ARKANSAS STATE UNIVERSITY FACULTY HANDBOOK

December 14, 2013

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FOREWORD

The Arkansas State University-Jonesboro *Faculty Handbook* is a living and evolving document. For it to have life and meaning, all parties have agreed to act in the spirit of collegiality, good faith, and mutual respect while implementing its provisions.

This *Faculty Handbook* provides information about Arkansas State University-Jonesboro [University] for current and prospective faculty members. Other information applicable to members of the faculty may be obtained from the Assistant Vice Chancellor for Administration, or accessed on the university website. The official copy of the *Faculty Handbook* is in the custody of the Provost and Vice Chancellor for Academic Affairs and Research and may be accessed on the university website at http://www.astate.edu/a/academic-affairs-and-research/faculty-info/orientation/index.dot

This *Faculty Handbook* recognizes that the faculty has responsibility for policy development in such fundamental areas as curriculum, research, scholarship, creative activities, faculty service, faculty status, and those aspects of student life that relate to the educational process. This *Faculty Handbook* also recognizes that the administration retains all its prerogatives of academic and fiscal management and that the Board of Trustees retains all its prerogatives of constitutional and statutory governance.

This *Faculty Handbook* repeals and supersedes all previous editions. All amendments or revisions will be published following approval by the Board of Trustees with a note indicating the date of approval.

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Section I
(BOT Approval 12/12/08)

University Vision, Mission, Organization, and Governance

I.a. University Mission, Core Values, Vision, and Institutional Priorities

I.a.1. *Mission:*

Arkansas State University-Jonesboro ***educates*** leaders, ***enhances*** intellectual growth, and ***enriches*** lives. (ASU = e^3)

I.a.2. *Core Values:*

Arkansas State University-Jonesboro values the following as central to our success:

- **Student-Centered**: We are committed to education, inquiry, and service in order to meet students' changing needs. We foster lifelong learning, civic and social responsibility, leadership, and individual and career growth.

- **Learning-Centered**: We nurture intellectual flexibility, knowledge, and skills by integrating teaching, research/scholarship, assessment, and learning to promote continuous improvement of our scholarly community.

- **Excellence**: We pursue excellence within the campus community through opportunities for achievement in teaching, research, scholarship, creative activity, and service.

- **Diversity**: We embrace diversity in all its dimensions realizing that mutual respect for individuality and the inclusion of all are vital for both personal and institutional success.

- **Service**: We support and recognize service at all levels of the university. We strive to contribute to the benefit of the university, the state, the nation and the world.

- **Integrity**: We hold high standards of character and integrity as the foundations upon which the university is built.

I.a.3. *Vision:*

Arkansas State University-Jonesboro aspires to be an academic leader recognized for innovation and quality in teaching and learning, international standing in strategic research areas, and commitment to outreach and service.

I.a.4. ***Institutional Priorities:***

Priority: Refine ASU's Mission and Identity as an Emerging Global Research Institution.

- Pursue appropriate Carnegie Classification based on role and scope.
- Continue to promote teaching and learning endeavors that are integral to a global research institution.
- Continue to promote the transformation of ASU into a research-intensive institution.
- Promote outcome-based decision making.

Priority: Create a service and support culture that is focused on student learning, retention, and academic success.

- Support student learning as the first priority to establish Arkansas State University as a premier learning-centered university.
- Review relevancy of general education program.
- Continue to develop a culture of assessment to enhance learning outcomes.
- Enhance student persistence and academic success.
- Provide opportunities to better understand student needs.

Priority: Create learning experiences through student engagement, service to our region, and partnerships with our community.

- Increase service-learning and community engagement opportunities.
- Enhance community outreach.
- Promote environmental responsibility and stewardship.

Priority: Create a collaborative decision-making environment that is based on effective shared governance, open communication, and mutual respect of all members of our teaching and learning community.

- Develop a sense of campus community.
- Create transparency in planning and decision-making.

Priority: Adopt policies and models that continuously promote, grow and reward all modes of effective teaching and learning experiences.

- Support and reward multiple modalities of teaching and learning.
- Refocus on excellence in teaching and learning.

Priority: Increase our diversity and expand our globalization.

- Prepare students for global citizenship.
- Develop a service environment that supports the needs of a diverse ASU community.
- Attract, employ, retain, and advance greater numbers of university faculty and staff from underrepresented groups.

Priority: Continually improve our institutional efficacy and alignment of resources with our priorities.

- Enhance recruitment and retention initiatives of faculty and staff.
- Maintain current and strategically plan for future infrastructure needs.
- Expand resources and refine budget procedures.

I. b. Goals, Rights and Responsibilities at Arkansas State University-Jonesboro

I.b.1. *Goals:*

Arkansas State University-Jonesboro is a public multi-purpose institution of higher education founded in 1909 to provide the citizens of Arkansas with accessible and affordable quality post-secondary education. This historic mission has progressively expanded to include offering associate, undergraduate, masters, specialists, and doctoral programs. Although quality teaching has continued to be a primary emphasis, the university's mission has broadened to encompass pure and applied research, public and professional service, and the offering of selected doctoral programs.

The university actively promotes, supports, and rewards the efforts of those who engage in pure and applied research, scholarship, and creative activity. It also encourages and actively supports students and faculty in discovering, testing, disseminating, and applying new knowledge. Faculty members participate in those outreach programs that extend knowledge beyond the campus and relate scholarly discoveries directly to the needs of Arkansas and beyond.

In fulfilling its service mission, the university seeks to advance economic development and quality of life for the people of Arkansas through direct and support services, consultation, applied research, continuing education, and creative and cultural activities. While recognizing the unique and historical commitment to serving the State, with special attention to northern and eastern Arkansas, the university accepts the responsibility to adopt an increasingly national and international perspective. Mindful of the fact that education is a way for individuals to gain upward mobility, to improve social status, and to enhance personal growth, the university constantly strives to provide appropriate educational opportunities for all students. To meet the needs of students, the university recruits, retains, and assists them in the accomplishment of their educational goals. Through teaching, research, and service, the university contributes to social progress.

The Constitution of the State of Arkansas vests in the Board of Trustees of Arkansas State University the authority to manage and control the university. Policy decisions regarding the operations of the university are set by the Board. As a public university, Arkansas State University-Jonesboro is expected, within the guidance set by the legislative and executive branches of the State Government, to set its own measures of excellence and to determine its own educational objectives. By carefully exercising the freedom to select specific areas for university effort, it can preserve its ability to be innovative and creative in response to the changing needs of society. In order to maintain this relative independence and flexibility, Arkansas State University-Jonesboro depends in large measure upon the support of the State which it serves. It also depends upon students and their families, alumni, foundations, corporations, the federal government, and friends for funding. It is important that the goals, policies, and procedures of Arkansas State University-Jonesboro be clearly stated and well understood by all of its constituents, both on and off campus.

I.b.2. ***Academic and Individual Freedom:***

Arkansas State University-Jonesboro accepts and supports the principles of academic freedom which include a firm commitment to intellectual honesty, freedom of inquiry and expression, respect for the dignity of each individual, and receptiveness to constructive change.

The commitment to academic and individual freedom carries with it major responsibilities for each member of the university. In exercising his or her own freedoms, each person must respect the rights of others. In seeking innovation, he or she must recognize that constructive change can be effected at a university only through orderly and rational processes. Intentional acts threatening personal safety, causing destruction of property, or creating disruption of university functions have no place in an academic community and will not be tolerated. All members of the academic community should maintain an atmosphere which protects the rights for all persons.

I.b.3. ***Shared Governance Definition:***

The university operates on the basis of a shared governance system in which administrators, faculty, staff, and students participate in the governance of the institution. Shared governance consists of a defined role for administration, faculty, staff, and students in proposing or influencing important policy and other decisions that affect the institution. Because all constituent groups depend on each other to advance the goals of the university, this participation must be real and based on the principle that each group has the largest influence in matters that concern it most. For example, faculty should be involved in areas of strategic and budget planning, faculty and staff welfare, creation and elimination of academic programs, selection of academic and administrative officers, campus planning and development, and organizational accountability. These functions are exercised primarily through Shared Governance Committees.

The following shared governance guidelines in this *Faculty Handbook* are intended to elaborate details in the way that faculty, staff, students, and administration address certain issues and make recommendations to the Chancellor, the System President, and the ASU Board of Trustees concerning university polices and practices. The spirit and intent of shared governance principles shall govern all persons participating in the process.

I.b.4. ***Board of Trustees:***

The Board of Trustees is charged by the Constitution of the State of Arkansas to manage and control the university and has ultimate responsibility for the institution. The Board of Trustees sets university policy. Nothing in this *Faculty Handbook* or in any other policy document of the university is intended, nor shall it be construed, to waive or change any of the Board of Trustees' governing board authority. The provisions of this handbook shall not be interpreted to change the rights of the Board of Trustees as an employer under Arkansas employment law. Ordinarily, the trustees do not involve themselves in the day-to-day operations of the university. Rather, operating responsibilities and the authority to act are delegated to the President of the Arkansas State University System, who is selected by the Board. It is primarily through the President that the trustees monitor the university activities. The President in turn delegates the chief executive officer duties to the Chancellor. The Board of Trustees retains the right to make any decisions regarding any activities on any campus of the Arkansas State University System or to delegate decision-making authority to others who are responsible to the Board of Trustees. The Board of Trustees does not delegate its fiduciary responsibility for the academic integrity and the financial health of the Arkansas State University System. Committees of the Board of Trustees are not part of the shared governance system.

I.b.5. ***Faculty:***

The faculty of the university includes all persons holding the rank of instructor or above and all professional librarians. The faculty is the intellectual core of the university. They deliver instruction, carry out research, perform service for their respective professions and community, and participate in the management of the university through shared governance. In the areas of intellectual development, research, and instruction, the interest of the faculty is primary. Each member of the faculty has the duty to deliver instruction and maintain a learning environment consistent with the highest standards of the profession.

The faculty has a responsibility to set degree requirements, assess when they are met, and establish and maintain curricula that meet professional standards and fulfill the educational goals of the university.

An important responsibility of each faculty member is to engage in teaching, research, scholarship or creative activity, and service and to further professional development that are in the best interest of the students and community at large. Continuing professional development is highly regarded and is supported by the university.

The faculty also has important roles in the interactions with communities that it serves. When they engage in non-university activities, faculty members are expected to make clear that they act as individuals and not as representing the university.

Faculty employment contracts consist solely of their original signed letters or memoranda of employment along with any specific amendments thereto, including letters or notices of contract renewal and do not include this Faculty Handbook.

I.b.6. ***Students:***

Students are encouraged to express their views on issues of institutional policy and on matters of interest to the student body. The university seeks to ensure that students have appropriate input into the making of major policy, program, and budget decisions. The Student Government Association (SGA) serves as the collective voice of the student body. Students participate in the deliberations of official decision-making bodies at the university. University committees that recommend institutional decisions should include student members. The opinions of students are sought, heard, and considered in major decisions affecting every facet of the university.

I.b.7. ***Staff:***

The primary duty of the staff is to provide effective support structures for the university, to provide student and faculty support services, and to complement

educational programs. Staff represent their areas of responsibility in shared governance through serving on university committees and Staff Senate. Staff involvement in shared governance includes, but is not limited to, the areas of student affairs, financial services, academic support, research, advancement, physical resources and facilities, and staff/service employment and welfare.

I.b.8 ***Administration:***

The administrative officers are formally responsible for supervising the programs and enforcing the policies of the University, for assessing the effects of policy, and for recommending improvements or changes where appropriate. The primary responsibility of administrators is to serve the other components of the University by articulating a vision for the university while providing strategic leadership and managing its resources, finances, external affairs, and operations. Administrative officers have the authority to make decisions for the day-to-day operation of the university, as delegated by the Chancellor, President of the ASU System, and the Board of Trustees.

I.b.9 ***Organization of the Arkansas State University-Jonesboro Campus:***

Chancellor

The Chancellor is the chief executive officer of the Arkansas State University-Jonesboro campus and is responsible to the President of the Arkansas State University System. The Chancellor is charged with overseeing the day-to-day operations of the campus, including the provisions, policies, and procedures outlined in this *Faculty Handbook*. The Chancellor is responsible for the organization and activities of the administrative staff for the campus. The Chancellor also oversees the activities of the faculty, staff, and students of the campus, and represents the university to the external constituencies of the campus. The Chancellor meets with local, state, and national agencies and organizations which relate to the university; participates in discussions among the President and other chancellors in the Arkansas State University System; interacts with internal and external constituent groups and individuals related to the campus; and meets with other campus leaders in Arkansas and the nation.

