

**University Of Central Arkansas**

# **FACULTY HANDBOOK**

Revised January 2003

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>I</b>
<b>INTRODUCTION</b> .....	<b>1</b>
I. <b>ROLE AND SCOPE</b> .....	<b>1</b>
A.      Overview.....	1
B.      Commitments.....	1
<b>UNIVERSITY ADMINISTRATION</b> .....	<b>3</b>
I. <b>ARKANSAS HIGHER EDUCATION COORDINATING BOARD</b> .....	<b>3</b>
II. <b>BOARD OF TRUSTEES</b> .....	<b>3</b>
III. <b>OFFICERS OF THE UNIVERSITY</b> .....	<b>3</b>
A.      President.....	3
B.      Provost.....	3
C.      Vice President for Financial and Administrative Services.....	4
D.      Vice President for Institutional Advancement.....	4
E.      Vice President for Student Services.....	4
F.      Vice President for University Relations.....	4
IV. <b>ACADEMIC ORGANIZATIONS</b> .....	<b>4</b>
A.      Overview.....	4
B.      Officers and Functions.....	5
V. <b>FACULTY SENATE CONSTITUTION</b> .....	<b>6</b>
<b>FACULTY POLICIES, PROCEDURES, AND GUIDELINES</b> .....	<b>10</b>
I. <b>ACADEMIC FREEDOM</b> .....	<b>10</b>
II. <b>APPOINTMENT, REAPPOINTMENT, PROMOTION, AND AWARD OF TENURE</b> .....	<b>10</b>
Categories of University Faculty Personnel.....	10
A.      Faculty Personnel: Tenured, Tenure-Track.....	10
B.      Library Faculty.....	11
C.      Faculty Personnel: Non-tenurable.....	11
D.      Faculty Personnel: Lecturer/Clinical Instructor/Laboratory Instructor Appointments and Advancement.....	12
E.      Non-Tenure-Track, Multi-Year Appointments (Board Policy #302).....	14
III. <b>RECRUITING POLICIES</b> .....	<b>16</b>
IV. <b>TYPES OF ACADEMIC APPOINTMENT</b> .....	<b>16</b>
A.      Term Appointments and Tenured Appointments.....	16
B.      Definitions of Academic Appointments.....	16
C.      Criteria and Notice of Standards.....	18
V. <b>EXPIRATION OF TERM APPOINTMENT</b> .....	<b>18</b>
VI. <b>ACADEMIC TENURE: PURPOSES AND OBLIGATIONS</b> .....	<b>19</b>
A.      Purposes.....	19
B.      Obligations and Responsibilities.....	19
VII. <b>AWARD OF TENURE</b> .....	<b>19</b>
VIII. <b>TERMS OF TENURE APPOINTMENT</b> .....	<b>20</b>
IX. <b>EXTENSION OF PROBATIONARY PERIOD</b> .....	<b>20</b>
X. <b>POST-TENURE REVIEW (BOARD POLICY #301)</b> .....	<b>21</b>
XI. <b>RELINQUISHMENT OF TENURE</b> .....	<b>22</b>
XII. <b>CRITERIA FOR TENURE AND PROMOTION</b> .....	<b>22</b>
A.      Effectiveness in Teaching.....	22
B.      Scholarship, Research, and Creative Activity.....	23
C.      Service to the University and Community.....	23
D.      Additional Criteria for Promotion: Education and Service Requirements.....	23
E.      Application of Criteria in Tenure Decisions.....	24
F.      Annual Conference with Tenurable Faculty.....	24
XIII. <b>PROCEDURES FOR TENURE AND PROMOTION</b> .....	<b>24</b>
A.      The Candidate.....	24
B.      The Department Level.....	25
C.      The College Level.....	26
D.      The University Level.....	27
XIV. <b>EARLY TENURE RECOMMENDATION</b> .....	<b>28</b>
XV. <b>TENURE AND PROMOTION APPEALS</b> .....	<b>28</b>
XVI. <b>TERMINATION</b> .....	<b>28</b>

A.	Termination of Faculty Members in Cases of Financial Exigency or Phasing Out of Program .....	28
B.	Dismissal and Non-Reappointment of Tenured Faculty for Other than Financial Exigency or Phasing Out of Program .....	31
C.	Faculty Hearing Committee: Membership .....	33
XVII.	PROCEDURES FOR FACULTY GRIEVANCES AND APPEALS .....	33
XVIII.	ADJUNCT FACULTY .....	35
XIX.	APPOINTMENT TO THE GRADUATE FACULTY .....	35
XX.	SUMMER APPOINTMENT .....	35
XXI.	NEPOTISM .....	35
<b>FACULTY RESPONSIBILITIES .....</b>		<b>36</b>
I.	CLASSROOM POLICIES .....	36
A.	Attendance.....	36
B.	Evaluation .....	36
C.	Grading and Changes of Grades.....	37
D.	Academic Dishonesty and Classroom Misconduct.....	37
II.	FACULTY REPORTS AND EVALUATIONS .....	37
A.	Faculty Activity Schedule.....	37
B.	Faculty Planning Form.....	37
C.	Faculty Annual Report .....	37
D.	Student Evaluations.....	38
III.	ABSENCES FROM WORK .....	38
IV.	TEACHING ASSIGNMENTS .....	38
V.	SCHOLARSHIP, RESEARCH, AND PROFESSIONAL ACTIVITY.....	38
A.	Professional Travel.....	38
B.	Faculty Research Fund.....	38
C.	Faculty Reassigned Time .....	39
D.	Sabbatical Leave Program .....	39
E.	Leave Without Pay.....	39
VI.	SERVICE TO THE UNIVERSITY AND COMMUNITY .....	39
VII.	ACADEMIC ADVISING .....	40
VIII.	FACULTY OFFICE HOURS .....	41
IX.	RELEASE OF STUDENT INFORMATION .....	41
X.	OUTSIDE EMPLOYMENT POLICY .....	41
XI.	EMPLOYMENT IN TWO STATE POSITIONS BY MORE THAN ONE STATE AGENCY .....	42
XII.	PROFESSIONAL SERVICES CONTRACT EMPLOYMENT .....	42
XIII.	EXTRA INCOME STATEMENTS .....	42
XIV.	RESIGNATION AND RETIREMENT .....	43
<b>FACULTY PRIVILEGES .....</b>		<b>44</b>
I.	CREDIT UNION .....	44
II.	IDENTIFICATION CARDS .....	44
III.	FACULTY EMERITUS .....	44
IV.	FRINGE BENEFITS .....	44
A.	Group Insurance.....	44
B.	Social Security .....	45
C.	Retirement Plans .....	45
D.	Phased Retirement (Board Policy #356) .....	46
E.	Fee Remission (Board Policy #623).....	48
V.	USE OF UNIVERSITY FACILITIES AND SERVICES .....	49
A.	Check Cashing .....	49
B.	Counseling Services .....	49
C.	Dining Service.....	50
D.	Student Health Center .....	50
E.	Legal Services .....	50
F.	Library Privileges .....	50
G.	Parking on Campus .....	50
H.	Postal Service.....	50
I.	Recreation Facilities .....	50
J.	Employee Alcohol/Drug Abuse Assistance Programs.....	51
VI.	VACATION.....	51
VII.	SICK LEAVE .....	51
VIII.	MILITARY LEAVE .....	52
IX.	FISCAL POLICIES AND PAYROLL DEDUCTIONS.....	52

