

DRAFT Revisions

Editing Color Legend:

Yellow denotes new text

Grey denotes moved text

Red text denotes language questioned by Runge

UNIVERSITY OF CENTRAL ARKANSAS

FACULTY HANDBOOK

Full Handbook Approved by the UCA Board of Trustees

May 8, 2009

Chapter 3 Revision and Reorganization
Approved by Board of Trustees

May 6, 2011

NOTICE

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

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

~~Each faculty member will receive a copy of this *Faculty Handbook* when commencing employment with the university, and thereafter, when amendments are made hereto. In addition, t~~ **The university's website for the Division of Academic Affairs** contains a current version of ~~this the~~ *Faculty Handbook*.

FOREWORD

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

~~This *Faculty Handbook* repeals and supersedes all previous editions. Copies of the *Faculty Handbook* and any supplements thereto are available in the Office of the President, the Office of the Provost, the deans of each college and the various department chairs of the university.~~

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

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

For questions or concerns about policies, rules, procedures, or infractions, faculty should contact the individual college representative on the Faculty Handbook Committee or the current chair of this committee.

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

UNIVERSITY MISSION

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

Abbreviated Mission: The University of Central Arkansas dedicates itself to **Academic Vitality, Integrity, and Diversity (AVID)**.

VISION

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

DIVERSITY

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

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

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

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

CHAPTER ONE

INTRODUCTION

I. Role and Scope

Note: This section is modified as needed to keep it synchronized with reflects the information contained in the Arkansas Department of Higher Education's current publication *Arkansas Institutions of Higher Education Role and Scope Designations* (available online, linked from http://www.adhe.edu/divisions/academicaffairs/Pages/aa_universityinfo.aspx).

A. Audiences

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

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

B. Array of Programs and Services

UCA serves these audiences by providing:

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

C. Special Features

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

II. Core Values

Note: This section is modified as needed to keep it synchronized with reflects the information contained in UCA's current *Strategic Plan* (available online, linked from <http://uca.edu/about/strategicplan/>).

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

A. Intellectual Excellence

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

- **Educated Citizens:** We believe in student success and in preparing students to engage complex issues and express informed opinion through critical thinking, writing, and speech. Given our institution's historical roots in teacher education, this foundation inspires all of our colleges to work together to ensure that our faculty and students collaborate to promote instructional excellence and lifelong learning.
- **Scholarship:** We believe that students and faculty should engage in professional development and scholarly endeavors that promote the creation and application of knowledge in all disciplines.
- **Cultural Competence:** We believe that students should experience cultural activities as they grow in their appreciation for the diversity of ideas and peoples, both inside and outside the classroom.
- **Learning Environment:** We believe that an outstanding physical infrastructure, along with a culture of excellence in all of our endeavors, provides an environment in which our students and faculty can thrive personally and intellectually. We further believe in providing state-of-the-art learning spaces.

B. Community

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

- **Collegiality:** We believe in processes of shared decision making based on productive synergistic interactions among our students, faculty, and staff, and disciplines in the pursuit of institutional goals.
- **Partnerships:** We are dedicated to promoting outreach activities, community education, and partnerships with surrounding entities. We believe in collaborating with the citizens of our region, the state, the nation, and the world as well as those organizations and constituents with whom we work.
- **Safe and Healthy Environment:** We promote a safe, healthy, and sustainable environment where our community members can flourish personally and socially as whole beings with obligations to improve their environment.
- **Service:** We believe in sharing our academic and cultural resources and expertise with the public, educational institutions, businesses, cultural centers, and public and non-profit agencies, when appropriate. We work to enable students to integrate into the larger world to promote a commitment to public service through experiential education. Faculty and staff serve our state and local constituents by sharing their energy, talents, and experience.

C. Diversity

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

- **Recruitment and Retention:** We actively pursue and seek to retain a diversified student body, faculty, and staff.
- **Support:** We maintain the highest academic quality and ensure that our programs remain innovative and responsive to the ever-changing and diverse needs of those we serve.
- **Knowledge:** We seek to enhance interaction and understanding among diverse groups and cultivate enriched learning opportunities in a global community.

D. Integrity

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

- **Ethics:** We believe in acting with honesty, courage, and trustworthiness.
- **Respect:** We support a community and climate of respect and thoughtfulness among students, faculty, staff, and the people of our community, state, nation, and the world.
- **Responsibility:** We commit to being responsible and accountable in our operations at all levels of the institution, including continuous assessment of our academic programs and transparency in our fiscal and operational proceedings.
- **Trust:** We value and continually seek to earn the public's trust in all of our actions and words.

A. Overview

The University of Central Arkansas ("UCA" or "the university") is primarily 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 Arkansas. The primary service area, as defined by the Arkansas Department of Higher Education, is the widest of any university in the state Arkansas.

Although the university was established in 1907 as a state-wide teacher-training institution, its mission has broadened significantly 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 computational, and natural sciences; the broad area of business administration; teacher education educator preparation; the fine and applied arts, and communication; and the health and behavioral sciences. The university offers master's degree programs in each of these areas, and doctoral programs in communication sciences and disorders, leadership studies, physical therapy, and psychology.

B. Commitments

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

1. In order to fulfill its commitment to quality instruction, the university emphasizes these 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 primarily residential institution where campus life is considered important to student development, UCA:

- ~~a. Cultivates the development and enhancement of the strengths of each student through opportunities to participate in one of its residential college, living-learning programs.~~
 - ~~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.~~
 - ~~e. Emphasizes the important role of the counseling center and the services offered.~~
- ~~3. Consistent with its obligations to foster learning through research, scholarship, and creative activities, UCA:~~
- ~~a. Stimulates research, scholarship, and creative efforts by both faculty and students as part of its commitment to the academic disciplines;~~
 - ~~b. Promotes the dissemination of research findings and the products of creative activities;~~
 - ~~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 scholarship, and creative 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 / learning, research projects, and public programs, such as workshops, lectures, and concerts, designed to meet the needs of communities, businesses, industries, 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 and study abroad opportunities for American UCA students; and~~
- ~~d. Welcomes students from other countries to participate in its education programs.;~~
- ~~e. Promotes the exchange of faculty members with institutions of higher education in other countries.~~