Provost and Vice Chancellor for Academic Affairs and Research

The Provost and Vice Chancellor for Academic Affairs and Research, working under the general direction of the Chancellor, represents the academic interests of the faculty and is responsible for the development and administration of the teaching, research, scholarship and creative activity, and service programs of the university. The Provost and Vice Chancellor for Academic Affairs and Research assists in clarifying the basic aims and objectives of the university, provides educational leadership for the faculty, and recommends faculty members to the Chancellor for employment, retention, promotion, tenure, non-renewal, and dismissal. The Provost and Vice Chancellor for Academic Affairs and Research

coordinates development of methods for improving instruction, promotes faculty development programs, and has ultimate responsibility for the publication of the university catalogues and class schedules. The Provost and Vice Chancellor for Academic Affairs and Research also is the chief oversight officer for the research activities of the university. All colleges and academic units report to the Provost and Vice Chancellor for Academic Affairs and Research. The Provost and Vice Chancellor for Academic Affairs and Research is expected to serve as appointed to various state committees for the study and recommendation of changes affecting higher education and is expected to attend various state functions such as meetings of the Arkansas Higher Education Coordinating Board.

Vice Chancellor for Finance and Administration

The Vice Chancellor for Finance and Administration, working under the general direction of the Chancellor, is responsible for the financial and administrative operations of the university. Specific duties include the overall fiscal management of the university's resources, development and management of the university's budgeting process, assuring compliance with governing board policies, accounting to the Arkansas Division of Legislative Audit for compliance with all state fiscal rules and regulations, and monitoring university income and expenditures. The Vice Chancellor works closely with the Arkansas Department of Higher Education and the Arkansas Department of Finance and Administration regarding reporting requirements for state institutions. The Vice Chancellor is expected to serve on various state committees for the study and recommendation of changes affecting higher education, and is also expected to attend various state functions, such as meetings of the Arkansas Higher Education Coordinating Board. The Vice Chancellor for Finance and Administration holds a joint appointment as Vice President for Finance and Administration of the Arkansas State University System.

Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs, working under the general direction of the Chancellor, is responsible for the development, supervision, and coordination of student service programs. Service areas assigned by the Chancellor include Admissions, Career Services, Counseling, Dining, Disability Services, Financial Aid and Scholarships, Student Life, Student Health Center, Student Union, Residence Life, Testing, Parking, and University Police.

Vice Chancellor for University Advancement

The Vice Chancellor for University Advancement, working under the general direction of the Chancellor, provides coordination and support to enhance the university's relationships with its key internal and external publics. Service areas of the Office of University Advancement as assigned by the Chancellor include Alumni Relations, Development, News and Information Services, and Publications and Creative Services. In addition to supervising the above areas,

the Vice Chancellor organizes university-wide special events. The Vice Chancellor for University Advancement also serves as President of the Arkansas State University Foundation, and holds a joint appointment as Vice President for University Advancement with the Arkansas State University System.

Deans of the Colleges

Deans of the various colleges are responsible to the Provost and Vice Chancellor for Academic Affairs and Research for representing their college, departments, and faculty to the administration. Deans organize administrative activities, scholarly and instructional programs, and the service activities of their respective colleges and departments, including administration of all instructional and clerical personnel. They provide leadership for and support of faculty within their colleges, give academic direction to their respective colleges, and oversee development of college curricula. They administer the course offerings, prepare and administer budgets, and maintain equipment and supplies for their colleges. They evaluate and recommend employment decisions pertaining to faculty members and department chairs to the Provost and Vice Chancellor for Academic Affairs and Research, and they supervise department chairs and other personnel within their colleges.

Department Chairs

Department Chairs are responsible to their respective deans for the general management and operation of their academic areas. They represent their departments to the deans and university administrators, support faculty in their professional development, and work with faculty to improve instructional programs and to develop programs that are responsive to changing needs of students. They are responsible for evaluating and recommending faculty members to the dean of their college for employment, retention, promotion, tenure, non-renewal, and dismissal; for the preparation and administration of budgets for the departments; for the recommendation of course offerings to the dean; for the supervision of the academic advisement of students majoring in the department; and for the acquisition, use and care of departmental equipment. Department Chairs play a particularly important role in encouraging and sustaining scholarship, research, and participation in professional activities by members of their faculty. They also supervise other personnel in the department.

Executive Council

The Executive Council of the university consists of the Chancellor, as chair, the Provost and Vice Chancellor for Academic Affairs and Research, the Vice Chancellor for Finance and Administration, the Vice Chancellor for Student Affairs, the Vice Chancellor for University Advancement, the Assistant to the Chancellor for Diversity Initiatives, and the Director of the Intercollegiate Athletics. This council meets weekly or otherwise upon the call of the Chancellor

to make and report upon administrative decisions affecting the university as that group is delegated these responsibilities by the Chancellor.

Academic Affairs and Research Council

The Academic Affairs and Research Council consists of the Provost and Vice Chancellor for Academic Affairs and Research, Associate Vice Chancellors for Academic Affairs and Research, the Deans of Colleges, Dean of the Graduate School, Director of the Honors College, Dean of the Library and Information Resources, representative of the Chairs Council, the Professor of Military Science, the Registrar, the Executive Assistant to the Provost and Vice Chancellor for Academic Affairs and Research , the Director of Delta Heritage Initiatives, the Director of Institutional Research, the Director of the Museum, the Assessment Coordinator, the Advising Coordinator, the President of the Faculty Senate, the President of the Graduate Student Council, and the President of the Student Government Association.

The Council has advisory responsibility for supervising and coordinating all academic programs and activities of the university. It also develops and reviews academic policies and procedures. The Provost and Vice Chancellor for Academic Affairs and Research chairs the Council.

Academic Deans Council

The Academic Deans Council consists of the deans and associate deans of the academic colleges, Graduate School Dean, Dean of the Library and Information Resources, Dean of Continuing Education and Community Outreach, and Director of the Honors College. The council meets regularly with the Provost and Vice Chancellor for Academic Affairs and Research to address academic issues and makes recommendations regarding those issues. The Academic Deans Council selects its chair annually.

Chairs Council

The purpose of the Chairs Council is to provide leadership development experiences and activities for Department Chairs, to provide opportunities for dialogue with the Provost and Vice Chancellor for Academic Affairs and Research, including discussion and feedback, and to promote the sharing of ideas, information, and skills among the chairs of various academic departments. Membership of the Chairs Council will consist of the chairs of academic departments, program directors where that responsibility is acknowledged in the contract, and the Director of the Center for Educational Excellence. Members are eligible for ad hoc committees at the discretion of the Council and the Council officers.

Officers of the Chairs Council will consist of a three-member committee comprised of a committee chair/facilitator and two members, all to be elected

annually by the membership at the final meeting during the spring semester. The committee chair/facilitator and committee members shall be responsible for carrying out the tasks necessary to achieve the purposes of the Chairs Council.

Faculty Association

The Faculty Association of the university includes all persons holding the rank of instructor or above and all professional librarians. Under the Constitution of the Faculty Association (see Appendix A of this *Handbook*) a Faculty Senate is elected, with the membership apportioned among the colleges on the basis of the number of faculty members within those units, to carry out the functions and responsibilities assigned to it by the Faculty Association.

I.c. Shared Governance

Shared governance committees provide the opportunity for constituent participation in university governance. The spirit and intent of shared governance principles will guide all committees. Shared Governance Committees perform their assigned duties and also provide a vehicle for submission of proposed changes to policy. Shared Governance Committee responsibilities relating to the proposal review process are set forth in Section I.C.7. The shared governance process is the method for the university campus community to propose substantive changes or additions to existing policies or procedures.

All shared governance committees shall operate by majority vote. Routine functions of shared governance committees include regular and timely posting of committee minutes on the shared governance website and reporting to the appropriate Vice Chancellor.

Any issue with regard to the appropriate committee jurisdiction shall be resolved by a majority vote of the Shared Governance Oversight Committee.

I.c.1. Shared Governance Principles:

Communication and Accountability:

- Successful shared governance relies upon consistent, accurate, and timely communication that is multidirectional.

- All participants in the shared governance process (faculty, staff, students, administrators, committees, constituent groups, and administrative groups) are accountable for the proper execution of their roles.

Representation:

- **Proportional Representation:** Committee representation should reflect the particular expertise needed by the committees, the vested interests of

constituency groups in the work of the committees, and the degree of primary responsibility over the functioning areas of responsibility of committees that should be attributed to particular constituency groups.

- **Selection of Representatives:** The various constituencies should select their representatives to governance committees.

- **Diverse Representation:** Committee representation should reflect racial, ethnic, and gender diversity.

Procedural Integrity:

- **Openness:** The spirit of shared governance requires both the campus administration and the appropriate governance committee to seek mutually acceptable recommendations for governance. When compromise and concurrence cannot be achieved, it is the responsibility of the administrative officer to make the governance decision. Rationale for the administrative decision will, as legally permissible, be provided from the administrative officers to the involved committee in written form whenever possible. Similarly, a committee response to an administrative request/decision should also be supported with rationale in written form.

- **Notification:** Committees should provide constituencies with opportunities for discussion of policy and procedural issues prior to making final recommendations.

- **Timeliness:** Recommendations and decisions on proposals need to be made in a manner that is timely and appropriate to the issue; yet do not overlook the governance process for the sake of expediency. It may, on occasion, be necessary to use vehicles of collaboration that can be effectively carried out in accelerated periods of time.

- **Oversight:** Assessment and review of shared governance is essential to ensure that shared governance is working as intended.

1.c.2 Shared Governance Oversight Committee

The Shared Governance Oversight Committee (SGOC) manages the shared governance process. It serves as the entry point and the exit point for all shared governance proposals and also serves as the shared governance liaison to the Chancellor. The committee reviews shared governance procedures, insures shared governance committee performance, and responds to possible violations of the shared governance process.

Any committee or constituent that experiences a possible violation of shared governance principles or procedures (but not specific actions, decisions, or

recommendations by individual committees in the discharge of their duties) may ask the SGOC to review the issue. The SGOC has 21 calendar days after a direct request is received to make a recommendation in writing to the Chancellor.

The Chancellor shall render a final decision on the recommendation and communicate that decision in writing to the chair of the SGOC with explanation of support, modification, or non-support within 21 calendar days after receipt of the SGOC's recommendation.

The committee also functions as a committee on committees. Retention of existing committees, discontinuation of existing committees, and recommendations for new shared governance committees or changes in membership or representation are reviewed by the committee. This committee is responsible for the annual review of the shared governance process and for a survey, to be conducted every three years, to assess campus community satisfaction with the shared governance process and present recommendations to the Chancellor**.**

The SGOC oversees shared governance proposals by establishing the type of review (expedited, full, or extended), assigning tracking numbers, and forwarding the proposal to the appropriate shared governance committee. The determination of expedited, full, and extended review will be made by considering the complexity of the issue, the urgency, and the availability of constituency groups during the summer months or periods when the university is closed for business.

Membership consists of the President of Faculty Senate; President of the Staff Senate; one member of the executive council who possess tenure in an academic department or college, who is selected by the Chancellor, and who will serve in an ex offico non-voting capacity; the Chair of the Academic Deans Council; a Co-Chair of the Chairs Council; four faculty members appointed by the Faculty Senate serving three year staggered terms, at least three of which shall be tenured and one of which shall be the Chair of the Faculty Handbook Committee; four staff members appointed by the Staff Senate serving three year staggered terms, at least one of which shall be a professional non-faculty person ; the President of the Student Government Association; and the President of the Graduate Student Council. Members of the committee may not serve more than six consecutive years without rotating off the committee for at least one year.

The SGOC elects a chair, a vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and the vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least one year. It is required that at least one faculty member and at least one staff member shall be elected officers of the SGOC each year.

In accordance with the guiding principle of shared governance on a university campus that those with the most direct interest in an issue affecting their constituency group should have the most input regarding that issue, the SGOC will defer to the majority view of the members of that group when reviewing or acting on issues primarily affecting that group in the unlikely event there is disagreement among the committee members on how to handle a particular issue.

I.c.3. Academic Shared Governance:

Definition: Academic shared governance committees are the vehicle by which the faculty influences decisions and courses of action in areas of faculty responsibility by being informed of, expressing views on, and making recommendations about academic issues affecting the institution. Academic shared governance committees address those areas of activity central to the interests of the faculty and academic programs of the university. Academic shared governance committees must meet at least two times during the fall and spring semesters and be available during the summer to meet as needed.