A.	Income tax .....	52
B.	Retirement .....	53
C.	Social Security .....	53
D.	Group Insurance .....	53
E.	Tax-Sheltered Annuities .....	53
F.	Contributions to the University of Central Arkansas Foundation, Inc. ....	53
G.	Cafeteria Plan .....	53
<b>OTHER UNIVERSITY POLICIES AFFECTING FACULTY .....</b>		<b>54</b>
I.	INCLEMENT WEATHER .....	54
II.	SOLICITATION POLICY .....	55
III.	TRAVEL .....	55
	A. Purpose of the Motor Pool .....	55
	B. Passenger Limits .....	55
	C. Mileage Limits .....	55
	D. Requests for Vehicles .....	55
	E. Reserved Vehicle .....	56
	F. Travel Administrator .....	56
	G. Returning Vehicles, Credit Cards, and Keys .....	56
	H. Reporting Vehicle Malfunctions .....	56
IV.	FACILITIES .....	56
	A. Usage .....	56
	B. Building Administrators .....	57
	C. Securing Offices and Buildings .....	57
V.	MOTOR VEHICLE REGISTRATION .....	57
VI.	KEY CONTROL .....	57
VII.	DRUG-FREE WORKPLACE POLICY .....	58
VIII.	SEXUAL HARASSMENT POLICY (BOARD POLICY #511) .....	58
IX.	CONSENSUAL RELATIONSHIPS (BOARD POLICY #515) .....	58
	A. Definitions .....	59
	B. Guidelines .....	59
	C. Procedures .....	60
	D. Noncompliance with Policy .....	60
	E. Sanctions/Appeal .....	60
X.	FIREARMS POLICY .....	60
XI.	POLITICAL ACTIVITY .....	60
XII.	PUBLIC INFORMATION .....	61
XIII.	ON-THE-JOB INJURIES .....	61
<b>UNIVERSITY STANDING COUNCILS AND COMMITTEES .....</b>		<b>62</b>
I.	REPORTING TO THE PRESIDENT .....	62
	A. Council of Vice Presidents .....	62
	B. University Council .....	63
	C. Budget Advisory Committee (BAC) .....	65
	D. Fringe Benefits Advisory Committee .....	65
	E. Athletic Committee .....	66
	F. Retention Committee .....	66
	G. Faculty Grievance Council .....	67
	H. Sexual Harassment Complaint Committee .....	67
	I. Radiation Safety Committee .....	71
	J. Faculty Emeritus/Emerita Committee .....	71
	K. University Admissions Committee .....	72
	L. Affirmative Action Advisory Committee .....	72
II.	REPORTING TO THE PROVOST .....	72
	A. Council of Deans .....	72
	B. Graduate Council .....	73
	C. Undergraduate Council .....	73
	D. Adjustments and Credentials Committee .....	74
	E. Continuing Education Advisory Council .....	74
	F. Honors Council .....	75
	G. Sabbatical Leave Review Committee .....	75
	H. Scholarship Committee .....	75
	I. Professional Education Council .....	75
	J. University Research Council .....	77
	K. Institutional Review Board (IRB) .....	77
	L. Institutional Animal Care and Use Committee .....	79
	M. Sponsored Program Advisory Committee .....	79

N.	Teaching Excellence Award Committee .....	80
O.	Research, Scholarship, and Creative Activity Award Committee .....	80
P.	Public Service Award Committee .....	80
Q.	Faculty Development Committee .....	80
R.	Library Committee .....	81
S.	Academic Computing Advisory Committee .....	81
T.	General Education Council .....	81
III.	REPORTING TO THE VICE PRESIDENT FOR STUDENT SERVICES .....	82
A.	Discipline Committee .....	82
B.	Student Life Committee .....	82
C.	Student Grievance Committee .....	83
D.	Health and Wellness Promotion Committee .....	83
E.	Student Center Board .....	83
IV.	REPORTING TO THE VICE PRESIDENT FOR FINANCIAL AND ADMINISTRATIVE SERVICES .....	84
A.	Energy Conservation Committee .....	84
B.	Traffic and Parking Committee .....	84
C.	Arboretum Committee .....	84
D.	University Safety Committee .....	85
E.	Housing Exemptions Committee .....	86
F.	Financial Aid Committee .....	86
VII.	REPORTING TO THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT .....	86
A.	Public Appearances Committee .....	86
	<b>UNIVERSITY SUPPORT UNITS.....</b>	<b>88</b>
I.	ADMISSIONS OFFICE .....	88
II.	AFFIRMATIVE ACTION OFFICE .....	88
III.	AUDIOVISUAL SERVICES .....	88
IV.	BOOKSTORE .....	89
V.	CAREER PLANNING AND PLACEMENT CENTER .....	89
VI.	CENTRAL DUPLICATION OFFICE .....	89
VII.	COMPUTER CENTER.....	89
VIII.	COUNSELING CENTER .....	90
A.	Personal/Social Counseling.....	90
B.	Outreach Programming .....	90
C.	Study Skills Counseling .....	90
D.	Referral .....	90
IX.	UNIVERSITY POLICE DEPARTMENT .....	90
X.	DIVISION OF CONTINUING EDUCATION .....	90
XI.	FOOD SERVICES .....	91
XII.	SPONSORED PROGRAMS.....	91
XIII.	INSTITUTIONAL RESEARCH.....	91
XIV.	INSTITUTIONAL TESTING .....	91
XV.	LIBRARY .....	91
A.	Faculty Book Loans .....	91
B.	Interlibrary Loans .....	92
C.	Computer Reference Search .....	92
D.	Book Orders.....	92
XVI.	MAIL SERVICE.....	92
A.	Post Office .....	92
B.	Campus Mail.....	92
XVII.	OFFICE OF HUMAN RESOURCES .....	92
XVIII.	INFORMATION SERVICES OFFICE .....	93
XIX.	PURCHASING DEPARTMENT .....	93
XX.	RECREATION .....	93
XXI.	REGISTRAR'S OFFICE .....	93
XXII.	STUDENT FINANCIAL AID .....	94
XXIII.	STUDENT HEALTH SERVICE .....	94
XXIV.	PHYSICAL PLANT .....	94
XXV.	SUPPLY STOREROOM.....	94

## 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 masters degree programs in each of these areas, and doctoral programs in 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.

## UNIVERSITY ADMINISTRATION

The University of Central Arkansas 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 Educating 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 the state and approved 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 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

The provost serves as the chief academic officer of the university and is responsible for instructional programs, academic personnel, and policies related thereto. With the assistance of the 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 President for Financial and Administrative Services**

The vice president for financial and administrative services is responsible for athletics, the bookstore, calendar office, computing services, financial services, housing and food services, human resources, physical plant, university police, purchasing, student financial aid, telecommunications, and is responsible for all fiscal affairs of the university. Fiscal affairs include operating budget development and control, accounting, payroll, cashiering, purchasing and all disbursement activities, bookstore, central duplicating, student financial aid, and supply storeroom.

**D. Vice President for Institutional Advancement**

The vice president for institutional advancement is responsible for promoting the public image of the university. Offices under the purview of the vice president for institutional advancement include admissions, alumni services, development, public information, publications, and web development.

**E. Vice President for Student Services**

The vice president for student services is responsible for all matters dealing with student life and student development. Offices represented include: career services and cooperative education, copy center, counseling services, dean of students/student conduct, health services/health promotion and wellness, intramural sports and recreation, KCON radio station, post office, student center, and student development. The vice president is an *ex officio* member of all committees concerned with student life.

