative Activity Award Committee**

1. Charge: To determine the faculty member who will be the award recipient for excellence in research, scholarship, and/or creative activity.
2. Membership: One faculty member from each college elected to rotating two-year terms by the college. Award recipients will serve two-year terms, the second year as chair, beginning the year after receipt of the award. In the event that there is a conflict of interest, committee members may recuse themselves or be excused by a majority vote of the committee. In such cases, the dean will appoint a new college representative for the remainder of the academic year. Neither the committee chair nor the previous year's award winner can be replaced. If the committee chair is recused or excused, the committee will be chaired by the previous year's award winner.
3. Meetings: on call
4. Reports to: provost

**Q. Sabbatical Leave Review Committee**

1. Charge: The committee will evaluate applications for faculty sabbatical leaves and make recommendations. Both the committee recommendation and the provost's recommendation are forwarded along with the applicant's file to the president.
2. Membership: The associate provost and dean of the graduate school and two faculty members elected by each of the colleges to serve two-year rotating 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 and dean of the graduate school). The committee selects its own chair annually.

3. Meetings: Early October, after the October 1 deadline for fall sabbaticals, and early March, after the deadline for spring sabbaticals.
4. Reports to: provost

**R. Scholarship Committee**

1. Charge: The committee formulates and recommends policy guidelines covering academic and performance scholarships. The committee consults with departments concerning the development and award of departmental scholarships, and with the undergraduate and graduate deans concerning the award of general university scholarships and fellowships.
2. Membership: Three academic administrators appointed by the provost and four faculty members appointed by the Faculty Senate, serving rotating four-year terms. The associate provost and dean of undergraduate studies serves as an *ex officio* voting member. The director of admissions serves as chair and non-voting member.
3. Meetings: on call
4. Reports to: provost

**S. Sponsored Program Advisory Committee**

1. Charge: To advise the director of sponsored programs about sponsored program opportunities, general operations of this unit, and the use of sponsored program funds for facilitating and rewarding the preparation of project proposals.
2. Membership: Each vice president and dean appoints one faculty/staff, and the Faculty Senate elects three additional members (no more than one per college) to serve three-year terms. The director of sponsored programs chairs this committee.
3. Meetings: on call
4. Reports to: provost

**T. Teaching Excellence Award Committee**

1. Charge: To determine the faculty member who will be the award recipient for excellence in teaching.
2. Membership: One faculty member from each college elected to rotating two-year terms by the college. Award recipients will serve two-year terms, the second year as chair, beginning the year after receipt of the award. In the event that there is a conflict of interest, committee members may recuse themselves or be excused by a majority vote of the committee. In such cases, the dean will appoint a new college representative for the remainder of the academic year. Neither the committee chair nor the previous year's award winner can be replaced. If the committee chair is recused or excused, the committee will be chaired by the previous year's award winner.
3. Meetings: on call
4. Reports to: provost

**U. Undergraduate Council**

1. Charge:
  - a. To review and recommend to the Council of Deans new undergraduate curricula and programs proposed by the various departments and colleges;
  - b. To review existing undergraduate offerings and make appropriate recommendations to the Council of Deans; and

- c. To initiate and recommend policies and procedures relevant to baccalaureate and associate degree requirements, grading and credit policies, academic standards, and related matters.

2. Membership:

- a. Department chairs are selected by the Faculty Senate, one from each of the colleges. No other department chair may serve on the council.
- b. One faculty member from each college holding the rank of assistant professor or above will be appointed by the Faculty Senate.
- c. Each college, according to the procedure for appointing college committees, appoints one faculty member.
- d. Three students are invited to serve as members, representing the following organizations: Student Government Association, Alpha Chi, Gamma Beta Phi.

The associate provost and dean of undergraduate studies serves as chair of the Undergraduate Council. The council selects its secretary. The provost and the registrar are *ex officio*, non-voting members. Each council member serves four years on a rotating basis for each of the first three categories. Students serve one-year terms.