Academic Shared Governance Committees:

The Academic Shared Governance Committees elect a chair, vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least a year. Unless otherwise noted, all members will serve a staggered three year term with a two-term limit. Members of Academic Shared Governance Committees may not serve more than six consecutive years without rotating off the committee for at least one year. Student member will serve one year terms. Academic Shared Governance Committees are as follows:

- Academic Budget Committee
- Academic Calendar Committee
- Academic Hearing Committee
- Education and Technology Committee
- Faculty Achievement Awards Committee
- Faculty Handbook Committee
- Faculty Research Awards Committee
- General Education Committee
- Graduate Council
- Honors Council
- Library Committee
- Sponsored Programs Committee
- Undergraduate Admission Appeals Committee
- Undergraduate Curriculum Committee

- Undergraduate Enrollment and Academic Policy Committee
- Undergraduate Graduation and Academic Appeals Committee
- University Promotion, Retention, and Tenure Committee

I.c.4. Institutional Shared Governance:

The Institutional Shared Governance Committees elect a chair, vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least a year. Unless otherwise noted, all members will serve a staggered three year term with a two term limit. Members of the Institutional Shared Governance committees may not serve more than six consecutive years without rotating off the committee for at least one year. Student members will serve one year terms. Institutional Shared Governance Committees are as follows:

Institutional Governance Committees:

- Buildings, Grounds, and Facilities Committee
- Computers and Technology Committee
- Development, Communication, and Alumni Committee
- Disability Services Committee
- Employee Benefits Committee
- Financial Aid and Scholarship Committee
- Intercollegiate Athletics Committee
- International Students Committee
- Parking and Motor Vehicle Committee
- University Diversity and Affirmative Action Committee

I.c.5 Academic Governance Committee Purposes and Membership

<u>Academic Budget Committee</u>

The Academic Budget Committee (ABC) provides assistance to the Provost and Vice Chancellor for Academic Affairs and Research on budget development as it relates to the goals and overall planning of the unit. Fiscal strategies are discussed which support the growth and development of units which report to the Provost and Vice Chancellor for Academic Affairs and Research office. Assessment strategies also may be employed to evaluate current operations as they relate to budgetary efficiency and effectiveness.

The ABC will consist of two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; two faculty members appointed by the Faculty Senate; and two students, one undergraduate appointed by the SGA and one graduate student appointed by the GSC. The Provost and Vice

Chancellor for Academic Affairs and Research and the budget officer in the Provost and Vice Chancellor for Academic Affairs and Research office will serve as ex-officio, nonvoting members. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Academic Calendar Committee

The Academic Calendar Committee is responsible for studying and making recommendations regarding the university academic calendar. The committee provides information on calendars of other universities such as length of semester, start/end of classes. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. Membership consists of three undergraduate students appointed by the SGA and one graduate student appointed by the GSC to serve for one year; four faculty members from different colleges appointed by the Faculty Senate; two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Dean of Continuing Education and Community Outreach; and one representative from each of the following offices: Information and Technology Services, Admissions, Registrar, Vice Chancellor for Academic Affairs and Research, and Vice Chancellor for Student Affairs all of whom will serve staggered three-year terms beginning with the start of the academic year. The committee elects a chair at the beginning of each academic year.

Academic Hearing Committee

The Academic Hearing Committee hears faculty grievances related to terms or conditions of employment such as promotion, retention, termination, salary, and job assignment. The committee reports to the Chancellor.

Membership is composed of a pool of 21 full-time tenured faculty members selected by the Executive Committee of the Faculty Senate. All colleges will be represented and membership will be diverse with regard to academic discipline, gender, race, and ethnicity. In an effort to maintain objectivity, a faculty member may only serve on one grievance committee at a time. Thus, a faculty member cannot serve simultaneously on the Academic Hearing Committee, a college grievance committee, or a departmental grievance committee.

The chair of the committee must be a tenured faculty member who has recently served on the committee. When a grievance reaches the level of the committee, the chair of the Academic Hearing Committee will notify the Chancellor. The Chancellor will select a subcommittee of seven from the committee to hear each grievance after consultation with the chair of the committee. The Chancellor also will select a Dean, from among the pool of Academic Deans, and a Department Chair, from the pool of all Department Chairs, to serve for each subcommittee after consultation with the chair of the committee. The committee chair will serve as the nonvoting chair for all subcommittees. Each subcommittee will elect one member to serve as secretary to prepare reports of the proceeding for the

grievance being heard. The Chancellor will select a replacement from the committee for any member of a subcommittee who recuses or will not be available for the duration of the hearing.

In alleged discrimination cases, three additional tenured professors, serving on the University Diversity and Affirmative Action Committee, will join the University Hearing Committee. The two parties in the grievance shall each choose one member from the University Diversity and Affirmative Action Committee; the two selected members from the University Diversity and Affirmative Action Committee will select a third person from the University Diversity and Affirmative Action Committee. The Office of Human Resource Services will assemble any necessary materials, arrange facilities, and maintain the official written record of the hearing.

The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate Vice Chancellor for Administration will be present for the initial presentation of the grievance to the committee and during any formal hearing. The Associate Vice Chancellor for Administration will not be present during committee discussions and deliberations unless asked to attend; however, he/she will review the committee's report of findings and its recommendations for technical and/or legal issues prior to submission to the Chair of the Academic Hearing Committee. In discrimination cases, the Affirmative Action Coordinator acts as an advisor in addition to the Associate Vice Chancellor for Administration.

Education and Technology Committee

The purpose of this committee is to address issues concerning technology assisted education including the implementation of courses and/or degrees at distant sites. Membership consists of the Director of the Center for Learning Technology (CLT); four tenured/tenure track faculty members appointed by the Faculty Senate and one department chair selected by the Chairs Council, all having web and/or technology assisted teaching experience to a degree center; two undergraduate students appointed annually by the SGA and one graduate student appointed annually by the GSC who have experience with distance education. The Dean of Continuing Education and Community Outreach will serve as an ex-officio, nonvoting member.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research concerning relevant issues pertaining to distance education.

Faculty Achievement Awards Committee

The Faculty Achievement Awards Committee is responsible for proposing guidelines and procedures and selecting recipients of the faculty awards for teaching, research, and service.

Membership consists of a faculty member from each college, one department chair, one dean, and one community representative. These appointments are made on an annual basis by the Provost and Vice Chancellor for Academic Affairs and Research in consultation with colleges. The Student Government Association will appoint one undergraduate student and the Graduate Student Council will appoint one graduate student to serve on this committee each year.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Faculty Handbook Committee

The Faculty Handbook Committee reviews *Faculty Handbook* issues and recommends proposed changes. The Faculty Handbook can recommend editorial changes without constituent involvement. Editorial changes are changes in punctuation, wording, or grammar that do not affect the content or meaning of the text. Such editorial changes shall be recommended through the Faculty Handbook Committee directly to the Provost and Vice Chancellor for Academic Affairs and Research who shall promptly forward the proposed change with recommendation to the Chancellor who shall submit it to the President and Board for decision and implementation if appropriate. The Faculty Handbook Committee is comprised of members appointed by the Faculty Senate. The members will include one tenured faculty member from each college as well as one dean and one chair appointed by the Senate in consultation with the respective Councils. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research for Academic Affairs and Research.

Faculty Research Awards Committee

The Faculty Research Awards Committee proposes criteria and procedures for awarding university sponsored research grants, reviews and recommends the awarding of university sponsored research grants, and reviews compensated leave requests and makes recommendations as to which should be awarded. Additionally, the committee reviews applications and selects recipients of the Nathan Deutsch and Eleanor Lane Grants.

Membership consists of one faculty member from each college appointed by the Faculty Senate (appointments should be faculty members knowledgeable about research issues and concerns), and one representative appointed by the Chairs Council. The Associate Vice Chancellor for Research and Technology Transfer will serve as an ex-officio, nonvoting member.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

General Education Committee

The purpose of the General Education Committee (GEC) is to provide guidance and direction to the Provost and Vice Chancellor for Academic Affairs and Research to improve the quality and relevance of the university's general education curriculum. The GEC considers proposals for modification of the general education curriculum and reviews each course in the general education program once every four years to determine its acceptability as a general education course. The GEC will review assessment data on the general education program provided by the Assessment Office and make recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

Membership on the GEC consists of one faculty representative from each of these Colleges: Agriculture, Business, Communications, Education, Engineering, Fine Arts, Honors, Nursing and Health Professions, and University College. The College of Humanities and Social Sciences will be represented by three faculty representatives (from different departments) and the College of Sciences and Mathematics will be represented by two faculty representatives (from different departments). The Independent Department of Military Science will have one nonvoting, ex-officio faculty representative. The Associate Vice Chancellor for Academic Affairs and Director of Assessment Services will serve as ex-officio, nonvoting members.

The chair, who must be tenured, will serve a three-year term and may not be reappointed to a consecutive three-year term. Members of the committee will be tenured faculty with a minimum of three-years of continuous service prior to serving on the committee. Each college will be responsible for determining the selection of its representative(s).

In those cases where there is an issue affecting a broad area of the general education core that is not represented by the composition of the current committee, a representative from the area not represented must be invited to attend the meeting and be afforded the opportunity to participate in the discussions before action is taken.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Graduate Council

The Graduate Council provides guidance and direction for the university’s graduate programs. The Council considers and recommends graduate curriculum changes and new programs; policies on graduate admission, academic standards, and graduation requirements; policies on graduate faculty status; policies regarding graduate assistants; and policies on graduate stipends and assistantships and their distribution to programs.

Membership on the Graduate Council consists of one tenured graduate faculty member from each college with graduate programs. Colleges with doctoral programs will have an additional faculty representative from the doctoral program(s). Two graduate students appointed by the Graduate Student Council will serve on the committee. The Graduate Dean and the Director of Assessment Services will serve on the Council as ex-officio, nonvoting members.

This council reports to the Provost and Vice Chancellor for Academic Affairs and Research through the Dean of the Graduate School.

Honors Council

The Honors Council develops ideas, evaluates proposals for honors classes submitted by faculty to the respective College Honors Committees, and works closely with the Dean of the Honors College on all major aspects of the program.

Membership consists of the chairs of the College Honors Committees or their elected representative, the Director of the Honors College or the Dean's designee, and two students recommended by students in the Honors College and appointed by the SGA will serve on the committee.

This council reports to Provost and Vice Chancellor for Academic Affairs and Research through the Director of the Honors College.

Library Committee

The Library Committee advises the library staff on needs of library users, and provides a forum for expression for library users' views in areas of acquisitions and operating policy. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. Membership consists of three undergraduate students appointed by the Student Government Association and two graduate students appointed by the Graduate Student Council to serve for one-year; five faculty members appointed by the Faculty Senate (one must be a library faculty member); two staff members appointed by the Staff Senate; one representative from Information and Technology Services; one representative from the Arkansas Bioscience Institute; and one representative from the Chairs Council, all of whom will serve staggered three-year terms, beginning with the start of the academic year. The Dean of the Library and Information Resources will serve as an ex-officio, nonvoting member. The committee elects a chair at the beginning of each academic year.

Sponsored Programs Committee

The Sponsored Programs Committee reviews and recommends policy with regard to externally funded grants and contracts.

Membership consists of four faculty members appointed by the Faculty Senate (faculty should be currently active or have a history of externally sponsored research activity); Associate Vice Chancellor of Research and Technology Transfer; Director of the Arkansas Biosciences Institute; Director of Sponsored Programs; and one representative from each of the following offices: Provost and Vice Chancellor for Academic Affairs and Research, Vice Chancellor for Finance and Administration, and Vice Chancellor for University Advancement.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research through the Associate Vice Chancellor of Research and Technology Transfer.

Undergraduate Admission Appeals Committee

The Undergraduate Admission Appeals Committee will serve as an appeals committee for students contesting decisions of college admissions. Committee decisions will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research for final action.

Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's designee, Director of Admissions, and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The committee will elect a chair at the beginning of each academic year.

Recommendations concerning university requirements for admission will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research with a copy to the Vice Chancellor of Student Affairs.

Undergraduate Curriculum Committee

The primary role of the Undergraduate Curriculum Committee (UCC) is to advise the Provost and Vice Chancellor for Academic Affairs and Research about all undergraduate curriculum development within the university. The committee considers individual course proposals, undergraduate bulletin changes, and institutional termination or modification of academic programs.

Membership on the UCC consists of the academic college curriculum committee chair (elected by the college) from the Colleges of Agriculture, Business, Communications, Education, Engineering, Fine Arts, Nursing and Health Professions, Humanities and Social Sciences, and Sciences and Mathematics and one representative appointed annually by the Student Government Association. Nonvoting members will include the Registrar and one representative from Honors College, University College, Continuing Education and Community Outreach, Assessment Services, and the Library. Nonvoting members, with the exception of the Registrar, will be expected to participate on subcommittees. The

Associate Vice Chancellor of Academic Services will serve as ex-officio, nonvoting chair.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Undergraduate Enrollment and Academic Policy Committee

The Undergraduate Enrollment and Academic Policy Committee is responsible for studying and recommending undergraduate admission and retention policies and standards to the Provost and Vice Chancellor for Academic Affairs and Research and recommending undergraduate recruitment policies and standards to the VCSA.