**F. Vice President for University Relations**

The vice president for university relations assists the president with assigned administrative responsibilities. A primary area of responsibility is the coordination of activities that involve more than one of the university's administrative divisions. Offices represented include: affirmative action, governmental relations, and international programs. Additionally, the assistant vice president for legal services, institutional research, and internal audit report to the president through the vice president. The vice president chairs the University Council. In emergency situations, the vice president acts for the president in the president's absence.

**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 oversees academic budgeting, accreditation, instructional technology, and student academic appeals. The dean of the library, registrar, director of testing, and the director of academic planning and assessment report to the associate provost.

#### 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.

Other areas under the purview of the associate provost and dean of the graduate school include Sponsored Programs; the Division of Continuing Education; the Instructional Development Center; the Graduate School of Management, Leadership, and Administration; and the University College.

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.

The coordinator of academic advising, the coordinator of undergraduate studies, the director of exemplary studies, and the director of 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.

## **FACULTY POLICIES, PROCEDURES, AND GUIDELINES**

The purpose of this section is to promote understanding and support of academic freedom and tenure. 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.

Academic freedom is essential to these purposes 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.

### **I. Academic Freedom**

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, 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.

All grievances that fall within the parameters of academic freedom as defined above will be submitted to the academic freedom committee, composed of two faculty members from each college tenure committee selected at random under the supervision of the provost. The committee will elect its own chair, who will be non-voting. The provost will organize the committee within an appropriate time period.

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

#### **Categories of University Faculty Personnel**

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

Tenable academic ranks are those of assistant professor, associate professor, and professor. 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.

Faculty shall be notified in their initial letters of appointment whether their appointment is on a tenured, tenure-track, or non-tenurable 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 (Board Policy #302) 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. Faculty Personnel: Non-tenurable**

1. The university recognizes that there are specific and limited conditions that justify special appointment to non-tenurable positions. Non-tenurable 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 special programmatic needs;
  - e. For visiting professors; or
  - f. For contract researchers who do not engage in classroom instruction.

Faculty personnel selected to serve in specified non-tenurable assignments may be appointed on either a semester or academic year basis. The appointment may be either for part-time or full-time work.

2. The appointments of non-tenurable faculty, like those of tenured and tenure-track faculty members, may be terminated for cause prior to the expiration of the original contract period.
3. Non-tenurable faculty may be appointed to tenured or tenure-track faculty status, in accordance with the needs of the university. The searches will conform with



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-tenurable 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 tenurable faculty status.

4. All full-time, non-tenurable faculty at UCA will be eligible for consideration with respect to merit raises, travel funds, operating funds, grant awards, and other funding.

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

The lecturer/clinical instructor/laboratory instructor appointment is a non-tenurable 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 assigned duties and programmatic need. All lecturers/clinical instructors/laboratory instructors are eligible for consideration with respect to merit raises, grant awards, travel, operating, and other funding.

After completing four continuous years of effective service and provided programmatic needs justify continuation of the position, the university may offer a lecturer/clinical instructor/laboratory instructor a three-year rolling appointment. Each year of the three-year rolling appointment, the lecturer/clinical instructor/laboratory instructor/library laboratory instructor will be evaluated to determine whether or not effective service has been rendered to the university. If it is determined that a lecturer/clinical instructor/laboratory instructor/library laboratory instructor has rendered effective service to the university and programmatic needs justify continuation of the position, an additional year will be added to the appointment.

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) Four years of continuous service as a Lecturer/ Clinical Instructor/ Laboratory Instructor I at UCA or equivalent experience.
- (3) Documented evidence of a high level of effective performance in the area(s) of assigned faculty responsibilities.

### 3. Procedures for Advancement

During the fourth 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 requested and provided to a reviewing body, along with the application submitted by the faculty member, 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-tenurable 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 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. The committee will consist of three non-tenurable faculty, two department chairs, and a vice president or other individual reporting directly to the president. The process for selecting committee members will be that described for the Faculty Grievance Council in the Faculty Handbook. Faculty and department chairs from the college of the faculty member are ineligible to serve on the Advancement Appeals Committee.

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

The university may offer 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 is 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.

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 intersessions 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. Additionally, faculty are eligible for service on all committees, except tenure and Faculty Emeritus committees.

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-tenurable positions into tenurable positions, regardless of any search that may have been done to fill the non-tenurable 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-tenurable 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. Tenurable 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.

##### 1. Instructor

Instructor is ordinarily a non-tenurable 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 masters degree (or its equivalent) in the discipline or in an appropriate discipline.

Initial appointment for faculty without the doctoral degree ordinarily will be at the instructor rank. Any instructor with a tenurable appointment will be promoted to assistant professor, effective with the next contract year, upon verification of completion of all requirements for the doctorate.\*

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 masters 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 masters 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 promise in scholarship, teaching, research, leadership, and learning. A candidate for an associate professorship is expected to have demonstrated excellence in the lower ranks and should offer evidence that teaching, creative activity, and research have kept abreast of times in method and subject matter; that a greater degree of maturity has been attained; and that there has been a retention of interest in competent teaching and research. A comprehension of a significant portion of the discipline is expected. Furthermore, evidence of productivity and competent scholarship beyond that completed for the doctoral degree is required.

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 place on file in the library, at the end of each academic year, 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 tenurable or non-tenurable, 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.** When a tenurable faculty member is not to be reappointed, written notice to the faculty member will be provided in accordance with the following schedule:
  1. 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.
  2. 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.
  3. At least twelve months before the expiration of an appointment after two or more years of service.
- C.** If a tenurable faculty member on probationary appointment 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.

- D. When a non-tenurable faculty member is not to be reappointed, the university should act in a reasonable manner to provide timely notification where practicable. However, the university is not required to meet the schedule set out in paragraph B above.
- E. The appointments of tenurable as well as non-tenurable faculty may be terminated for cause prior to the expiration of the original contract period.
- F. Reappointment of a full-time faculty member, not receiving a tenured or tenurable appointment should normally be made no later than May 20.

## **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 tenured rank constitutes recognition by the university that a person is qualified to be ranked among the members of the faculty engaged in scholarly endeavors: research, teaching, professional growth or creative intellectual activities. Appointment to tenure also 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. The primary responsibilities of tenured faculty are to cultivate their respective fields of learning and research, and to initiate others into these fields through creative and effective teaching.

It is the duty of all members of the faculty to seek the best qualified persons for appointment. This duty weighs most heavily on those tenured faculty members entrusted with responsibility for retention and promotion recommendations.

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.

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.

## **VII. Award of Tenure**

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.

Recommendations for tenure of eligible faculty shall originate from the department in which the faculty member is assigned and shall include appropriate participation in the recommendation by tenured faculty



in the department. The president will furnish the faculty member timely written notice of the award or denial of tenure.

#### **VIII. 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 October 15 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.

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 and hold tenure at a regionally or nationally accredited institution in a field appropriate to the appointment.
2. Upon receipt of a written positive recommendation from a majority of the tenured members of the appropriate department meeting *en bloc* and from the college dean, the provost, acting in conformity with university policy, may indicate tenure with the initial letter of appointment.
3. The provost will place on file in the library, at the end of each academic year, a list of all persons and their respective departments who were granted tenure with the initial letter of appointment.

#### **IX. 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 caregiver 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 September 1 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 provisions of this policy are independent of a leave of absence from the university.