3. Meetings: X-period the third Tuesday of each month. On call other times as needed.
4. Reports to: provost

**V. University Computing and Information Technology Committee**

1. Charge: To meet regularly to assess the current and future technology needs of the university as a whole.
2. Membership: One designee from information technology, the registrar, the vice president for financial services of designee, one dean selected by the Council of Deans for a 2 year term, one faculty member from each college for staggered three year terms, one faculty member from the library, one faculty technology associate selected by the Faculty Technology Associate Advisory Board, one graduate student selected by the Student Government Association, and one undergraduate student selected by the Student Government Association.

The chair of the committee will be elected by a simple majority of the committee members.

3. Meetings: on call
4. Reports to: provost

**W. University Research Council**

1. Charge: to review and recommend university funding for research and creative projects proposed by university faculty. 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.
2. Membership: chairs of the college research committees and two faculty members at large, selected by the Faculty Senate for two-year terms. The associate provost and dean of the graduate school chairs this council.
3. Meetings: on call
4. Reports to: provost

### **III. Reporting to the Vice President for Student Services**

#### **A. Discipline Committee**

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.
2. Membership: Three full-time faculty members appointed by the Faculty Senate for rotating three-year terms, three students appointed by the Student Government Association president for one-year terms, three university administrators appointed by the president for rotating three-year terms. The chair is elected by the committee from among the faculty and administrative members.
3. Meetings: on call
4. Reports to: vice president for student services

#### **B. Health and Wellness Promotion Committee**

1. Charge: to coordinate individual and departmental efforts to promote health and wellness at UCA. Specifically, the committee will:
  - a. Assess wellness and health needs of faculty, staff, and students.
  - b. Plan and implement programs to meet those needs.
  - c. Evaluate efforts in health promotion and disease prevention on campus.
  - d. Serve as the advisory committee for alcohol and drug issues as related to the Drug-Free Schools and Communities Act. As stipulated by the act, the committee will:
    - (1) Review current UCA policies that support drug-free schools and communities.
    - (2) Conduct a biennial review of the UCA drug prevention program to determine its effectiveness, implement changes, and ensure that related discipline sanctions are consistently enforced.
    - (3) Serve as a review committee as requested by the director of the health resources center.
    - (4) Conduct research on drug knowledge, attitudes, and practices of students, staff, and faculty.
2. Membership: The director of the health resource center will be a permanent member. Two faculty members from each college will be appointed by the Faculty Senate. Four staff members will be appointed by the Staff Senate, with at least two representing the counseling center, health services, the physical plant, and university police. Faculty and Staff Senate appointees will serve rotating two-year terms. Two students will be appointed by the Student Government Association, and two will be selected by the committee to serve one-year terms. The committee will elect its chair.
3. Meetings: monthly
4. Reports to: vice president for student services

**C. Student Center Board**

1. Charge: Recommends and formulates policies governing events in the student center.
2. Membership: The director of student activities, director of student center, president of Student Government Association, five faculty members appointed by the Faculty Senate for rotating two-year terms, and five students appointed by the Student Government Association for one-year terms. Chair is director of student activities.
3. Meetings: on call
4. Reports to: vice president for student services

**D. 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 alternating two-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

**E. Student Life Committee**

1. Charge: Conduct a continuing study of university policies and regulations affecting student life. The committee makes recommendations to the president regarding possible changes and revisions as may be needed and changes in student affairs policies submitted by the Student Government Association or the Faculty Senate. The committee also establishes and administers policies that govern the recognition and functioning of UCA student organizations.
2. Membership: The dean of students, the director of 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.
3. Meetings: on call
4. Reports to: vice president for student services

**IV. Reporting to the Vice President for Administration**

**A. Sustainable Environment and Ecological Design Committee**

1. Charge: The Sustainable Environment and Ecological Design Committee encourages, reviews, develops, recommends, and provides information about proposals that can enhance UCA's role in the local and national environmental community.

The committee is responsible for the following:

- a. Soliciting, receiving, and developing proposals to enhance and encourage activities such as (1) design of facilities and landscaping that enhances the campus both aesthetically and ecologically; 2) conservation of energy,



materials, and water; 3) recycling; 4) reduction of pesticide and herbicide use; 5) more efficient food production and use; and other ways of improving the environmental role and/or lowering the financial cost of the university's day-to-day functioning.