Membership consists of three undergraduate students appointed by the Student Government Association; one faculty member from each college; two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; and one representative from each of the following offices: Admissions, Financial Aid and Scholarships, Advising Services, International Programs and Scholar Services, Registrar, Diversity Office, Academic Affairs and Research, and one data resource person from Institutional Research. The Dean of Enrollment Services and Associate Vice Chancellor for Academic Services will serve as ex-officio, nonvoting members.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research or the Vice Chancellor for Student Affairs as appropriate.

Undergraduate Graduation and Academic Credit Appeals Committee

This Committee will serve as an appeals committee for students contesting decisions on the university requirements for graduation and academic credit.

Committee decisions will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research for final action with a copy to the Vice Chancellor for Student Affairs.

Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's designee, the Registrar, a representative from the Office of Student Affairs and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The committee will elect a chair at the beginning of each academic year.

University Promotion, Retention and Tenure Committee

The UPRTC reviews and recommends changes in university policy and procedures on promotion, retention and tenure. This committee reviews all

college and department PRT guidelines for consistency and compliance with university policy and approves these documents annually.

The chair of each college PRT Committee will serve on the University Promotion, Retention, and Tenure Committee (UPRTC). The UPRTC reviews all applications for promotion and tenure.

The committee forwards its recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

I.c.6. Institutional Governance Committees:

Buildings, Grounds, and Facilities Committee

The Buildings, Grounds, and Facilities Committee reviews space utilization, facility planning, campus improvements, facility maintenance, and campus appearance. The committee will review any concerns about the aforementioned made by faculty, staff, or students.

Membership consists of the Executive Staff; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Assistant Vice Chancellor for Facilities Management; two faculty members appointed by the Faculty Senate; the chair of the Disability Services Committee; two staff members appointed by the Staff Senate; one undergraduate student appointed by the SGA; one graduate student appointed by the GSC; and the ASU landscape architect as an ex officio, non-voting member.

The committee reports to the Vice Chancellor for Finance and Administration.

Computers/Technology Committee

The Computers/Technology Committee coordinates computer and technology implementation.

Membership consists of two undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate (faculty chosen with computing and instructional technology expertise); the Director of the Center for Learning Technology (CLT); two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Chief Information Officer or designee; the Director of the Instructional Video Network; and one representative appointed from each of the following offices: Research and Technology Transfer, Arkansas Biosciences Institute, Academic Affairs and Research, Finance and Administration, and the Library.

The committee reports to the Vice Chancellor for Finance and Administration and the Provost and Vice Chancellor for Academic Affairs and Research.

Development, Communications, and Alumni Committee

The Development, Communications, and Alumni Committee advises and makes recommendations on issues concerning fund raising, communications, and alumni relations.

Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; one faculty member from each college appointed by the Faculty Senate; two staff members appointed by the Staff Senate; two deans appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Assistant to the Chancellor for Diversity Initiatives; Director of Alumni Relations; Director of Development; Director of University Communications; Director of Publications and Creative Services; Director of the Museum; and the Director of the Arkansas Biosciences Institute.

The committee reports to the Vice Chancellor for University Advancement with copies to the Vice Chancellor for Student Affairs and the Provost and Vice Chancellor for Academic Affairs and Research.

Disability Services Committee

The Disability Services Committee reviews compliance with legal requirements regarding disabilities; ensures needs are met for students, faculty, and staff with disabilities; and recommends specific solutions for disability-related problems to university programs and offices.

Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty appointed by the Faculty Senate; four staff members appointed by the Staff Senate; Director of Parking; Associate Vice Chancellor for Facilities Management; and Assistant to the Chancellor for Diversity Initiatives. One external representative appointed by the Vice Chancellor for Student Affairs and the Director of Disability Services shall serve as ex-officio, nonvoting members.

The committee reports to the Vice Chancellor for Student Affairs with copies to the Vice Chancellor for Finance and Administration and the Provost and Vice Chancellor for Academic Affairs and Research.

Employee Benefits Committee

The Employee Benefits Committee reviews policies for employee benefits and requests for leave funding from the Catastrophic Leave Bank.

Membership consists of four faculty members and two retired faculty members appointed by the Faculty Senate; four staff members (two classified and two non-classified) plus two retired staff members (one classified and one non-classified) appointed by the Staff Senate; a representative from Human Resources; and a representative from the Finance and Administration office.

The committee reports to the Vice Chancellor for Finance and Administration.

Financial Aid and Scholarships Committee

The Financial Aid and Scholarships Committee is responsible for recommending minimum standards for receiving and maintaining financial aid through federal, state, and university financed programs. The committee serves as the selection committee in awarding privately funded scholarships that do not have specified selection committees and hears scholarship and financial aid appeals.

Membership consists of three students appointed by the Student Government Association, (one of whom is a student athlete); one graduate student appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; two representatives from Financial Aid appointed by the VCSA, (one in the scholarship area); the Assistant to the Chancellor for Diversity Initiatives; and one representative from each of the following offices: Admissions, Office of the Provost/Academic Affairs and Research, Finance and Administration, and University Advancement. The Dean of Enrollment Services shall serve as an ex officio, nonvoting member.

The committee reports to the Vice Chancellor for Student Affairs with copies to the Provost and Vice Chancellor for Academic Affairs and Research, the Vice Chancellor for Finance and Administration, and the Vice Chancellor for University Advancement.

Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee reviews and makes recommendations on issues involving the welfare of student athletes, the role of athletics in campus life, and the athletics program's compliance with the university, conference, and NCAA regulations; serves as a search advisory committee for key athletics program personnel; reviews the role of existing and potential sports programs; and reviews the athletics budget.

Membership consists of four students appointed by the Student Government Association (one should be a student-athlete); four faculty members appointed by the Faculty Senate; one Faculty Athletic Representative appointed by the Chancellor; one executive staff member appointed by the Chancellor; the Executive Director of University College; two staff members appointed by the

Staff Senate; Student Government Association and Student Activities Board Presidents; and representatives from the following external organizations: Alumni Association, Indian Club, Letterman's Club, and the Jonesboro Regional Chamber of Commerce ASU Committee. The Director of Intercollegiate Athletics and the Senior Women's Athletic Administrator serve as ex-officio, nonvoting members. The Chancellor appoints a chair at the beginning of each academic year.

The committee reports to the Chancellor.

International Students and Scholars Committee

The International Students and Scholars Committee addresses concerns that arise for international students, scholars, and visiting faculty.

Committee members should have some experience with or specific interest in non-U.S. cultures/students. Membership consists of the Provost and Vice Chancellor for Academic Affairs and Research , four international students two of whom shall be undergraduate students appointed by the Student Government Association and two of whom shall be graduate students appointed on an annual basis by the Graduate Student Council in consultation with the International Student Association and the Office of International Programs; five faculty members appointed by the Faculty Senate; two staff members appointed by the Staff Senate (one classified and one non-classified); Director of Admissions; Director of Student Health; Registrar; the Dean of the Graduate School; and the Director of the Office of International Programs. The Associate Dean for Enrollment Management, the Director of International Programs, and the Assistant to the Chancellor for Diversity Initiatives will serve as ex-officio, nonvoting members. The Provost and Vice Chancellor for Academic Affairs and Research or the Chancellor's designee shall serve as chair of the committee.

This committee reports to the Chancellor.

Parking and Motor Vehicle Committee

The Parking and Motor Vehicle Committee reports on parking and regulations for operating a motor vehicle on campus and serves as an appeal body for anyone wishing to appeal a citation.

Membership consists of three students appointed by the Student Government Association; three faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate; and a representative from Disability Services. The Director of Parking Services serves as an ex-officio, nonvoting member.

The committee reports to the Vice Chancellor for Student Affairs.

University Diversity and Affirmative Action Committee

The University Diversity and Affirmative Action Committee reviews university affirmative action programs and serves as a source of committee members for hearings involving alleged discrimination.

Membership consists of four students appointed by the Student Government Association; one graduate student appointed by the Graduate Student Council; five faculty members appointed by the Faculty Senate; and five staff members appointed by the Staff Senate. The Assistant to the Chancellor for Diversity Initiatives and the Affirmative Action Officer serve as ex officio, nonvoting members.

The committee reports to the Chancellor.

1.c.7. Shared Governance Proposal Review Process

Shared Governance Oversight Committee Proposal Routing

Shared Governance Process	Date Received	Date Forwarded	Type of Review (extended, full or expedited)	Action
SGOC Chairperson/SGOC			**5,3,or 2 days**	**Establish type of review and forward to SGC**
SGC Chairperson/SGC			**5,3,or 2 days**	**Forward to Constituency Groups**
Constituency Chair/Constituency Groups			**21, 14, or 7 days**	**Forward comments to SGC**
SGC			**21, 14, or 7 days**	**Prepare final draft for voting and forward to SGOC or recommend to SGOC the proposal be withdrawn**
SGOC			**5,3,or 2 days**	**Return to Constituency Groups for Up/Down vote**
Constituency Groups			**21 days**	**Vote and notify SGOC of vote**
SGOC			**5,3,or 2 days**	**Tally vote results from Constituency Groups and make final report to Chancellor**
Chancellor			**10 days**	**Inform Campus Community of support and forward**

				to President as appropriate or if unsupported, inform Campus Community of rationale for decision

I.d. Other Faculty Committees:

I.d.1. Federal Regulatory Committees under the Office of Academic Affairs and Research

Institutional Review Board for the Protection of Human Subjects in Research

The Institutional Review Board for the Protection of Human Subjects in Research (IRB) is responsible for reviewing research projects involving human subjects for compliance with federal guidelines, reviewing and approving grant proposals involving human subjects, and providing faculty information on human research policies and guidelines. The IRB is delegated final authority regarding what research is subject to review and whether that research is in compliance with federal guidelines. Policy decisions are forwarded to the Associate Vice Chancellor for Research and Technology Transfer.

Membership consists of one community representative, a representative from the Office of Research and Technology Transfer, and nine faculty representatives appointed to staggered three-year terms by the Provost and Vice Chancellor for Academic Affairs and Research. *Note: Guidelines require some faculty familiar with human subject research, some faculty members familiar with the social/psychological dimensions of research, and at least one faculty member from a non-scientific area. The Provost and Vice Chancellor for Academic Affairs and Research must make appointments consistent with guidelines.* The committee elects a chair at the beginning of each year.

Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight of all non-agricultural animals used in research and teaching; ensures compliance with the rules of appropriate regulatory agencies on the care and use of laboratory animals; reviews animal care portions of projects to determine if the appropriate animal model and number of animals have been chosen, and if personnel are properly trained and knowledgeable in the proper use of anesthesia, analgesia, and euthanasia; conducts semi-annual inspections of the animal

housing facilities and reviews animal care and use to ensure humane care, use, and treatment of animals; prepares reports noting all deficiencies found during inspection and submits reports to the Associate Vice Chancellor for Research and Technology Transfer; and reviews and investigates complaints involving the use and care of animals.

Membership consists of five faculty members appointed for staggered three-year terms, four of whom are familiar with laboratory animal research; one faculty member from outside the sciences; a veterinarian (practicing professional), and at least one community representative who is not affiliated with Arkansas State University. Appointments are made by the Provost and Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year.

Agricultural Animal Care and Use Committee

The Agricultural Animal Care and Use Committee is responsible for maintaining oversight of the humane care and treatment of agricultural animals used in research, ensuring the university's compliance with any public health service policy on humane care and use of agricultural animals, and following guidelines laid out in *A Guide for Care and Use of Agricultural Animals in Agricultural Research and Training* and by the National Institutes of Health. Policy recommendations should be forwarded to the Associate Vice Chancellor for Research and Technology Transfer.

Membership consists of three faculty members appointed to staggered three-year terms, two of whom should have animal science experience in research; one faculty member from outside the College of Agriculture; one livestock producer (not employed by the university); and a veterinarian (practicing professional). Appointments are made by the Provost and Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year.

Institutional Biosafety Committee

The purpose of the IBC is to ensure adequate containment of potentially hazardous biological agents, to review and monitor potentially hazardous experiments, to inform the public about experimental plans that have a potential to be hazardous and to provide a means of communication among researchers and healthcare providers about potentially hazardous protocols.

Membership consists of no fewer than five members who have experience and expertise in recombinant DNA technology, the capability to assess the safety of recombinant DNA research, and to identify any potential risk to public health or the environment. At least two members who represent the interest of the surrounding community with respect to health and protection of the environment that are not affiliated with the institution will be on the committee. The IBC shall include at least one individual with expertise in plant, plant pathogen, or plant

pest containment principles and one scientist with expertise in animal containment principles and one member of the university technical staff familiar with potentially hazardous biological agents. The Director of Environmental Health shall serve as an ex officio, nonvoting member of the committee. Members are appointed to staggered three-year terms by the Provost and Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year. The IBC reports to the Associate Vice Chancellor for Research and Technology Transfer.

1.d.2. Committees Under the Chancellor

Honorary Doctorate Committee

The purpose of the Honorary Doctorate Committee is to review prospective candidates for the degree and to make recommendations to the Chancellor regarding award of the degree.