## X. 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.

## **XI. 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.

## **XII. Criteria for Tenure and Promotion**

### **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 tenurable ranks, the education requirements are as follows:

1. Assistant Professor

Masters 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. Only in the most exceptional circumstances will a faculty member be eligible for promotion to associate professor prior to receiving a recommendation for tenure. 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.

In the event that a faculty member would be eligible for promotion and tenure in the same year, the application for promotion must be delayed for one year.

#### **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 Tenurable Faculty**

The departmental chair will schedule, during the spring term, an annual individual conference for the purpose of assisting each tenurable 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.

During the third year, a similar conference will be conducted by the college dean and department chair. The dean will provide a written statement to the faculty member, and the faculty member will be given an opportunity to disagree in writing with the dean's written statement 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. These conferences will be conducted during the spring semester.

In cases where credit toward tenure has been granted with the initial contract, the conference with the dean and chair will be conducted two years prior to the year the tenure decision will be made.

In all of these conferences, the tenure track 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.

### **XIII. 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 Section XII. The candidate will also

submit the tenure application to the departmental tenure committee and the promotion application to the departmental promotion committee by October 15. 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 file, 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. Any information presented to a reviewing body, along with the application submitted by the candidate, 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 Departmental Tenure Committee

Each department shall organize a departmental tenure committee that will consist of all the tenured full-time faculty members of the department except the chair. Each committee shall elect its own chair. The purpose of the committee is to receive and review all applications for tenure and make a written recommendation to the department chair. The committee will evaluate the candidate's accomplishments, applying to them all relevant criteria. Each application will be given a positive or negative recommendation. In any department in which there are no tenured members, the first level of review will begin with the department chair.

### 2. The Departmental Promotion Committee

Each department shall elect a departmental promotion committee. Since there are variations in the size and make-up of departmental faculties, there will be no required number of members or methods of election. Each department will develop a written policy that will include the size of the committee, method of voting, eligibility for membership, and matters of procedure. The policy will be submitted to and approved by the college dean. Department chairs and any person who is to be considered for promotion will be ineligible to serve on the committee.

The purpose of the committee is to receive and review all applications for promotion and make a written recommendation to the department chair. The committee will evaluate the candidate's accomplishments, applying to them all relevant criteria. Each candidate will be given a positive or negative recommendation, with all positive recommendations being placed in priority order.

### 3. The Department Chair

The department chair will receive each candidate's file. Following an independent review of each file, the chair will make a positive or negative recommendation in writing, and forward the files of the candidates for tenure to the college tenure committee, and the files of the candidates for promotion to the college promotion committee. All positive recommendations for promotion will be placed in priority order. The department chair will meet with any candidate who has received a negative recommendation from a 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 appropriate college committee. In any case in which the department chair is a candidate for tenure, that file will be forwarded directly from the departmental tenure committee to the college tenure committee. If, however, the department chair is not recommended by the departmental tenure committee, the chair of the departmental committee will notify the chair so the candidate may have the option of withdrawing the application. If the department chair is a candidate for promotion, that file will be forwarded directly from the departmental promotion committee to the college promotion committee. If, however, the department chair is not recommended by the departmental promotion committee, the chair of the departmental committee will notify the department chair so the candidate may have the option of withdrawing the application.

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

#### **1. College Tenure Committee**

Each college will establish its own tenure committee, consisting of seven tenured full-time faculty members. Colleges will institute individual committee selection procedures approved by the college faculty and dean. No department may have more than one member serving on the committee, except colleges with fewer than eight departments and then only after all departments containing tenured faculty have a faculty member included in the committee membership. Members will serve three-year terms. Vacancies will be filled in the same method as initial appointments are made. Department chairs will be ineligible for service on the committee. The purpose of the committee is to review each file and make an independent written recommendation to the college dean. Its chief responsibilities are to evaluate the candidate's qualifications for tenure, check the file for consistency with the departmental, college, and university policies and procedures, and review the completeness of the information presented. Each candidate will be given a positive or negative recommendation.

#### **2. College Promotion Committee**

Each college will establish its own promotion committee consisting of seven full-time, tenure track faculty members. Colleges will institute individual committee selection procedures approved by the college faculty and dean. No department may have more than one member serving on the committee, except colleges with fewer than eight departments and then only after all departments have a faculty member included in the committee membership. Any person who is to be considered for promotion will be ineligible for service on the committee for that year. Members will serve three-year terms.

Vacancies will be filled in the same method as initial appointments are made. Department chairs and members of a departmental promotion committee will be ineligible for service on the committee.

The purpose of the committee is to evaluate each file, and make an independent written recommendation to the college dean. Its chief responsibilities are to review the candidate's qualifications for promotion, check the file for consistency with departmental, college, and university policies and procedures, and review the completeness of the information presented. Each candidate will be given a positive or negative recommendation, with all positive recommendations placed in priority order.

### 3. College Dean

The college dean will receive each file, and, following an independent review, the dean will make a positive or negative recommendation in writing. All positive recommendations for promotion will be placed in priority order and forwarded to the provost.

The dean's perspective should, of necessity, be broader than that of the department chair. The dean must consider such things as college-wide staffing plans, the department's enrollment trends, and the mission and goals of the college.

The dean will meet with any candidate who has received a negative recommendation from the college committee or the dean. At this point the candidate may withdraw the application; if not withdrawn, the entire record is sent to the provost before January 15.

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

## D. The University Level

### 1. Provost

The provost will receive each file. Following submission to the Council of Deans for advice, the provost will determine which candidates will be recommended to the president. Recommendations will be placed in priority order. In addition to and exclusive of individual qualifications and performance, consideration must be given to such matters as the number of tenured members within the department, potential of continued staff additions, prospective retirements and resignations, enrollment patterns, programmatic changes, and other significant institutional considerations. In cases where 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 candidates.

The provost will notify by March 1 any candidate who has received a negative recommendation 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 XV). 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.



**XIV. 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. 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.

**XV. 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 appropriate appellate body specified herein 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;

Appeals from the tenure process will be heard by a university tenure appeals committee, which will consist of two members selected at random from each college. The selection, under the supervision of the provost, will be made from the college tenure committees excluding the college of the appellant. Appeals from the promotion process will be heard by a university promotion appeals committee, which will consist of two members selected at random from each college excluding the college of the appellant. The selection, under the supervision of the provost, will be made from the college promotion committees. The committees will elect their own chairs, who will be non-voting.

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.

**XVI. 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. Comparative Faculty Evaluations

Comparative evaluations of faculty members by both faculty colleagues and administrators at several levels (paralleling the procedures for promotion recommendations) should be duly determined. These should be included in the determination of retention, but only if the differences between faculty members involved are substantial. If nearly equal, other criteria should take precedence.

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. (See Section XVI.C.)

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 Section XVII. 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. Dismissal and Non-Reappointment of Tenured Faculty for Other than Financial Exigency or Phasing Out of Program**

1. Causes for Dismissal or Non-Reappointment:

Adequate cause for dismissal or non-reappointment of a faculty member with tenure may be established through demonstration by the university of failure to meet professional responsibilities due to professional incompetence as defined in (1)(a) or misconduct as defined in (1)(b).

a. Professional Incompetence:

Substantial and manifest evidence of unsatisfactory performance of faculty duties; substantial and manifest neglect of faculty duties; or demonstrated incompetence in teaching or research.

b. Misconduct:

Personal misconduct that substantially impairs fulfillment of faculty obligations; repeated failure to comply with official directives or established university policies; dishonesty in teaching or research.