- b. Reviewing and recommending proposals to the vice president for administrative services.
  - c. Working with the vice president for administration, the physical plant, staff, faculty, and students to find ways to implement proposals and programs.
  - d. Developing ways to make responsible and sustainable ecological approaches an integral part of the educational experience at UCA.
2. Membership: five 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.
  3. Meetings: on call
  4. Reports to: vice president for administration

**B. Traffic and Parking Committee**

1. Charge:
  - a. Recommend long-range plans for parking space.
  - b. Recommend policies for parking including zoning criteria, permit costs, and penalty amounts.
  - c. Recommend policies and procedures for administrative forgiveness of parking and traffic citations.
  - d. Select traffic appeals board to hear traffic citation appeals. The traffic appeals board will consist of one faculty member, one staff member, and one student, all selected from the membership of the traffic and parking committee.
2. Membership: three 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 vice president for administration will serve as chair.
3. Meetings: on call
4. Reports to: vice president for administration

**C. University Safety Committee**

1. Charge:
  - a. To recommend to the vice president for administration policies that ensure an environment free from unreasonable risk, thereby reducing the number and severity of occupational illnesses and injuries.
  - b. To serve as a resource for the various administrative units on campus, assisting them in the identification and correction of unsafe conditions or practices in their areas.

- c. To serve as the coordinating body in monitoring compliance with safety regulations.
  - d. To recommend to the vice president for administration expenditures necessary to achieve the university's safety goals.
2. Membership: The occupational safety and health program director, vice president for administration, director of student health services, director of public safety, insurance manager, the university's legal counsel, 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.
- Faculty members will serve four-year terms, staff members will serve two-year terms and student members will serve one-year terms. The chair is appointed by the president and the secretary is elected by the committee.
- 3. Meetings: monthly
  - 4. Reports to: vice president for administration

**V. Reporting to the Vice President for Financial Services**

**A. Financial Aid Committee**

- 1. Charge: serves as an advisory group to the director of student financial aid. The student financial aid office is governed by federal guidelines and regulations and, when institutional policy is required, the policy is reviewed by the committee.
- 2. Membership: The vice president for financial services, director of student financial aid, director of admissions, two faculty members selected by the Faculty Senate to serve rotating four-year terms, and a student selected yearly by the Student Government Association. The director of financial aid serves as chair.
- 3. Meetings: on call
- 4. Reports to: vice president for financial services

**B. Housing Exemptions Committee**

- 1. Charge: To review the requests of students who wish to live off campus during their freshman year.
- 2. Membership: Two faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate; three students appointed by the SGA; the vice president for financial services serves as an *ex officio* member. The terms of the faculty and staff members are for five years, with one leaving the committee each year. The chair and secretary are elected by the committee.
- 3. Meetings: on call
- 4. Reports to: vice president for financial services

**VI. Reporting to the Vice President for Development and Institutional Advancement**

**A. Public Appearances Committee**

- 1. Charge: Coordinates the work of and establishes the policies for the public appearances series at the university. The series, which includes a variety of lectures, art exhibits, dramatic productions, and concerts, is intended not only to provide entertainment, but to enrich the cultural and educational atmosphere of the university community.

2. Membership: Four faculty members selected by the Faculty Senate, two staff members selected by the Staff Senate and six students selected by the Student Government Association. The faculty and staff positions are for rotating three-year terms; students serve one-year terms. The chair is named by the vice president for development and institutional advancement.
3. Meetings: on call
4. Reports to: vice president for development and institutional advancement

## CHAPTER EIGHT

### UNIVERSITY SUPPORT UNITS

Integral to the functioning of the university are the many support services that facilitate and enhance the efforts of the university in meeting its obligations to students, faculty, and the public. Faculty members are urged to familiarize themselves with the services provided by these several offices and to advise students of services provided by the university in their behalf. This section of the handbook provides a brief description of support units.