Membership consists of the Dean of the Graduate School, the Director of the Honors College, one administrative representative appointed by the Chancellor and four full professors serving one year terms with no restrictions regarding reappointments; two will be appointed by the Chancellor; one by the Provost and Vice Chancellor for Academic Affairs and Research, and one by the Faculty Senate. The committee elects a chair at the beginning of each academic year and makes recommendations to the Chancellor. The Chancellor may forward this recommendation to the President and Board of Trustees. Honorary Doctorates are awarded only with approval of the Board of Trustees.

University Planning Committee

The purposes of the University Planning Committee are to hear and consider information from the President, Chancellor, and budget officers regarding university fiscal issues; to offer to the Chancellor discussion and responses to this information reflecting the views of various university constituencies; to hear reports from budget managers regarding operation of budget units and to consider expenditure reports, as requested by the Chancellor; and to advise the Chancellor and budget officers on matters pertaining to the Chancellor's responsibility to present the university budget to the President and the Board of Trustees.

Membership consists of the Chancellor, Provost and Vice Chancellor for Academic Affairs and Research, Associate VCARR, VCFA, VCUA, VCSA, President of the Faculty Senate, President of the Staff Senate, Director of Institutional Research, Associate Vice Chancellor for Finance and Administration, Associate Vice Chancellor for Facilities Management, Director of Intercollegiate Athletics, Budget Director as ex-officio member, President of the SGA, President of GSC, Chair of the Academic Deans Council, Chair of the Chairs Council.

I.d.3. Committees Under The Office of University Advancement

Honors Awards Committee

The Honors Awards Committee selects the recipient of the Wilson Award, the University's highest student honor. The committee also selects the recipients of the Distinguished Service Awards which are granted each year to graduating seniors who have demonstrated outstanding qualities of leadership and citizenship. The Honors Awards Committee reports to the Vice Chancellor for University Advancement.

Membership consists of three faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate (two members should be from Student Affairs with another being appointed from another area of the University); the SGA President Pro Tem; the Black Student Association President; and the IFC President or NPC President, depending on their graduation date (in the event one of the above student representatives is unable to serve the ASPHC President or SGA Graduate Senator may be asked to serve); and three Wilson Fellows selected by the leadership of the Wilson Fellows from former Wilson Award winners. All faculty and staff will serve staggered three year terms. Student members will serve one year terms. The Vice Chancellor for University Advancement's designee will serve as the ex-officio, nonvoting chair. The chair is responsible for scheduling the meetings of the committee.

Lecture-Concert Committee

The Lecture-Concert Committee selects speakers and performers to appear in Lecture-Concert events during the academic year. The committee will notify the Office for University Advancement of their selections so that the necessary arrangements can be made and contracts issued. Recommendations should be forwarded to the Vice Chancellor for University Advancement and the Provost and Vice Chancellor for Academic Affairs and Research.

Membership consists of two undergraduate students appointed annually by the Student Government Association; one graduate student appointed annually by the Graduate Student Council; the President of the Student Activities Board; four faculty members appointed by the Faculty Senate to staggered two-year terms; two staff members appointed to staggered two-year terms by the Staff Senate (one classified and one non-classified); the Director of the Honors College; Director of Student Involvement from Student Affairs; the Assistant to the Chancellor for Diversity Initiatives; and one representative from University Advancement. The committee elects a chair at the beginning of each academic year.

I.d.4. Committees Under the Office of Student Affairs

Student Disciplinary Committee

The Student Disciplinary Committee hears cases of alleged violations of regulations, which are referred to the committee by the Office of Student Affairs, and makes judgments as to the validity of the charges, rendering sanctions as appropriate. Judgments and recommendations will be forwarded to the Vice Chancellor for Student Affairs.

Membership consists of four students appointed annually by the Student Government Association; four faculty members appointed to staggered two-year terms by the Faculty Senate; four staff members appointed to staggered two-year terms by the Staff Senate (two classified and two non-classified); and a representative from Student Affairs who serves as secretary. The Assistant Dean of Students and the Assistant to the Chancellor for Diversity Initiatives will serve as ex-officio, nonvoting members. The committee elects a chair at the beginning of each academic year.

Section II

Personnel Policies

II.a. General Statement of Employment

It is the policy of Arkansas State University to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, gender, age, physical handicap, or national origin; and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action.

This policy shall be followed in recruiting, hiring, determination of pay, promotions, university-sponsored training programs, transfers, leaves, returns from leaves, demotions, terminations, social and recreational programs, use of university facilities, staff benefits, and treatment as individuals. It is the responsibility of all departments and all personnel, supervisory and non-supervisory, to see that this policy is implemented and continuously administered throughout the university.

Inquiries concerning the university's affirmative action policy should be made to the Associate Vice Chancellor for Administration.

II.b. Harassment

It is also the continuing policy of Arkansas State University to provide a work environment for each faculty member that is centered on the principles of civility and respect for all persons. Intentional acts or words that harass another individual are inconsistent with this policy and should be avoided. This policy does not seek to limit individual freedoms; rather it promotes the use of these freedoms in a manner that supports a healthy, productive, collegial, and safe work environment for each member of the Arkansas State University faculty.

Sexual Harassment

Arkansas State University is committed to creating and maintaining a university community that is free from all forms of sexual harassment.

Arkansas State University shall neither tolerate sexual harassment in relation to the evaluation of employee or student performance nor shall the university tolerate such behavior in the context of collegial and/or co-worker interaction. Such conduct is an abuse of authority and position.

Arkansas State University maintains as its official policy that sexual harassment of either employees or students will not be tolerated. The university shall act

promptly to investigate all allegations of sexual harassment and to effect appropriate remedy when an allegation is determined to be valid.

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

1. Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other university activities;
2. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive university environment.

Supervisors and faculty members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students, respectively.

Because of the inherent power difference in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and faculty members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

All members of the university community are urged to report incidents of sexual harassment to the Department of Human Resources.

So that charges of sexual harassment can be dealt with promptly and fairly and to protect the rights and dignity of individuals in the campus community, the following grievance procedures (informal and formal) for sexual harassment complaints have been established:

<u>Grievance Procedures</u>

A. *Informal Mediation*

Prior to the filing of a formal written grievance, the complainant shall meet with the Assistant Vice Chancellor for Administration to seek resolution of the problem through informal mediation. The complainant must file the informal complaint within 30 calendar days of the alleged incident(s).

B. ***Formal Complaint of Sexual Harassment***

1. Department of Human Resources Conciliation**.**

   If the resolution of the informal complaint cannot be reached through mediation, the complainant may file a formal grievance with the Department of Human Resources. The formal grievance shall be in writing and must be filed within 60 calendar days of the alleged incident(s). The Assistant Vice Chancellor for Administration will meet with the person(s) involved in the complaint and attempt to reach resolution. The Assistant Vice Chancellor for Administration may gather information and data in furtherance of efforts to resolve the matter. If such resolution is reached, it shall be reduced to writing and signed by all parties.

2. Grievance Committee Hearing Procedures

   A. If the grievance cannot be conciliated and the complainant wishes to pursue the matter the complainant shall file a formal written complaint with the college grievance committee, through the Department of Human Resources, within 10 calendar days of the unsuccessful conciliation, setting forth in detail the grounds upon which the sexual harassment is alleged. The written complaint shall include the resolution/remedy sought, the name of the complainant's adviser (if applicable), the names of witnesses who will be called to testify, and any other information pertinent to the complaint. Upon receipt of the complaint, the Assistant Vice Chancellor for Administration will forward a copy of the complaint to the respondent.

   B. The committee shall, in confidence, hear testimony from the complainant, the respondent, and any other individuals either party or the committee determines necessary to reach a decision on the validity of the accusations of sexual harassment.

   C. No testimony will be received in the absence of the complainant or the respondent unless either willfully absents herself/himself from the proceedings. Each party has the right to cross-examine anyone giving testimony in the proceedings. Members of the committee also may question persons giving testimony.

   D. The hearing will be recorded and, upon conclusion of the hearing, the committee shall submit written findings of fact (including a decision on the validity of the accusation) to the Chancellor, with a copy to both parties. The committee's finding shall be accompanied by a recommendation for appropriate resolution of the matter. The Chancellor shall render a decision within 15 working days of receipt of the committee’s report.

E. Resolution of a complaint against an employee may include one or more of the following actions when there has been a finding of sexual harassment:

1. A letter of warning to the offender with a copy placed in the offender's personnel file;
2. A letter of reprimand to the offender with a copy in the offender's personnel file;
3. Such disciplinary action as appropriate for the employee's violation of university policy, taking into consideration the recommendation of the committee;
4. Initiation of termination procedures;
5. Initiation of procedures intended to restore or rectify a loss suffered by the complainant in connection with the incidents(s) of sexual harassment.

F. Upon conclusion of a hearing where the alleged harasser is a student, the committee shall submit written findings of fact, including a decision on the validity of the accusation to the Chancellor with a copy to both parties. The committee's findings shall be accompanied by a recommendation for appropriate resolution of the matter. The Chancellor shall render a decision within 15 working days of receipt of the committee's report.

G. Resolution of a complaint against a student may include one or more of the following actions where there has been a finding of sexual harassment:

1. Disciplinary Warning
2. Personal Probation
3. Conduct Probation
4. Disciplinary Probation
5. Indefinite Disciplinary Probation
6. Denial of Privilege to Re-enroll
7. Disciplinary Suspension
8. Disciplinary Dismissal
9. Expulsion
10. Educative Sanctions

Records

A. No written records will be kept of informal discussions with complainant if no further investigation takes place.

B. If the Assistant Vice Chancellor for Administration undertakes conciliation of a signed complaint, a written report of the complaint

and resolution, as well as other pertinent information and data, sealed and identified by case numbers, will be filed in the Department of Human Resources for a period of three-years.

C. In the event that informal resolution of the complaint cannot be achieved, and the complainant wishes to pursue the matter, any records relating to the investigation will be forwarded to the College Grievance Committee upon its request.

D. Record of the hearings, recommendation of the committee, and final resolution of the complaint identified by case number will be retained in the Department of Human Resources for five years.

II.c. Nepotism

To avoid potential or perceived conflicts of interest that may arise when an employee participates, formally or informally, in decisions to hire, retain, promote, or determine the salary of a related person, the university has adopted the following guidelines:

- No employee should have any direct or indirect supervision or direction over any employee to whom he/she is related by blood or marriage. No employee should participate in any peer judgment or administrative review of any employee to whom he/she is related by blood or marriage.

- In some extraordinary and narrowly limited circumstances it may be in the best interest of the university to allow an employee to hold a supervisory position notwithstanding the concurrent employment of a spouse or relative. In such cases, appointment to such a position is available only upon the prior recommendation of the Chancellor and approval of the Board of Trustees. In such cases, the Chancellor and the administrative head of the campus or service area shall develop written procedures to protect the employees involved, and the university, from the appearance of bias, prejudice, or favoritism.

II.d. Selection of Faculty

When the appropriate administrative officers determine that a faculty position is vacant or needs to be created, the department will establish a search committee that will assist in recruiting the new faculty member.

The search committee members may be selected as the department chooses. The committee should be broadly representative of the faculty in that department and within disciplines, including both tenured and non-tenured faculty members. No more than twenty five percent of the committee will be made up of non-tenure track faculty members or non-university employees. Committee members will reflect racial, ethnic, and gender diversity.

The search committee has several responsibilities:

Developing the Qualifications: The committee, in conjunction with academic administration, will specify knowledge, skills, and abilities sought in the new faculty member, including area of specialization, degrees completed, and special abilities. The committee will consider the goals of achieving diversity of background, race, ethnicity, and gender among the department's faculty, and steps necessary to meet university goals for diversity and affirmative action.

Conducting the Search*:* The university will advertise the position and will solicit recommendations or nominations of candidates from a variety of sources.

Initial Screening*:* The committee will narrow the field of qualified applicants and recommend to the department chair those who should be given further consideration. The department chair, after consultation with the department search committee, will prepare a list of candidates for interviews and present that list to the dean, the Provost and Vice Chancellor for Academic Affairs and Research, and the affirmative action coordinator. The interview list may be supplemented from the applicant pool by recommendations from the dean, the Provost and Vice Chancellor for Academic Affairs and Research, or the affirmative action coordinator.

Interviewing*:* The committee should have an opportunity to meet with all candidates who come to the campus for interviews. Interviews should be scheduled to give as many of the faculty as possible an opportunity to meet and judge the candidates. Prior to and during the interview, the expectations of the university, requirements of the job, and economic prospects for the position should be set forth clearly and positively. Candidates invited for an interview are reimbursed for traveling expenses according to current regulations of the State of Arkansas.