2. Determination of Adequate Cause for Dismissal:

a. Professional Incompetence:

In a case of professional incompetence of a tenured faculty member, and where the faculty member has not met the provisions of plans to rectify the deficiencies

identified during review processes, the department chair will notify the faculty member, in writing (no later than October during the fall semester or March 1 during the spring semester), that a recommendation for dismissal is forthcoming. The faculty member may contest the recommendation of dismissal 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 dismissal.

In cases where the departmental tenure committee is convened to consider the determination by the department chair to recommend dismissal, 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. Upon review, the provost will render a decision regarding the employment status of the faculty member.

Each reviewing body will have ten (10) working days to consider and submit a recommendation to the next level of review. Modifications to the time period will only be approved due to unforeseen circumstances as determined by the provost. The process, beginning with the chair's notification to the faculty member that a recommendation for dismissal is forthcoming through the decision of the provost, must be completed no later than the end of the semester in which the chair informed the faculty member of possible dismissal.

b. Misconduct:

In a case of misconduct, the chair will provide the dean with a written report and a recommendation for dismissal. 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. The provost will meet with the faculty member to discuss the faculty member's employment status. At the conclusion of the meeting, the provost may inform the faculty member of the decision or render a decision thereafter.

3. Notice:

Notice of non-reappointment or dismissal of a tenured faculty member shall be given in writing by the provost. The notice shall include the principal reasons for the non-reappointment or dismissal of the faculty member.

4. Personal Conference:

The tenured faculty member may initiate a meeting with the provost within five (5) working days of notification of dismissal. If an understanding satisfactory to the faculty member is not reached on the matter, he/she will be advised of his/her rights to a formal appeal before the Faculty Hearing Committee.

5. Right to Appeal:

The faculty member involved may obtain a hearing before the Faculty Hearing Committee and challenge a termination based upon "cause" on the following bases:

- a. Determination of cause as defined in Section XVI.B.1 that are not supported by a preponderance of the evidence.
  - b. Decisions that are arbitrary and capricious. A decision is “arbitrary and capricious” when there is no rational basis for its support.
  - c. 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.
  - d. 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;
  - e. 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.
6. Responsibilities and Obligations of the University to Tenured Faculty Terminated for Cause
- If the faculty appointment is to be terminated, the faculty member (except in cases of misconduct) will receive a regular salary through the month in which the termination becomes effective.
7. If at any level of the appeal process the faculty member is successful, he/she will be reinstated retroactive to the effective date of termination.

**C. Faculty Hearing Committee: Membership**

1. The committee shall consist of seven (7) tenured faculty members. The members of the committee shall be randomly selected by the Faculty Senate, 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.
2. 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.

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

1. A faculty member having a grievance or appeal (grievant) to be submitted to the Faculty Grievance Council, the Academic Freedom Committee, the Faculty Hearing Committee, or the tenure or promotion appeals committees 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. 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 grievant will submit to the university president a written statement 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.

3. The president will present to the committee a copy of the complaint and give to the committee a charge of its responsibility. The complaint and all of the deliberations of the committee should be kept confidential.
4. 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.
5. 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, 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.
6. 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 vote of the members present. The number of yes, no, and abstention votes will be recorded, without designating the person who cast each vote.
7. 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.
8. Strict judicial rules of evidence will not be applied.
9. 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 assistant vice president for legal services may also be present, but shall only act in an advisory capacity to the committee.
10. 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.
11. 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.
12. 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.
13. In all matters other than termination of a tenured faculty member, the president will make the final decision after considering the recommendation of the committee.

In matters of termination of a tenured faculty member, the president will make a decision regarding the committee's recommendation. In the event the president's decision is adverse to the faculty member, an appeal may be made to the Board of Trustees within five (5) working days after receipt of the president's decision, by filing a written request with the president for transmission to the chair of the Board of Trustees. The right to

appeal is forfeited if the faculty member does not file a written request within five (5) working days. Attendance at the hearing before the Board of Trustees will be in accordance with the Arkansas Freedom of Information Act. The review will include relevant documentation, the findings and recommendation of the committee, the president's decision, and any additional relevant information the Board of Trustees chooses to consider. A decision will be rendered by the Board of Trustees.

#### **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.



## 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 associate 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. Final course grades will be submitted to the registrar on approved grade reporting forms. 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 in grade books provided by the university. 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, with copies for the dean and provost.

**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. Six credit hours 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.

**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 period with the starting date determined by the faculty member and approved by the director of sponsored programs.

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.

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 continuing education. Faculty members are urged to consult with the continuing education office to facilitate planning and administrative details.

Faculty members considering these activities should consult the outside employment policy and concurrent employment policy (page 40).

## **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.

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 assistant vice president for legal services.

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.



## FACULTY PRIVILEGES

The university provides faculty members the privileges, benefits, and services described 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

Upon retirement from active service with the university at or after age 62, 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 at or after age 62, 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 available to employees in grades 17 and below and/or to employees who have participated in APERS at another agency or institution. The university contributes an amount equal to 10% of an employee's salary to the APERS plan. Employees do not contribute to the plan.

*Arkansas Teacher Retirement System*

The Arkansas Teacher Retirement System (ATRS) is a defined benefit retirement plan available to employees in grades 18 and above and/or to employees who have participated in ATRS at another agency or institution. Based upon date of enrollment into the plan, the plan may be contributory or non-contributory. Contributions by employees are made on a pre-tax basis and are set at 6% of salary. The university contributes an amount equal to 12% of an employee's salary to the ATRS plan.

*Alternate Retirement Plan*

The university's Alternate Retirement Plan (TIAA-CREF) is a defined contribution retirement plan available to employees in grades 18 and above and to employees who have participated in an alternate plan at another institution. The university contributes an amount equal to 10% of an

employee's salary. Employees must contribute an amount equal to 6% of salary on a pre-tax basis and may, based upon annual contribution limits, be able to contribute more on a pre-tax basis.

#### 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 may typically be made on a pre-tax basis. Current SRA vendors are TIAA-CREF, VALIC, and American Express.

#### Benefits-Eligible Retirement

Full-time employees may be eligible for continuation of certain fringe benefits upon retirement from the university. To qualify for retiree benefits, an employee must have completed 28 cumulative years of service with the university OR must have completed at least 10 years of continuous service and must be age 59.5 or older. Employees are expected to provide at least 90 days written notice of intent to retire.

In addition to retirement plan income options, employees qualifying for benefits-eligible retirement may elect to continue health and dental insurance, have access to campus facilities and activities and, depending upon date of hire, may have continuation of some life insurance coverage.

Eligible retirees may continue under the university's health insurance plan at the same premium rates as paid by active employees for employee and/or dependent coverage. At age 65, the university contributes to a Medicare supplemental plan and at age 70 the employee pays for all premiums. Eligible dependents of retirees may continue under the plan until age 65.

Eligible retirees may continue under the university's dental plan at the same premium rates as paid by active employees for employee and/or dependent coverage. All dental coverage ends at age 65.

Eligible retirees hired before January 1, 1999 may continue under the university's life insurance plan until age 80 at which time all coverage ends. Coverage amounts are dependent upon age and years of service as of December 31, 1998. Employees hired after December 31, 1998, receive no group retiree life insurance.

Eligible retirees receive lifetime passes to athletic events and university fitness facilities, theatre and other university sponsored events as well as lifetime passes for use of the library.