#### I. Admissions Office

The admissions office is responsible for all matters directly related to new freshman and transfer applicants to the university. The office is responsible for the identification of prospective freshmen, dissemination of accurate and pertinent information to these prospects, processing of freshman and transfer applications, maintaining a liaison with high school personnel, representing the university at high school college-planning programs, scheduling summer advance registration activities, coordination of all activities for the admissions student volunteer support organization, assisting with plans and preparation for all admissions publications, and planning of special visitation days for parents and students.

The director is responsible for developing all procedures for processing undergraduate student admission applications, and coordinating the academic scholarship program for all new students to the university. The director also rules on all applications for admission and residency classification.

Additional information may be obtained from the admissions office.

#### II. Affirmative Action Office

The University of Central Arkansas, in making decisions regarding employment, student admission, and other functions and operations, adheres to a policy of non-discrimination and complies with all federal and state statutes and regulations. In addition, the university has adopted a sexual harassment policy that prohibits any form of sexual harassment. It is the policy of the university to comply with the nondiscrimination provisions of all state and federal regulations by assuring that efforts to recruit, hire, and promote in all job classifications will be conducted in a non-discriminatory manner.

The affirmative action plan of the university, revised and updated, is available for faculty perusal. Copies with supporting documents are available from the affirmative action office. The affirmative action plan dictates that the university will:

1. Take positive and corrective steps to overcome the effects of past discrimination, and
2. Ensure that future actions do not cause reoccurrence of these effects. The plan lists specific objectives and procedures for accomplishing the stated objectives and is periodically evaluated and updated to eliminate ineffective procedures and incorporate new procedures. The intent is to have the plan serve as a framework for guaranteeing equal opportunity for all.

The affirmative action officer reports to the university president.

#### III. Audiovisual Services

Audiovisual services provides audiovisual support to all instructional activities on campus. Audiovisual equipment includes a variety of recorders, projectors and limited television equipment. This office also houses the university's film collection. Appointments to have film shown in one of the film rooms or to have equipment delivered for use elsewhere on campus should be made with the director of audiovisual services.

#### IV. Bookstore

The university bookstore, leased by Barnes and Noble, is located in the student center and serves both faculty and student needs.

Orders for textbooks and required supplies must be placed with the bookstore through the office of the department chair, who is responsible for coordinating such activities. The bookstore will contact the department chair to ascertain departmental needs. Textbooks will be used for a two-year period unless there are compelling reasons to change more frequently. Such plans to change texts should be communicated to the bookstore at the earliest opportunity. Paperbacks and other supplementary texts may be used in courses as appropriate.

According to Arkansas State Code 6-60-601, textbooks must be ordered by April 1 for summer and fall terms and by November 1 for spring terms. Orders placed after the mandated deadlines require a "late book order" form. That form may be obtained from the office of the provost.

Special orders for textbooks or trade books are accepted. The bookstore can order academic regalia for faculty.

The bookstore manager is located in the student center and may be contacted for more detailed information.

#### **V. Career Planning and Placement Center**

The career planning and placement center provides programs to assist students in determining and realizing career and educational choices.

Through group counseling and individual consultation and testing, the career planning and placement center helps students better understand themselves, their interests and abilities.

Placement services are also provided for students seeking employment. These services are available to students seeking both part-time and full-time employment. All students are requested to register and establish confidential placement papers with the career planning and placement center before graduation.

#### **VI. Copy Center**

The copy center is equipped to produce most of the standard copy material with some color work. Additional services offered include stapling, collating, folding, cone and spiral binding, and printing personalized note pads. The fee for work done is charged to the account of the appropriate department. A requisition, signed by the department chair and specifying the work to be done, is required. Most work will be completed in one day. Additional information may be obtained by calling the copy center.

#### **VII. Information Technology**

Information technology provides computer and network support services to the faculty for research, instruction, and other academic applications, as well as providing support services to the university administration. The facilities consist of a mainframe computer, a Unix-based mini-computer, multiple Intel-based LAN servers, computer terminals, and microcomputers. These facilities provide access to several software packages as well as to electronic mail and Internet. They may be used when:

- ▶ The results of the project are primarily of academic benefit to the professional growth of the faculty member.
- ▶ The project is a class project in which participation will be of instructional benefit to the student participants.