Governor's Executive Order 98-04: All interviewing job applicants must complete a copy of (1) Employee Disclosure and Certification Form and (2) Employee Disclosure Requirements Notice during the interview process. These forms are to be submitted to the office of the Associate Vice Chancellor for Administration for review. No offer of employment may be made prior to this approval process. Applicants for all positions including part-time and temporary, but excluding student workers or graduate assistants, must comply with this process.

Selection*:* After the interviews have been completed, the committee will make recommendations to the dean. In most instances, a consensus will have developed among the various levels of responsibility. In cases where there are serious disagreements between the department and administration concerning the final selection, the chair of the faculty search committee will be responsible for outlining faculty views in a memorandum and sending it to the Provost and Vice Chancellor for Academic Affairs and Research and the Chancellor, with copies to the dean and the department chair. The Chancellor will have final responsibility for recommending faculty

appointments to the President for review and approval or rejection by the Board of Trustees.

II.e. Selection of Library Staff

The selection of professional library staff will follow the procedures outlined for faculty hires.

II.f. Selection of Department Chairs and College Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will made will be determined by consultation between the dean and the Provost and Vice Chancellor for Academic Affairs and Research in the case of a department chair vacancy or in the case of a dean vacancy consultation between the Provost and Vice Chancellor for Academic Affairs and Research and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the Provost and Vice Chancellor for Academic Affairs and Research for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. When screening has been completed, the committee should consult with the dean or Provost and Vice Chancellor for Academic Affairs and Research for chair and dean positions to determine which candidates should be invited for interviews. Candidates will reflect racial, ethnic and gender diversity.

Faculty members should be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or Provost and Vice Chancellor for Academic Affairs and Research as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.

3. Interviews of the faculty in the department or college by the dean or Provost and Vice Chancellor for Academic Affairs and Research.

4. Private interviews of the faculty exhibiting interest in the position by the dean or Provost and Vice Chancellor for Academic Affairs and Research as appropriate.

II.g. Selection of the Provost and Vice Chancellor for Academic Affairs and Research

When the position of Provost and Vice Chancellor for Academic Affairs and Research is to be filled, the Chancellor will make the appointment after consultation with representatives from the faculty, academic administrators, academic support staff, and students. Candidates for the position will reflect racial, ethnic, and gender diversity.

II.h. Credentials

All faculty and academic administrative staff are required to have official transcripts of all academic work on file in the office of the Provost and Vice Chancellor for Academic Affairs and Research. Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education, CHEA, or from institutions with comparable status, certification, or recognition in other countries.

The following credentials are required to teach at each level:
1. General Education: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
2. Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
3. Associate Level: Faculty must have baccalaureate degree or appropriate industrial-related licensure or certification.
4. Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field. Typically, at least 50 percent of the faculty members in each bachelor's degree program must hold the appropriate terminal degree. For career and technical education areas, faculty may hold the master's degree in vocational education with the bachelor's degree in the field of study or the master's degree in vocational education with the appropriate industry-related certification and licensure. A limited number of faculty may hold the bachelor's degree in the teaching field.
5. Graduate Level: A majority of the faculty members teaching graduate degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level.

II.i. Faculty Status

Faculty status is granted to all full-time instructional and academic administrative personnel through the level of the deans (including professional librarians) assigned to an academic department. Faculty status may be granted to others as

may be deemed appropriate by the Board of Trustees, upon recommendation by the Chancellor and President of the university.

II.j. Graduate Faculty (BOT Approval 6/1/07)

The graduate faculty consists of faculty members who have qualified for and been approved to serve in a particular graduate faculty status. Appointment to the Graduate Faculty may be made as a Regular Member or Temporary Member**.** Each category has associated qualification standards, appointment requirements and procedures, and privileges and responsibilities as defined below.

The qualification standards for each category reside with each department or program offering a graduate program. The graduate faculty of that program or department compile and enforce the qualification standards that a prospective member must meet in order to be recommended to membership on the Graduate Faculty. The qualification standards for each program are approved by the department chair (or program director in the case of interdisciplinary programs), Graduate Council and the Dean of the Graduate School. All qualification standards are tailored to the department or program and are on record in the Graduate School.

A. Regular Member

1. Qualifications

A Regular Member of the Graduate Faculty must be a full-time faculty member with a terminal degree. In exceptional cases, unique experience, specialized training, and professional competence may substitute for a terminal degree. Regular Members must have documented evidence of an appropriate level of scholarly activity and continued participation in graduate education at the course, committee and program levels.

2. Appointment requirements and procedure

Application must include evidence of professional activity related to graduate education such as research, publication, exhibition or performance, membership in professional organizations, participation in regional and national meetings, excellence in teaching and the applicant must meet the qualification standards of the program or department.

An appointment is recommended by the department/program graduate faculty and chair (or program director in the case of interdisciplinary programs) and approved by the Graduate Council. Appointment is for up to a six year term at which time the faculty member may reapply; although individual programs, department, or colleges may choose to have shorter terms of appointment.

Upon hire as a pre-tenure or tenured faculty member possessing a terminal degree in an appropriate discipline, an initial graduate faculty appointment

will be made for up to a six year term. Upon promotion to associate or full professor, a graduate faculty appointment will be made or an existing appointment will be reset to a new term of up to six years.

3. Privileges and responsibilities

A Regular Member may teach graduate courses at any level, serve on the Graduate Council; direct research; and serve on thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees.

With the approval of the graduate program director and the Dean of the Graduate School, a Regular Member may chair thesis and dissertation committees for students pursuing masters, specialist and doctoral degrees. The Graduate School recommends that faculty who chair thesis and dissertation committees either have previous experience on such committees or work with a mentor, a faculty member who has successfully chaired thesis or dissertation committees in the past.

B. Temporary Member

1. Qualifications

An individual with a terminal degree or documented knowledge and equivalent experience shall be eligible for appointment to the graduate faculty as a Temporary Member to teach specific courses and/or serve on committees over a specified time period.

2. Appointment requirements and procedure

Application is through, or nomination is by the department/program graduate faculty or chair (or program director in the case of interdisciplinary programs). Recommendations must include specific qualifications as related to the course(s) to be taught or committee membership**.** An appointment is approved by the Graduate Dean for a specified time period. At the end of the specified time period, a Temporary Member of the Graduate Faculty may reapply.

3. Privileges and responsibilities

A Temporary Member may teach graduate level courses at the masters, specialist and doctoral levels and serve on student committees. A Temporary Member appointment is only valid for the time frame specified and for the course(s) or activities approved on the application.

II.k. Retired Faculty

All faculty members who have rendered ten or more continuous years of service to the university at the time of their retirement from the university shall have retired status, with special gratitude and honor from the Board of Trustees, the

President, and the Chancellor. Retired faculty shall have all privileges which the administration may bestow. Such privileges shall include specifically a lifetime pass to university designated events held on the campus of the university.

II.l. Adjunct Faculty

Certain individuals whose education and professional experience enhance the teaching, research, or service programs of the university may receive appointments as adjunct faculty with appropriate academic rank. Such adjunct faculty members are normally: (a) employed by an organization other than Arkansas State University and do not receive compensation or salary from the university, or (b) employed on a temporary, part-time basis to teach in the university's programs. An adjunct faculty position may not be used to circumvent a tenure decision.

Adjunct-faculty appointments are made for a specified period (e.g. one semester, one-year) and neither the university nor the individual has a commitment for renewal. Unless the terms of appointment specify otherwise, university policies on promotion, tenure, non-reappointment, leave, and off-campus duty assignment do not apply to adjunct faculty.

II.m. Faculty Appointments

New faculty members will be informed of their rights and obligations as faculty members by the department chairs, program directors or deans and directed to the current Faculty Handbook of Policies and Procedures. New faculty members will be advised that performance will be subject to annual review by the Department PRT Committee, the department chair, the College PRT Committee, and dean before the recommendation for reappointment or non-reappointment are made to the Provost and Vice Chancellor for Academic Affairs and Research. All new faculty members will attend New Faculty Orientation and the Employee Orientation Seminar.

Faculty at Arkansas State University may receive initial employment in one of three appointment categories:

- ***Tenure**:* For persons granted tenure by the Board of Trustees.

- ***Pre-Tenure:*** For persons initially employed at a rank above instructor and serving a pre-tenure, probationary period prior to the university's tenure decision. Annual letters of reappointment for persons in pre-tenure employment carry neither guarantee nor implication of ultimate tenure status.

- ***Non-Tenure:*** For persons of instructor rank and others initially hired with no promise, stated or implied, of reappointment. Time spent under a non-tenure appointment will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned. Persons supported by outside funding may be hired as faculty under repeated one-

year renewals for the duration of the funding. Repeated one-year appointment renewal carries no guarantee or implication of continued employment or ultimate tenure status. Persons on non-tenure appointments will be notified by the chair of their department or program director as to whether they will be offered an appointment for the next year.

II.n. Faculty Employment Files

***Definition/Purpose**:* A faculty member's employment file consists of all records maintained by a department chair, dean and/or the Provost and Vice Chancellor for Academic Affairs and Research for use in making employment decisions regarding the faculty member. Except as prescribed in the promotion, retention, and tenure (PRT) policies, no records may be used in making employment decisions regarding a faculty member unless such records are part of his or her employment file.

***Exclusion from Employment Files**:* With the exception of formal student evaluations of instruction, anonymous complaints (i.e., complaints from sources unknown to the administrator) will not be placed in a faculty member's employment file. Confidential complaints (i.e., complaints made to the administrator where the complainant requests that his/her name be withheld from the faculty member) may be placed in the faculty member's file only with corroborating data. Personal notes and general complaints kept by administrators are not part of the employment file. Prior to the annual review conference each year, any negative evaluation statements that are to be entered into the employment file must be made known to the faculty member in sufficient time for him/her to read, initial, and respond before the review conference is held. All records held by administrators and not transferred into the employment file prior to the annual review conference must be destroyed each year.

***Rebuttals**:* Faculty members will be asked to initial any negative evaluative statement placed in the employment file only to indicate that he or she has seen it. In all cases, the faculty member may add to the file a written rebuttal to anything with which he/she disagrees. The administrator receiving the rebuttal statement and adding it to the file will initial the rebuttal to indicate that he or she has seen it.

***Access by Faculty Member**:* Faculty members may review their own employment file kept at the department, college, and university levels at any reasonable time during the official office hours of the university.

***Access by Other than Faculty Member**:* Access to employment files is allowed in the following instances:

- University administrators may examine employment files in the performance of their official university responsibilities.

- Members of the PRT committees may examine employment files of applicants as part of their official committee function by submitting a

written request from the chair of the committee to the administrator who is maintaining the file.

- Employment files of a faculty grievant and of other similarly situated faculty members, for purposes of comparison, will be available to faculty appeals committees and to the Academic Hearing Committee to the extent that such committees deem such records relevant and necessary to the fair disposition of the grievance before them.

- Employment files shall be produced pursuant to applicable Arkansas law or court order.

***Use of Employment Files for PRT Purposes**:* Other than the PRT application provided by the faculty member, letters required from committees and administrators, and peer reviews solicited internally and externally, no records concerning the faculty member will be added to his/her PRT document unless such records are also part of that faculty member's employment file.

Faculty Review of PRT File: At the conclusion of the promotion and tenure process, an applicant may review his/her promotion/tenure document. These documents are not a part of the employment file, and will be maintained separately from employment files for three-years in the Office of the Provost/Academic Affairs and Research. The only document from the PRT process that will be added to a faculty member's employment file will be the letter from the Provost and Vice Chancellor for Academic Affairs and Research informing the applicant of the Provost and Vice Chancellor for Academic Affairs and Research's recommendation to the Chancellor (and, where the recommendation is negative, of those levels which provided a negative recommendation).

II.o. Salaries for Academic Administrative Staff Moving to Nine-Month Teaching

Deans, chairs, and/or other administrative staff moving from twelve-month appointment to a nine-month teaching position will receive compensation comparable to other nine-month faculty of the same rank and in the same discipline in the department.

II.p. Part-Time Faculty Salaries

Individuals employed to teach part time for Arkansas State University, either on or off campus, will be paid at a standard rate as approved by the Chancellor, upon recommendation by the Provost and Vice Chancellor for Academic Affairs and Research.

II.q. Equity Salary Review

"Salary inequity" is defined as differences in salaries that are unjustified by qualifications, assigned responsibilities, or market forces. "Qualifications" include academic credentials, professional rank, service to the university and to

academe, and meritorious performance. "Market forces" are reflected in the prevailing salary level among the various disciplines for equally qualified faculty within and external to the university.