#### **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. The latest point by which a faculty member may enter the phased retirement program is one (1) year before qualifying for regular retirement at UCA. A faculty member, who at the adoption of the policy, has completed ten (10) years of continuous service at UCA and who qualifies for regular retirement, will be allotted one-hundred and eighty (180) days to decide whether to enter the phased retirement program. Upon termination of this period, such faculty member is ineligible to participate in the program.

A year of continuous service is defined as a nine-month full-time faculty assignment, twelve-month full-time faculty assignment or twelve-month full-time administrative assignment. The ten (10) year minimum may be achieved using any combination of years of full-time faculty or administrative service. Approval or disapproval of an individual faculty member's application will be determined by the provost based upon the needs of the institution and fiscal considerations.

2. A faculty member who does not meet the age or service requirements described in paragraph one (1) or who is receiving long-term disability insurance benefits or workers' compensation benefits is ineligible to participate in the program. In the event there is a period of time in which a faculty member is on leave without pay, such period of time will not be considered when calculating the number of years of continuous service for eligibility purposes. A period of time in which a faculty member is on leave without pay status will not be construed as disrupting continuous service whereas years of continuous service are disrupted in the case of a faculty member resigning his/her position with the university and returning at a subsequent period in time.
3. A faculty member will be given a period of at least forty-five (45) calendar days to consider the Agreement and Waiver.
4. Faculty members interested in the phased retirement program may select a period from one (1) to five (5) calendar years of phased retirement. Upon selection of the number of years of phased retirement, the period may be shortened or lengthened only upon approval of the provost. In no case will the period of phased retirement exceed five (5) calendar years. The decision to participate in phased retirement is irrevocable.
5. Full retirement and cessation of tenure begins with the completion of the last semester of the phased retirement period. During the phased retirement period, the reduction in teaching and/or administrative hours will not be replaced with an increase in Continuing Education assignments or 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:

<u>FTE Load</u>	<u>Percent of Base Salary</u>
One-quarter (1/4) FTE	Up to twenty-five percent (25%)
One-half (1/2) FTE	Up to fifty percent (50%)
Three-quarters (3/4) FTE	Up to seventy-five percent (75%)

7. During the phased retirement period, a faculty member's teaching load may be divided among the fall and spring semesters, summer sessions, and intersessions, as agreed to by the faculty member and provost. The initial agreement will specify FTE load and its timing for each year of phased retirement. Once an FTE load has been defined, it may only be modified with approval of the provost.
8. During the phased retirement period, health and other insurance benefits and the cost/share percentages in force for full-time faculty will continue for a faculty member, as well as any spouse and/or other eligible dependents.
9. During the phased retirement period, payments by the university and by each faculty member into his/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 that 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)**

For full-time employees hired before September 1, 1998, beginning with the first semester or summer term commencing after the starting date of employment, the employee, a spouse and/or eligible child may receive fee remission benefits for undergraduate resident courses. A fee of 20% of the normal tuition rate will be charged, along with the activity fees assessed other students. Tuition remission may not be used with other discounts, fee reductions or University scholarships. Only courses taken for college credit qualify for remission.

For full-time employees hired on or after September 1, 1998, beginning with the first semester or summer term following one continuous year of full-time employment, the employee, a spouse and/or eligible child may receive fee remission benefits for undergraduate resident courses. A fee of 50% of the normal tuition rate will be charged, along with the activity fees assessed other students. Tuition remission may not be used with other discounts, fee reductions or University scholarships. Only courses taken for college credit qualify for remission. The spouse and dependents will be limited to a total of 300 credit hours which may be distributed among the dependents and spouse at the employee's discretion.

Only children meeting the IRS definition of “dependent” during each year of fee remission use will qualify. Children must enter the University within thirty months of their date of high school graduation. A spouse may enroll at any time.

The fee remission for children remains in effect for five consecutive years following the date of initial enrollment.

If an employee resigns or otherwise ends employment or moves from a benefits-eligible position during the semester which he/she, or spouse or children are receiving this benefit, the employee will be required to pay a prorated portion of the fee represented by the part of the semester remaining after the resignation.

The Board of Trustees at UCA establishes the following criteria relative to the fee remission benefits for full-time employees of the university.

1. Beginning with the first semester or summer term commencing after the starting date of employment, a full-time faculty/staff member, a spouse and/or child of a full-time faculty/staff member may receive fee remission benefits for undergraduate resident courses. The fee remission for children remains in effect for six consecutive years following initial enrollment. For additional fee remission information, contact the university Office of Human Resources.
2. Only unmarried children by birth, legal adoption, and stepchildren living with the employee will be eligible for fee remission. To qualify they must enter the university within thirty months of their date of high school graduation. A spouse may enroll at any time.
3. If a faculty member resigns during the semester in which the faculty member, or spouse, or children are receiving this benefit, the faculty member will be required to pay a prorata portion of the fee represented by the part of the semester remaining after the resignation. If a faculty member dies or becomes disabled during the years in which any dependents are receiving fee remission, the dependents will retain their eligibility as if that faculty member were still employed by the university. The fee remission will be available for eligible children of deceased or disabled faculty providing the child enters the university within thirty months of their date of high school graduation. The fee remission plan will remain in effect for six consecutive years following initial enrollment. For dependents of a deceased or disabled faculty member to be eligible for this benefit the faculty member must have been employed by UCA for five consecutive years prior to death or disability.

## **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.

### **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 free 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 assistant vice president for legal services 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 university tennis courts, handball courts, swimming pool, and the fitness center in the Farris Center are available to all faculty members and their immediate families. 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 UCA fitness center, aerobic dance, body composition

analysis, and seminars/workshops. The Health, Physical Education, and Recreation Center offers additional recreational facilities for nominal fees.

The availability of these facilities is determined principally by their need for instructional and intramural activities and by practice requirements for the university's athletic teams.

#### **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:

<u>Length of Employment</u>	<u>Annually</u>
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 monthly. Faculty members may elect to receive their nine-month compensation in twelve installments. 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.

## 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 Channel 4 and Channel 7 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 decal for each vehicle to be operated and parked on the campus. Registration and decal 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.

**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," page 67, 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.

## **UNIVERSITY STANDING COUNCILS AND COMMITTEES**

In addition to the university administrative structure, the University Council, 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:

1. 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.
2. 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.
3. Studies the distribution of committee memberships and makes any changes it deems advisable.
4. Publishes a complete list of committees and memberships for distribution to the faculty and administrative offices each fall.

### **I. Reporting to the President**

#### **A. 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

**B. University Council**

1. Charge: The University Council serves as the primary forum where faculty, staff, students and administrators consider university issues. It advises and assists the president in formulating and implementing policy so that the university may attain its goals.
2. Membership: The University Council shall have the following composition:
  - a. provost and all vice presidents;
  - b. assistant vice president for legal services (non-voting);
  - c. all college deans;
  - d. president and vice president of the Faculty Senate;
  - e. six faculty association members appointed by the Faculty Senate (one from each college) and one part-time faculty member elected by the part-time faculty of the university;
  - f. president of the Staff Senate;
  - g. five staff members appointed by the Staff Senate;
  - h. president of the Student Government Association;
  - i. five students appointed by the Student Government Association, one of whom shall be a graduate student

Terms of membership are as follows:

1. Administrators serve by virtue of their office;
  2. Faculty Senate, Staff Senate, and Student Government Association Presidents serve by virtue of their office;
  3. Faculty and staff representatives serve three-year terms effective the first day of the fall semester of each academic year and are eligible to serve two consecutive terms;
  4. Student Government Association representatives serve one-year terms effective the first day of the fall semester of each academic year and are eligible to serve two consecutive terms.
3. Function: The function of the University Council is as follows:
    - a. To implement the functions and exercise the authority delegated to it by the president of the university;
    - b. To review and make recommendations on matters proposed by the faculty, staff and students or through the Faculty Senate, the Staff Senate, or the Student Government Association;
    - c. To refer appropriate matters to the Faculty Senate, Staff Senate, and the Student Government Association or to committees, groups, or individuals for consideration and recommendation.
  4. Authority: The University Council acts in an advisory capacity to the president and may take such action as it deems necessary. The president may give the actions of the University Council such weight as the president deems appropriate.