Faculty members may be authorized to use the facilities for projects for nonprofit organizations. The organization normally will be required to reimburse UCA for expenses incurred on the project. Authorization for such use must be granted by the chief technology officer.

Machine grading of examinations and detailed analyses of test results are also available. Further information may be obtained from the chief technology officer.

## **VIII. Counseling Center**

The counseling center provides a range of services:

### **A. Personal/Social Counseling**

Individual counseling is offered to help a person develop better coping strategies, resolve conflicts, and handle crises.

### **B. Outreach Programming**

Presentations, workshops, and seminars on psychoeducational topics are given as requested for classes, residence halls, groups, and organizations.

### **C. Study Skills Counseling**

Students can receive individualized training in developing skills related to studying.

### **D. Referral**

The counseling center will make referrals to appropriate agencies, offices, and individuals for services not provided at UCA.

Services are free and are available for faculty as well as students. Additional information can be obtained by calling the counseling center.

## **IX. University Police Department**

The university police department is responsible for the safety and security of the campus community, the supervision of campus traffic and parking, and the enforcement of state and federal laws, and university traffic and parking regulations.

All university personnel wishing to operate or park a vehicle on campus must purchase a parking permit from the university police department. Copies of traffic regulations are available at the university police department office.

Faculty members are expected to secure their offices and other areas for which they are responsible. Outside doors on buildings are generally secured at 5:00 p.m. faculty members entering or leaving after that time should lock doors to their building. The university police department will open and secure outside doors to buildings used for classes or activities after 5:00 p.m. provided the event has been scheduled in advance through the calendar office.

The university police department provides assistance to the university community whenever possible with problems such as dead batteries, keys locked in the car, flat tires, etc.

## **X. Division of Academic Outreach and Extended Programs**

The Division of Academic Outreach and Extended Programs serves as the outreach arm of the university by providing quality life-long learning and enrichment opportunities through credit courses, non-credit programs, and customized services that address market needs. The division is organized so that program delivery is administratively centralized and academically decentralized. This organizational structure assures that colleges and departments retain ownership of their academic programs and resources while allowing public access through a centralized portal.

Specifically, the division is charged with:

- ▶ The delivery of professional development and continuing education programs, which may include credit or non-credit offerings delivered at off-campus locations, provided through grant funding, or offered on a non-traditional schedule.
- ▶ The delivery of extended study courses (correspondence), which traditionally are offered asynchronously and do not require admission to the university.

- ▶ The offering of community education courses for personal and professional enrichment.
- ▶ The coordination of summer youth campus and special events.
- ▶ The scheduling of all university facilities for internal and external use. Facility scheduling is done in the calendar office, which is located within the division.
- ▶ The contracting of customized training and consulting services. The center for training and consulting services, located within the division, serves as a clearinghouse for faculty and staff expertise to be offered to public and private sector organizations.

Further information may be obtained from the Division of Academic Outreach and Extended Programs.

#### **XI. Food Services**

The university dining service offers meals to students, faculty, staff, and their guests. Meal tickets or meal plans may be bought at the food service office in Christian Cafeteria. The Student Center Food Court offers the university community a variety of fast foods.

The director of food service is located in Christian Cafeteria. This office should be contacted when setting up special meal functions. Campus food service must be used for all catering on campus.

#### **XII. Sponsored Programs**

The Office of Sponsored Programs provides assistance to faculty and staff in locating potential funding sources, developing grant proposals, and administering funded projects. Faculty who are interested in seeking external funds should contact the sponsored programs office as early as possible for assistance and appropriate UCA transmittal forms.

#### **XIII. Institutional Research**

The primary function of the office of institutional research is to gather and process data for inclusion in the institution's decision-making process. The office reports data that are required by the U.S. Department of Education, Office of Civil Rights, the Arkansas Department of Higher Education, and the Arkansas Legislative Council, as well as conducting other studies requested by the university administration. The office of institutional research provides limited assistance to persons wishing to submit proposals for grants.