Faculty members who believe their salary may not be equitable, who have a minimum three-year merit history with the university, may request in writing an equity salary review. Faculty members should supply supporting documentation of the alleged inequity. An alleged salary inequity is first considered by the department promotion, retention, and tenure (PRT) committee. The process may be initiated by the affected individual, by the chair of the department, or by the PRT Committee. The committee will forward its recommendation to the department chair. The department chair will make an independent evaluation and forward both recommendations to the dean. The dean, in turn, will make an independent evaluation and recommendation and recommend to the Provost and Vice Chancellor for Academic Affairs and Research whether or not the equity formula should be run. See appendix B for equity adjustment formula. The outcome of the equity review will be communicated by the dean in writing to the faculty member, including the results of the equity formula if it is applied.

If an equity adjustment can be justified, but funds are not available for total adjustment in a budget year, the university will attempt to address at least a percentage of the inequity each year until it is eliminated.

II.r. Compensated Faculty Leave

Purpose: The purpose of the compensated leave program is to provide opportunities for eligible faculty members to engage in professional activities that enhance their tenure at Arkansas State University while receiving regular salary.

Such activities, in turn, also enhance the faculty members' service to the university. In accord with the stated purpose, compensated leave may be granted for research, writing, other professional creative activities, graduate study leading to advanced degrees, travel for study/research, retraining tenured faculty members who teach in programs being phased out, or for further study to upgrade specific program(s). Eligible faculty members are encouraged to apply for compensated leave to initiate/continue/complete research or creative activities.

Eligibility: Instructional staff and academic administrators holding faculty status may apply for compensated leave under any of the following three options.

Option I: After six academic years, if no leave has been used, a full academic year may be granted at half salary. One semester of leave at full salary may be substituted.

Option II: Eligible persons who have not less than three-years of service to Arkansas State University, and who have been accepted in an accredited graduate program compatible with the mission of the department or academic area, may be granted an academic year's

leave of absence for the purpose of graduate study. Compensation shall be at the rate of 10 percent for each year of service to Arkansas State University, not to exceed 50 percent of the appointment salary.

Option III: At the discretion of the Faculty Research Committee and the administration, compensated leave may be granted to retrain tenured faculty members employed in programs that are being reduced or phased out. Compensation shall be calculated at the rate of 10 percent for each year of service to Arkansas State University, up to a maximum of 50 percent of appointment salary.

Salary Determination: When approved, compensated leave will be granted on the basis of the appointment salary for the year in which the leave is in effect and in compliance with the option used. During the leave period, the total salary from all sources shall not exceed the faculty member's appointment salary.

Guidelines for Administration of Compensated Faculty Leave

- Faculty members seeking compensated leave will submit detailed proposals to the department chair. After review, the department chair shall provide a written recommendation to the college dean. The college dean shall forward the proposal, the recommendation from the department chair, and an independent letter of recommendation to the Faculty Research Committee

- Proposals will be due by the date set by the Faculty Research Committee.

- Proposals will be judged on their merit with regard to the stated purposes of the faculty leave program.

- The committee, serving in an advisory role, will rank the proposals according to merit and submit the ranked list and a copy of each proposal to the Office of the Provost/Academic Affairs and Research.

- The Office of the Provost/Academic Affairs and Research will determine, in conjunction with the department chair and college dean, which proposals require financial support (part-time faculty funds, etc.) and which do not.

- Proposals will be funded in their priority ranking as fund availability permits.

- The Office of the Provost/Academic Affairs and Research will notify the department chair and college dean and each applicant as to the disposition of each application.

Notification of Approval/Disapproval of Request for Leave: Wherever possible, the Provost and Vice Chancellor for Academic Affairs and Research will notify in writing the faculty member who requested leave, the department chair and college dean, concerning the action taken and the reasons for approval or denial of leave not less than six weeks prior to the date requested for leave.

Obligation to Return: The individual granted a compensated leave is obligated to return to the university for at least one academic year. Should the individual fail to voluntarily meet this obligation, the salary received during the leave shall be returned to the university.

Obligation to Report upon Return: The individual granted a leave shall file a report on the activities undertaken during the leave period with the department chair. The department chair is responsible for disseminating the report to the college dean and the Provost and Vice Chancellor for Academic Affairs and Research.

Limitations as to Number of Compensated Leaves: The number of leaves granted during any one academic semester shall not exceed ten percent of the faculty.

Reporting: A summary of compensated leaves granted will be reported annually to the Board of Trustees.

II.s. Outside Employment

Faculty and administrative officers are encouraged to engage in consulting or other related professional projects when such outside work contributes to their professional growth, enhances their opportunities for research, or augments the public service effort of the university. Outside business interests, employment, or vocation should not in any way interfere with service to the university or cause embarrassment to the university. As a general rule, university resources (including facilities, supplies, and equipment) shall not be used for personal gain. However, in certain projects which accrue to the mutual benefit of the university and the individual faculty member, a contract for reimbursement to the university may be entered into in order to provide access to university resources. Outside employment must comply with the Conflict of Interest Policy of the university.

II.t. Benefits

II.t.1. *Annual Leave:*

Deans, department chairs, and faculty members on 12-month appointment will receive 22 1/2 working days of annual leave accrued at the rate of 15 hours per month of service. Legal holidays will not count as part of the 22 1/2 working days of annual leave. Annual leave is cumulative, though no individual may carry over more than 30 days of annual leave from one calendar year to the next.

Faculty members on nine-month appointment do not accrue annual leave but will receive leave with full pay during their appointment period when school is not in

session or when attendance of faculty at department, college, or university activities is not expected.

Annual leave days are used for vacation. Vacation schedules will be coordinated through the appropriate supervisor. Deans of colleges must have prior approval of the Provost and Vice Chancellor for Academic Affairs and Research, and administrative staff members must have prior approval of their immediate supervisor. Administrators not actively/currently teaching courses may be approved for leave at times other than normal break periods.

When a 12-month faculty or administrative employee terminates service with Arkansas State University, the unused portion of annual leave shall be given to that employee in a lump sum payment, which shall not exceed thirty (30) working days including holidays.

II.t.2. ***Sick Leave:***

Nine-month faculty members receive 12 sick-leave days per year accrued at the rate of 5.33 hours per pay period. Twelve-month employees receive sick leave at the rate of one day per month of employment. No individual may carry over more than 120 days of sick leave from one calendar year to the next. Faculty and staff are entitled to accrued sick leave with pay if they are unable to perform their duties because of sickness, injury, or for medical, dental, or optical treatment. Sick leave may also be granted for a death or serious illness in an employee's immediate family, which shall include a parent, sibling, spouse, child, grandparent, parent-in-law, or any individual acting as a parent or guardian. Faculty and staff are required to turn in sick leave forms when absent because of illness or injury.

Maternity leave shall be treated as leave for sickness. Accumulated sick leave and annual leave, if requested by the employee, shall be granted for maternity, after which leave without pay may be used if approved by the university.

Personnel who are injured and are entitled to Workers Compensation benefits may, upon application, use their sick-leave pay to supplement their benefits up to their normal weekly salary at the time of injury or illness. Sick leave would then be reduced in proportion to its use.

Absence due to illness or accident, including maternity leave, shall be charged first to earned sick leave, then to earned annual leave, and finally to leave without pay.

Faculty members may also apply for leave under the Family and Medical Leave Act by contacting the Department of Human Resources to determine their eligibility.

II.t.3. ***Faculty Replacement-Illness and Emergency:***

Situations that require replacement of a faculty member due to illness or emergencies will be considered, following a request by the department chair or dean, on a case-by-case basis by the Provost and Vice Chancellor for Academic Affairs and Research. Arrangements should, whenever possible, be handled in advance of surgery or related medical treatment.

II.t.4. ***Leave Without Pay:***

Requests for leave without pay will be made through the department and the dean to the Provost and Vice Chancellor for Academic Affairs and Research. When requested with proper notice, leave without pay may be granted by the Provost and Vice Chancellor for Academic Affairs and Research for a period that shall not exceed two-years, except under extenuating circumstances. Each application and approval of leave shall be in writing and shall be reviewed each six months whenever the leave extends beyond that period. Leave may be granted for educational reasons, sickness or disability, or military service.

Upon completion of the leave, the employee shall return to the same or similar position without loss of any rights, unless the position or a similar position is no longer available. Any salary increases that occurred during the leave will be granted to the individual only at the discretion of the dean and the Provost and Vice Chancellor for Academic Affairs and Research.

Personnel on leave of absence without pay do not accumulate sick leave time, annual leave days or receive the benefits of insurance programs unless they make arrangements to pay the total cost of such insurance during their leave.

II.t.5. ***Military Leave:***

Faculty members who are members of the National Guard or any of the reserve branches of the Armed Forces of the United States shall be granted military leave as required under the provisions of the Uniformed Services Employment and Reemployment Rights Act. The military leave can be either Annual Training (AT) or Active Duty (AD).

A maximum of thirty (30) days of leave for AT during a calendar year shall be granted without loss of pay in addition to regular vacation time.

A faculty member who is drafted or called to AD in the Armed Forces of the United States or who volunteers for AD shall be placed on extended military leave without pay. Upon application within 90 days after the effective date of release from active duty, the faculty member shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment.

Military personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed thirty (30) working days, after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.

Each faculty member who requests military leave shall furnish a copy of his/her orders to the offices of the Provost/Academic Affairs and Research and the Department of Human Resources.

II.t.6. ***Absence from the Campus:***

Faculty members who anticipate a leave of absence or have returned to work from an unanticipated leave should report such leave to the department chair who will forward the necessary leave form to the dean and the Department of Human Resources. The faculty member, in consultation with the chair, shall make arrangements for scheduling classes or providing for other class activities during the absence of the faculty member. Persons planning official university travel should report such occasions as far in advance as possible, but at least seven (7) days in advance when requesting travel funds, and two (2) days in advance if no funds are requested. Forms are provided for reporting absences from the campus.

II.t.7. ***Absence of Chair or Dean:***

When it becomes necessary for a department chair to be absent from duty for such period of time as to require appointment of an acting/interim chair, such acting/interim chair shall be appointed by the dean and the Provost and Vice Chancellor for Academic Affairs and Research, taking into consideration recommendations of the faculty of the department or college.

When it becomes necessary for a college dean to be absent from duty for such period of time as to require appointment of an acting/interim dean, such acting/interim dean shall be appointed by the Provost and Vice Chancellor for Academic Affairs and Research, taking into account recommendations of the faculty of the college.

II.u. Resignation, Retirement, and Termination of Employment

Faculty members should inform their department chair in writing as early as possible of their intention to leave Arkansas State University. Resignations in the late summer or during the regular school term are regarded as detrimental to the university program as well as to the students and are accepted only by mutual agreement with the administration of the university.

Faculty members concluding assignments and terminating employment at Arkansas State University may obtain a checkout card from the dean of the employing college. The checkout card must be completed (obtaining necessary signatures) and filed with the Department of Human Resources. This card not only provides a forwarding address and a telephone number, but also provides a

record that the departing faculty member has met all responsibilities to the university.

II.v. Benefit Policies

The Department of Human Resources has complete information on the various benefits available to faculty. Benefits may change yearly. Open enrollment is typically in the month of November.

II.v.1. *Benefits: Insurance:*

Life, Health, and Hospitalization. The university operates a group life, health, and hospitalization insurance plan. At present, the university pays as fringe benefits a significant amount of the cost for individual faculty members' insurance and as much as possible of the cost of dependent coverage. Faculty who are on leave without pay have the option to continue their insurance coverage if they wish; however, they are required to pay full cost for this coverage.

Health Insurance: All regular full-time employees are eligible for health insurance coverage at Arkansas State University. All statements of coverage are subject to the terms, conditions, restrictions, and other eligibility requirements set forth in the plan documents. University administration reserves the right to modify or amend the insurance program.

The Department of Human Resources acts as contact for the company. Claims should be filed directly with the insurance provider. The Department of Human Resources will provide claim information and assistance. A special bulletin describing the program in detail is available from the Department of Human Resources.

COBRA: The university participates in the Consolidated Omnibus Budget Reconciliation Act program. If an employee's insurance, or that of a dependent, ends, the employee and dependents may each have the right to continue health insurance under the COBRA optional continuance at full cost of health insurance. For additional information, call the Department of Human Resources.

Life Insurance: Life insurance coverage is provided for all employees with full benefits and for their dependents. The employee coverage is one and one-half times his/her annual salary up to $50,000. Dependents coverage is $1,000 to $2,000, depending upon their age. This life insurance coverage is paid in full by the university. Supplemental life insurance coverage for employees and dependents is also available at the employee's cost. University administration reserves the right to modify or amend the insurance program.

Income Protection: A group income protection plan is maintained for faculty who have completed 90 days of service to the institution. In case of disability, this plan together with social security income protects 60% of salary and pays a maximum of $3,000 per month until the disability has ended or the disabled person reaches the maximum benefit period as stated in the insurance policy,

whichever comes first. This plan is paid for by the university. Supplemental policies may be available for higher salaries. University administration reserves the right to modify or amend the insurance program.