5. Officers: The officers of the University Council are chair and secretary.
  - a. The Vice President for University Relations shall serve as chair of the University Council, but will have no vote, except to break a tie.
  - b. A secretary shall be appointed (elected) by the University Council from among the members of the council.
6. Meetings:
  - a. The University Council shall meet at the call of the chair at least four times during each academic year. A meeting notice and tentative agenda shall be distributed by the secretary to all University Council members at least five days in advance of each meeting.
  - b. A majority of the members of the University Council shall constitute a quorum at any meeting. Action by the University Council requires a simple majority of those present and voting at a meeting, a quorum being present.
  - c. Floor privileges are extended without further action to members of committees reporting to the council and to persons or groups requested or invited by the council to appear before it for specific items of business. Floor privileges may be extended to other persons by vote of the council.
  - d. The first order of business at each meeting shall be the adoption, with such modifications as may be agreed upon by majority vote, of the meeting agenda prepared by the secretary of the council.
  - e. Special meetings of the University Council shall be called by the chair within fifteen (15) days of receipt of a request signed by ten or more members of the council or within fifteen (15) days of receipt of a request by the president. A specific purpose shall be stated in the request and in the notice distributed in accordance with paragraph (a.) above, and shall be the first agenda item at the meeting. The secretary may present other items for consideration at the same meeting if included in the meeting notice.
  - f. Minutes of each University Council meeting shall be promptly distributed by the secretary to the president of the university and to the members of the council. All minutes shall also be available in the office of the secretary and officially deposited in the office of the provost for inspection by any member of the university's faculty, administration, staff, or student body.
7. Committees:
  - a. The University Council will refer appropriate matters to standing committees of the university.
  - b. The University Council may constitute such ad hoc committees as necessary to carry out its functions and for items not under the purview of a standing committee. Provisions shall be made for administration, student, faculty and staff representation on such committees unless such representation would be clearly inappropriate.
8. Reports to: president

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

1. Charge:
  - a. The budget of the university has all expenses divided into some ten to fifteen categories. It is the job of the BAC to recommend to the president a distribution for each of these categories with the exception of self-funded categories. The recommendation will represent what the BAC feels the distribution should be, reflecting current conditions and new dollars available.
  - b. How the resources assigned to each budget category can best be utilized must be the responsibility of the administrator(s) responsible for that area. The BAC may, however, make to the president a second and completely separate list of recommendations regarding concerns within one or more categories.
  - c. The BAC may undertake studies and gather information necessary to the accomplishment of the above charge.
2. 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 selected from a slate of at least three nominees from each college presented to the president by the Faculty Senate.
  - c. Two representatives from the division of student services, each selected by the president from at least three nominees from the vice president for student services.
  - d. One member of the Council of Deans selected by the provost
  - e. The director of the physical plant
  - f. The director of athletic administration

Members will serve two-year terms except in categories a., e., and f. The term of two college representatives will expire each year, and one of the student services representatives will be replaced each year. Members may not succeed themselves, unless they move from one category to another, e.g., from faculty to the president of the Faculty Senate.

The vice president for financial and administrative services serves as chair and will vote only in case of a tie. Observer, non-voting members will include the presidents-elect of the Faculty Senate and Staff Senate. The controller, the director of institutional research, the budget specialist, and a secretary from the division of financial and administrative services serve as committee staff.

3. Meetings: On call mainly from November through February
4. Reports to: president

**D. 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 and administrative 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

**E. 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 Gulf South Conference (GSC), the vice president for financial and administrative 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 is the faculty representative to the GSC. The secretary is 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

**F. 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: Four faculty members appointed by the Faculty Senate for rotating four-year terms; affirmative action officer; director of institutional research; director of counseling center; director of student activities; one representative from the office of admissions; and one representative from student services selected by the president. Committee chair is appointed by the president.
3. Meetings: on call
4. Reports to: president

**G. Faculty Grievance Council**

## 1. Charge:

The council will hear and review all grievances from faculty that do not arise within the context of academic freedom, promotion, tenure, termination, or non-reappointment.

## 2. Procedure:

The operating procedures of the council will be consistent with the procedures written in Section XVII of "Procedures for Faculty Grievances and Appeals," as reflected herein.

## 3. Membership:

The committee will consist of six (6) members, three (3) peers of the grievant and three (3) peers of the person against whom the grievance is filed. Selection of the committee shall be supervised by the assistant vice president for legal services.

- a. Faculty shall be selected randomly by the Faculty Senate Executive Committee from the faculty association except for department chairs, assistant deans, deans, or those holding comparable administrative positions.
- b. Administrators shall be selected randomly by the Council of Deans from the pool consisting of all department chairs, assistant deans, and deans. In the event a sufficient number of administrators are ineligible to serve, the pool will be expanded to include vice presidents and other non-academic administrators. No administrator who is subordinate (in reporting line) to the grievant or the person against whom the grievance is filed will be eligible to serve on the committee.
- c. Persons from the department of either the grievant or the person against whom the grievance is filed will be ineligible to serve on the committee.
- d. The committee 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

**H. 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, assistant vice president for legal services, or assistant vice president for human resources.

**The person to whom the complaint is made shall immediately contact the affirmative action officer, assistant vice president for legal services, 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, assistant vice president for legal services, 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, assistant vice president for legal services, 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, assistant vice president for legal services, 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 assistant vice president for legal services 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

#### **I. Radiation Safety Committee**

1. Charge: To administer, regulate, and control the university's radioactive materials.
2. Membership: The university radiation safety officer and campus users of radioactive materials. Members other than the radiation safety officer are appointed by the Faculty Senate for rotating five-year terms. The radiation safety officer is a permanent member by virtue of position. The committee elects its own chair.
3. Meetings: on call
4. Reports to: president

#### **J. Faculty Emeritus/Emerita Committee**

1. Charge:
  - a. The committee evaluates recommendations for distinguished emeritus/emmerita status, within the guidelines established by the Board of Trustees.
  - b. The committee may recommend criteria for eligibility to distinguished emeritus/emmerita status.
  - c. The committee may recommend the privileges and rewards accompanying distinguished emeritus/emmerita status.
2. Membership: the committee consists of the provost 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

**K. 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 president from the recommendation of the college deans; one at-large member appointed by the president. All faculty positions are for two-year rotating terms.
3. Meetings: on call
4. Reports to: president

**L. 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, assistant vice president for legal services, and assistant vice president for human resources serve as *ex officio*, non-voting members.
3. Meetings: on call
4. Reports to: president

**II. Reporting to the Provost****A. 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 advise the provost on candidates for tenure and promotion recommended by the college deans.