#### **XIV. Institutional Testing**

Most institutional tests are coordinated and/or administered by the director of university testing. A listing of tests offered through this office may be found on-line at the following web address: <http://www.uca.edu/divisions/academic/assess/testing/>

#### **XV. Library**

The Torreyson Library collections and its capacity to meet the needs of faculty and students depends, in part, on close cooperation between the librarians and members of the faculty. That cooperation is especially important in selecting additions to these resources. Each academic department designates a member of its faculty, who acts as liaison to the library to coordinate selection and acquisition of resources. Subscriptions to several book review services are sent regularly to the departmental liaison on a regular basis for distribution to the faculty.

Torreyson Library is an open-shelf teaching library, and the librarians instruct in the use of libraries and library resources. Faculty may arrange for classes to receive instruction in the use of library resources by calling the director of the library.

The library has two floors, with resources arranged by the Library of Congress Classification System into subject groupings and with special collections located in separate rooms or areas of the library.

**A. Faculty Book Loans**

Faculty members may charge out library materials by presenting their identification cards at the circulation desk. Books may be checked out by faculty members for the period of one semester. At the end of each semester a list will be prepared for each faculty member showing library materials charged to the faculty member. Faculty members are to return all materials listed. Materials may be renewed if so desired. Any materials may be recalled for the use of other patrons after a four-week period.

**B. Interlibrary Loans**

Research materials not in Torreyson Library may be secured from another library according to the American Library Association Code of Practice for Interlibrary Loan. Requests for this service will be handled by the interlibrary loan librarian. There may be a charge for this service.

**C. Computer Reference Search**

Bibliographical and other searches are available from several national commercial database vendors.

**D. Book Orders**

Books may be ordered by a faculty member through the designated departmental library liaison by filling out request cards that are available from the library office. Orders will be honored as long as funds are available.

Notification is sent to the requesting person when book orders are sent or canceled and when books have been received and are ready for use.

The library does not provide textbooks for classroom use. Materials for use of the faculty in study and research may be requested. These requests must be approved by the department chair and the dean of the library before being ordered.

**XVI. Mail Service**

**A. Post Office**

A substation of the Conway post office is operated by the university on the first floor of the student center. A mail box is provided to each college and academic department. Individuals may rent a box for personal use if they desire. Window hours are 8:00 a.m.- 3:30 p.m., Monday through Friday. Regular post office services are available.

**B. Campus Mail**

Incoming and intracampus mail is sorted and delivered on campus daily by university personnel. Out-going mail is picked up daily and returned to the post office where it is metered and prepared for mailing.

**XVII. Office of Human Resources**

The Office of Human Resources is charged with the responsibility for all administrative matters relating to the placing of personnel on or off the payroll. This office keeps appropriate records regarding payroll deductions for federal and state income taxes, social security and other retirement contributions, and health, dental, and life insurance. New personnel are required to report to this office on the first day of employment. Continuing employees must report any status changes as they occur.

The human resources office publishes the *Staff Handbook*, which articulates university policies and procedures that apply to those employees who do not hold faculty rank. Faculty and administrative personnel who have such employees under their supervision should familiarize themselves with these policies. A copy is on file in departmental and college offices.



## **XVIII. Information Services Office**

The information services office is concerned with keeping the public, students, faculty, parents, and other interested persons and organizations informed about UCA. Personnel in this area are prepared to provide professional services in a wide range of specialty areas. These services are designed so that faculty and administration may use them to publicize programs, services, news, or other events sponsored by faculty, departments, and colleges.

## **XIX. Purchasing Department**

All purchases, rentals, leases, and lease/purchases to which the university is a party are subject to regulations and procedures as stipulated in Arkansas statutes. All purchases from university accounts are subject to these regulations and procedures and require prior approval of the purchasing department. The purchasing officer is the sole purchasing authority for the university. Purchases not authorized by this authority are not legal obligations of the university. Any individual making a purchase without proper authority first being given is assuming a personal obligation to the vendor and may be held personally liable.

The publication, *Instructions for Purchasing*, contains current general and specific instructions, regulations, and sample forms. Questions pertaining to purchasing should be directed to the purchasing office.