- d. 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.
  - e. To develop and recommend to the president procedures for the appointment of academic personnel and procedures for determining promotion and tenure.
- 3. Meetings: weekly and/or on call by the provost
  - 4. Reports to: provost

## **B. 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

## **C. 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

**D. 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

**E. Continuing Education Advisory Council**

- 1. Charge: Serves as a liaison between the division of continuing education and the colleges of the university for the purpose of strengthening staff relationships and fostering better communications. The council recommends policies governing the programs conducted by continuing education and conducts periodic reviews and evaluations of continuing education programs.
- 2. Membership: The director of continuing education and two faculty members from each college. The registrar is an *ex officio* member. All members are selected on a rotational basis with each member serving a term of three years. The director of continuing education serves as chair.

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

#### **F. 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

#### **G. 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). 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

#### **H. 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

#### **I. Professional Education Council**

1. Charge:



- a. The professional education council provides leadership for all professional education programs. It initiates, receives, and develops recommendations on all policies, proceedings, and standards effecting 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 on the Professional Education Council is representative of the degree programs, academic support functions, students at the basic and advanced levels, and the world of practice.

**Degree Program Representatives:**

Voting, Two-Year Rotating Term, (7)

faculty, early childhood/sped

faculty, middle/sec/tech

faculty, graduate program (psyc, leadership, library media, sped)

faculty, college of health & applied science

faculty, college of fine arts & communication

faculty, college of liberal arts

faculty, college of natural sciences & mathematics

**Academic Support Representatives:**

Voting, Permanent, (2)

director of professional field

admissions/certification officer

**Student Representatives:**

Voting, Two-Year Rotating Term, (2)

student, undergraduate

student, graduate

**Alumni/Practicing Professionals:**

Voting, Two-Year Rotating Term, (3)

public school–elementary

public school–middle

public school–secondary

**Administrative Representatives:**

Ex-Officio, Non-voting, (9)

associate dean, College of Education

dean, College of Education

dean, Graduate School

dean, Undergraduate Studies

dean, College of Fine Arts and Communication

dean, Health and Applied Sciences

dean, College of Liberal Arts

dean, College of Natural Sciences and Mathematics

school superintendent

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

**J. 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

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

1. Charge:
  - a. 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.
  - b. To review, with the authority to approve, require modifications in, or disapprove all research conducted involving university faculty, staff, or students by outside parties.
  - c. 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.
2. Membership:

Twelve voting members serving five-year terms, three non-voting members, and a chair. The institutional review board is appointed pursuant to those stipulations and guidelines contained in pertinent federal regulations.

- a. Eleven faculty members are selected in the following manner and must include at least six faculty who regularly conduct or supervise research involving humans, and at least two members whose primary concerns are in non-scientific areas. A good faith effort should be made in the selection of membership to reflect diversity of race, gender, and cultural background.
    1. Faculty Senate selects one from two faculty recommended by the dean of the college of business administration.
    2. Faculty Senate selects one from two faculty recommended by the dean of the college of fine arts and communication.
    3. Faculty Senate selects one from two faculty recommended by the dean of the college of natural science and mathematics.
    4. Faculty Senate selects two from four faculty recommended by the dean of the college of liberal arts.
    5. Faculty Senate selects three from six faculty recommended by the dean of the college of education.
    6. Faculty Senate selects three from six faculty recommended by the dean of the college of health and applied sciences.
  - b. One member from the community who is not otherwise affiliated with the university and who is not part of the immediate family of a person who is affiliated with the university. This member shall be appointed by the provost from recommendations made by the associate provost and dean of the graduate school and the research compliance coordinator.
  - c. Associate provost and dean of the graduate school, director of sponsored programs and research compliance coordinator serve as ex-officio, non-voting members of the IRB.
  - d. Each member of the committee with the exceptions of the chairperson and community representative may select a designated alternate with the approval of the chairman and the research compliance coordinator. The alternate must complete the human ethics training. To act for the member, the alternate must read the appropriate proposal applications prior to the IRB meeting.
  - e. Member replacement: A 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 12 members on the committee.
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 of voting members.
  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 at least one member whose primary concerns are nonscientific must be present for voting to take place.

6. Reports to: provost

**L. 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 president selects one from two faculty recommended by the psychology department chair.
    2. The president selects one from two faculty recommended by the biology department chair.
    3. The president 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 other than as a member of the IACUC, 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 president 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

**M. 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

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

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

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

**Q. 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

**R. Library Committee**

1. Charge: Faculty members of the library committee advise the dean 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.
2. Membership: The committee consists of the dean 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 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

**S. Academic Computing Advisory Committee**

1. Charge: Coordinates the acquisition of computer equipment, recommends policy on computer-related issues and develops plans for future computer utilization on campus.
2. Membership: The director of the computing services serves as chair with vote; six faculty members appointed by the Faculty Senate for three-year rotating terms.
3. Meetings: on call
4. Reports to: provost

**T. 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 full-time 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.

The director of the General Education Program serves as the chair of the General Education Council. The council elects its secretary. The associate provost and dean of undergraduate studies, the director of academic planning and assessment, and the director of the writing program serve as *ex officio*, non-voting members. 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

### 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 are 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. 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

**C. Student Grievance Committee**

1. Charge: To hear any grievance from a student(s) regarding any nonacademic 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

**D. 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

**E. 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

#### **IV. Reporting to the Vice President for Financial and Administrative Services**

##### **A. 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 financial and administrative services will serve as chair.
3. Meetings: on call
4. Reports to: vice president for financial and administrative services

##### **B. 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 administrative services, 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 administrative services

### **C. University Safety Committee**

1. Charge:
  - a. To recommend to the vice president for financial and administrative services 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 financial and administrative services expenditures necessary to achieve the university's safety goals.

2. Membership: The occupational safety and health program director, vice president for financial and administrative services, director of student health services, director of public safety, insurance manager, assistant vice president for legal services, 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 financial and administrative services

#### **D. 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 and administrative 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 and administrative services

#### **E. 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 and administrative 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 and administrative services

### **VII. Reporting to the Vice President for 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 institutional advancement.

3. Meetings: on call
4. Reports to: vice president for institutional advancement

## 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 in alphabetical order 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.

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. Central Duplication Office**

Central duplication 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 central duplication office.

**VII. Computer Center**

The computer center 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:

1. The results of the project are primarily of academic benefit to the professional growth of the faculty member.
2. 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 director of computer services.

Machine grading of examinations and detailed analyses of test results are also available. Further information may be obtained from the director of computer services.

## 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 Continuing Education

The division of continuing education provides life-long educational opportunities and services for community residents. The division serves as the community-university liaison office.

The division is charged with providing various community education programs, off-campus credit courses, independent study, workshops, conferences, and seminars. Faculty members often instruct or otherwise serve in many of these activities. Additional remuneration is provided.

Further information may be obtained from the division of continuing education.

**XI. Food Services**

The university dining service offers meals to students, faculty, staff, and their guests. The cafeteria serves nineteen meals a week. Meal tickets or meal plans may be bought at the food service office in Christian Cafeteria. A variety of fast foods is available in the student center.

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 dean 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. Further information is available from the vice president for financial and administrative services.

**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 Office of Human Resources serves a major role in the recruitment of classified personnel. Position descriptions, job requirements, and salary schedule information are available in this office. This office advertises vacancies for classified personnel and accepts applications.

The Office of Human Resources 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. 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. The calendar office, located at the physical plant, maintains the university master calendar through which activities and facilities on campus are scheduled.

#### **XXV. 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.