## **XX. Recreation**

The university tennis courts, racquetball courts, swimming pool, and the fitness center in the Health, Physical Education, and Recreation (HPER) Center are available to all faculty members and their immediate families. The HPER Center requires a nominal fee be paid. A faculty member's spouse and children must request a free swimming pass before using the swimming pool. Additionally, full-time faculty may participate in programs offered through the faculty/staff wellness program. The activities include use of the UCA fitness center, aerobic dance, body composition analysis, and seminars/workshops.

The availability of these facilities is determined primarily by whether they are needed for instructional and intramural purposes and the requirements of the university's athletic teams.

The theatre arts and music programs present public performances of plays, recitals, and concerts in which both students and faculty perform. Other programs and departments, from time to time, present public lectures or panel discussions that feature students, faculty, or guests.

In addition, each year the university public appearances committee schedules a number of programs designed to complement and enrich the university's cultural atmosphere.

Intercollegiate athletic programs provide ample opportunity to see football, basketball, volleyball, and baseball games, as well as tennis, swimming, and track and field events.

## **XXI. Registrar's Office**

The registrar's office administers activities relating to class registration, transfer credit evaluation, grade reports, academic records, graduation, and academic status certification. It coordinates the preparation of the semester schedule of classes, conducts advance registration, late registration, and academic schedule changes activities; reviews and evaluates transfer student transcripts and academic credits for the office of admissions; and notifies students of their academic achievement with semester grade reports.

The office has the responsibility for all student academic record keeping and processing for the university. An academic record is established for every student admitted to and enrolled in the university. The registrar is charged with the accurate recording and updating of this official record.

The registrar's office cooperates with academic advisors to monitor the progress of students toward their degree objective. The registrar coordinates the commencement ceremonies and certifies the completion of stated requirements by degree candidates. The office of the registrar also certifies eligibility of students for a number of purposes when such eligibility is determined by grade point average, hours attempted and completed, and current academic load.

## **XXII. Student Financial Aid**

The student financial aid department administers federal/state/institutional student financial aid programs such as grants, loans, and student employment. Institutional scholarships are awarded by the appropriate department or the office of admissions and administered by the associate provost and dean of undergraduate studies. A faculty member who advises students requesting financial aid information may refer them to the student financial aid office.

## **XXIII. Student Health Service**

The office of student health services provides limited health services to faculty, staff, and students.

The health center does not issue excuses of any kind for missed classes. If a student is ill and misses classes, it is up to the instructor to determine whether the absence is excused or unexcused. When contacted, the health center will verify to an instructor whether the student has been seen in the center.

Further information about procedures and policies is available from the student health center.

## **XXIV. Supply Storeroom**

The UCA supply storeroom is located in McCastlain Hall and is open four hours per day, Monday through Friday. The storeroom maintains approximately 400 line items of general office and educational supplies. If an item is not in stock, it may be special ordered. Most of the items stocked are under state contracts and are not available by choice of brand and/or model number. The contracted items are awarded on goods meeting minimum specifications or an "or equal" basis. Questions may be directed to the supply storeroom.

## **XXV. University Physical Plant**

The physical plant supports the university through the maintenance and operation of physical facilities and grounds. Faculty and staff may reserve university vehicles through the motor pool.

## **XXVI. International Programs**

The Office of International Programs provides a broad range of immigration advising and support services to international students and scholars; develops and expands international travel, study, and learning opportunities for faculty, staff, and students; fosters and facilitates international and multicultural understanding both on campus and in the community. Specifically, issues related to visa status, immigration, cultural programming or international recruiting may be addressed to the Office of International Programs. Short-term study abroad experiences, exchange development, the Fulbright Program, and other faculty abroad issues may be addressed to the Office of Study Abroad, a unit of International Programs. More information on the Office of International Programs may be obtained at [www.uca.edu/international/](http://www.uca.edu/international/).



**Provost and Dean of Faculty  
University of Central Arkansas  
Wingo Hall, Suite 213  
201 Donaghey Avenue  
Conway, AR 72035**

**Phone: (501) 450-3126 ☎ Fax: (501) 450-5066**

**<http://www.uca.edu/divisions/academic/provost/>**