Travel Insurance: Arkansas State University carries a travel policy that covers all faculty members when on official Arkansas State University business outside the city limits of Jonesboro. The amount of insurance is $100,000 payable to the faculty member's beneficiaries. The policy covers the faculty member's life ($100,000) and dismemberment (loss of hands, feet, or eyes). If a faculty member is totally and permanently disabled by such dismemberment, the policy provides a benefit of $l,000 per month until he/she reaches his/her 65th birthday, or payments have been made for 100 months, or death occurs, whichever occurs first.

University administration reserves the right to modify or amend the insurance program.

Workers Compensation: Arkansas State University strives to maintain a safe and healthy environment for all employees. The university provides Workers Compensation benefits for employees who are injured in the course of their work. All injuries, however slight, must be reported within 24 hours to the Department of Environmental Health and Safety to ensure full payment of benefits. If medical attention is required, employees must be seen at the treatment locations specified by the Department of Environmental Health and Safety.

Accrued sick leave may be used to supplement workers compensation benefits so that the employee will receive normal pay. Therefore, all payments from Public Employee Claims Division for workers compensation must be reported to the payroll office.

Unemployment Compensation: Arkansas State University faculty and staff are also covered under the State Unemployment Act. A person whose employment at the university has been terminated should contact the local Employment Security Division office. Unemployment compensation will be paid if the person qualifies for benefits. However, unemployment benefits based upon service in an instructional, research, or principal administrative capacity shall not be paid for any week of employment that begins during the period between two successive academic years.

Additional information describing each insurance program may be obtained from the Department of Human Resources. Professional liability concerns should be directed to the Business Manager. University administration reserves the right to modify or amend the insurance program.

II.v.2. ***Benefits: Retirement:***

Retirement System: Faculty members employed by the university are required to participate in a retirement system.

Faculty members are eligible to participate in one of the following retirement systems:

- Teachers Insurance Annuity Association – College Retirement Equities Fund (TIAA/CREF)
- American International Group – Variable Annuity Life Insurance Company (AIG-VALIC)
- Arkansas Teacher Retirement System (ATRS)
- Arkansas Public Employee Retirement System (APERS)

For those electing TIAA/CREF or AIG-VALIC, the university contributes 10% of salary. Faculty members are required to contribute a minimum of 6% but may contribute an additional amount based on a TIAA/CREF calculation. The Department of Human Resources can help with the calculation. The plan is vested immediately.

For those electing ATRS or APERS, the university contributes (at a rate varying from year to year) a percent of the faculty member's total annual salary. The contributory or non-contributory status will be determined after consulting with the Department of Human Resources. The plan is vested after 5 years.

Contributions to all retirement programs are tax-sheltered. University administration reserves the right to modify or amend the retirement programs offered.

Social Security: Full-time faculty members participate in the federal Social Security program. Social Security provides a variety of benefits, including old age retirement payments, death benefits, disability insurance, and monthly income payments to dependent survivors of covered workers. Payments are withheld from each month's check beginning in January and continuing until the maximum has been paid for that calendar year. The university contributes an amount equal to that deducted from the employee's salary.

Tuition Discounts: Persons retired from the university, their spouses, and their unmarried dependent children are entitled to the same tuition discounts as regular full-time faculty members. In addition, the tuition discount to unmarried dependents continue in the event of the death of the retiree. University administration reserves the right to modify or amend the tuition discount program.

Questions regarding retirement benefits should be directed to the Department of Human Resources.

II.v.3. ***Benefits: Early Retirement:***

Employees between the ages of fifty-five (55) and sixty (60) shall become eligible for early retirement benefits in the calendar year in which the sum of their age and

the number of years of continuous full-time service to the university totals seventy (70).

Employees sixty (60) years of age and older are eligible for early retirement benefits in the calendar year in which they have at least ten (10) years of continuous full-time service to the university.

University administration reserves the right to amend or modify early retiree benefits.

Employees electing early retirement will receive the following benefits:

1. Medical insurance (including spouse and unmarried dependents**,** if covered at the time the employee retires) for 50 percent of total cost**.**

2. Life insurance benefits and accidental death and dismemberment benefits equal to the same scheduled amount at the time of the early retiree's retirement; and in effect immediately prior to retirement at no cost to the employee.

3. Early retirees, their spouses, and their unmarried dependent children are eligible for the tuition discounts in effect for regular current full-time university employees.

Termination of Benefits

The benefits provided to early retirees enumerated in items 1) and 2) above will terminate at the earlier of the age at which the early retiree becomes eligible for Medicare coverage or the date the early retiree become eligible for similar benefits under any other arrangement for members in a group, whether group insured or self insured.

The benefits provided to the spouse of the early retiree enumerated in items 1) and 2) above shall terminate the earlier of either a) when such benefits terminate for the early retiree or b) the spouse becomes eligible for Medicare. Should the spouse of an early retiree not have reached the age of Medicare eligibility at the time benefits to the early retiree are terminated, the early retiree may pay the cost of continuing such coverage until such time as the spouse becomes eligible for Medicare. University administration reserves the right to amend or modify termination of benefits.

Retirees Unused Sick Leave Compensation

After 10 years of continuous service and upon retirement from Arkansas State University, if a retiree has unused sick leave (none of which has been donated from the catastrophic leave bank) at the time of retirement, then financial recognition in the form of health care premium payments towards that unused sick leave shall be provided. University administration reserves the right to modify or amend the sick leave compensation benefits.

II.v.4. ***Benefits: Tuition Discounts:***

University faculty members and other employees, their spouses, and their unmarried dependent children are entitled to the tuition discounts outlined below.

Undergraduate Level: Regular full-time faculty members and other employees, their spouses, and their unmarried dependent children may enroll for undergraduate studies for credit or for audit on a space-available basis with the tuition rate being 25 percent of the current cost per credit hour provided they are eligible for resident tuition. Course challenge exam fees do not qualify for discounts.

An individual who utilizes the undergraduate tuition discount may not accept a full-tuition university-sponsored scholarship.

Graduate Level: Regular full-time faculty members and other employees, their spouses, and their unmarried dependent children are eligible for waiver of one-half tuition for graduate-level studies; however, they must first have become eligible for resident tuition.

Persons who choose to accept full-fee grant-in-aid or graduate assistantships are charged the regular tuition.

If university faculty members and other employees are placed on disability, their spouses, and their unmarried dependent children are entitled to tuition discounts as outlined in the tuition discount paragraph above. In addition, the tuition discount to unmarried dependents continues in the event of the death of the disabled person.

Approval of the dean of their college is required for faculty members to enroll in courses offered at Arkansas State University.

The university administration reserves the right to amend or modify tuition discount policies.

Section III

Academic Policies and Procedures

III.a. Academic Freedom and Responsibility

Arkansas State University recognizes academic freedom as an essential component to the development of knowledge and understanding. The university encourages and protects freedom of inquiry in research, publication, teaching, learning, and the free exchange of ideas. Academic freedom does not protect all speech and faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility are required as university employees and as men and women of learning. They should not represent themselves, without authorization, as speaking for Arkansas State University.

The university acknowledges the principles set out in the "Statement of Professional Ethics" (1987) and the 1940 "Statement on Academic Freedom" as adopted by the American Association of University Professors.

III.b. Faculty Workload

A faculty workload may include teaching, research, service, and associated activities.

III.b.1. *Teaching Load:*

Teaching load of the faculty is normally twelve hours per semester. Faculty work load also includes research, creative activity, and service. When financial or other circumstances allow, a reassignment of teaching load may be approved by the chair of the department, program director, and/or dean of the college. A primary purpose of such reassignment is to support research and creative activities, but reassignment also may be granted to allow extra time for graduate teaching; department, college, and university committee service; supervision of theses, independent study, and practicum/internships; team teaching; new technology assisted course development; student advisement; program director/coordinator assignments; and other professional duties. To meet specific professional accreditation requirements, a program, department, or college may be authorized to develop exceptions to the normal teaching-load policy. Tenured faculty may also elect, in negotiation with their program director, department chair or dean, to teach additional courses in lieu of research, creative activity, or service.

Faculty and chairs who are appointed for twelve months generally are expected to teach during both summer terms or to perform other duties related to their assignments.

Teaching load for chairs is normally six credit hours each regular semester and three credit hours each summer term. In some cases, responsibilities may be adjusted to provide the opportunity for taking accumulated leave during the summer months.

Teaching load for deans is normally three credit hours per academic year, but may vary according to other duties of the deanship.

III.b.2. ***Teaching Overloads:***

On-campus Overloads:

Occasionally, because of scheduling conflicts or unexpected extended faculty vacancies, overload teaching assignments may become necessary. An overload teaching assignment occurs only when a faculty member is assigned a teaching load of more than fifteen credit hours per semester, or when a chair is assigned a teaching load of more than nine hours per semester, or when a dean is assigned a teaching load of more than six credit hours per semester. When an overload teaching assignment occurs, arrangements should be made by the department chair or dean to provide for extra compensation (according to the Extra Compensation Policy), reassignment time at a future time or other compensation, as appropriate. Care should be taken to limit overload teaching, particularly for pre-tenure faculty.

Teaching overloads should be considered in annual merit review.

Off-campus Overloads:

- Faculty may choose to teach overloads off campus for extra compensation. These additional teaching assignments must not conflict with regular on-campus responsibilities.
- A faculty member may not receive extra compensation for overload teaching of credit courses to exceed the monthly line item maximum in Arkansas State University's appropriation act.

III.b.3. ***Reassignment of Faculty Workload for Research, Creative Projects, and Service:***

It is an objective of the university to foster research, creative activities, and public service of its faculty by providing faculty members an opportunity for reassignment of workload.

To implement this objective, colleges should file statements of operational procedures with the Provost and Vice Chancellor for Academic Affairs and Research. Such statements should define eligibility requirements, proposal guidelines, the proposal review process, submission and decision time lines, and reporting requirements. Each statement should include the following provisions:

- Three semester hours is the normal reassignment from teaching for any faculty member in any semester.
- Reassignments may be approved by the department chair or dean when 1) the reduction in course offering will still permit student needs to be met, or 2) when uncommitted funds can be used to permit the appointment of a part-time instructor to cover the section from which the full-time faculty member is to be reassigned.
- Criteria should be established for awarding the reassignments to the most deserving applicants in an equitable, but clearly strategic manner.
- A system of departmental and/or college committees may be established to process applications and make recommendations to the chair and dean for reassignments.
- Proposals for reassignment should be received and acted on in time to allow orderly scheduling and staffing decisions prior to the semester in which the reassignment is requested.
- Faculty members who receive reassignments shall be required to submit reports to the chair and dean after completing the assignment, summarizing his/her achievements, and these reports should be considered in making future reassignments.

At the end of each reassignment period, deans should collect and retain the reports and provide a copy to the Provost and Vice Chancellor for Academic Affairs and Research with their summary evaluation of each reassignment.

The Provost and Vice Chancellor for Academic Affairs and Research must receive timely notification of all approved reassignments from each college to facilitate correct account reassignment.

These procedures do not preclude other types of reassignment (such as “soft money” assignments or administrative assignments) which are considered on a case by case basis.

III.b.4. ***Reassigned Time for Masters and Specialist Theses:***

Faculty members who chair masters and specialist theses are eligible for one three-hour reassignment after the completion of three (3) theses.

III.b.5. ***Supervision of Practicums/Internships:***

An “internship” or a “practicum” is a supervised practical experience for which the university awards academic credit. Practicums are more often associated with classes or groups engaged in an experiential learning environment, while internships are more often associated with the assignments of individuals. While this is true in general, there are exceptions to this proposition, and the terminology may differ from discipline to discipline within the same college.

The general requirements for experiences gained in these activities are very similar and include:

- Identifying and setting up the experience opportunity;
- Monitoring the actual experience; and
- Evaluating the student and assigning a grade.

The following combinations and limits serve as the norm for determining workload credit to be awarded for supervising practicum and internships.

Students and Credit Hours Supervised During a Given Enrollment Period	Workload Earned Credit Hours
Fewer than three students or fewer than nine credit hours	zero
At least three students and at least nine credit hours	one
At least five students and at least fifteen credit hours	two
At least seven students and at least twenty-one credit hours	three

As in theses, the student credit hours will be allowed to accumulate and be applied to individual faculty workload, with the exception that workload hours during summer sessions may either be accumulated by the supervising faculty member or be paid at prorated regular summer school rates, so long as all compensation for supervision of practicum or internships is paid during the fiscal year the faculty performs this service.

III.b.6. ***Faculty Academic Advisement Responsibilities:***

All faculty members are expected to assume student academic advisement responsibilities in addition to their regular teaching loads, except when otherwise directed by the department chair and the dean.

Each student has an academic adviser who assists in planning courses of study. Students who select an area of major interest will be assigned to an adviser in the area selected.

Students who do not select a major upon enrolling will be assigned to a general adviser. At any enrollment period after the major has been selected, a student may be assigned to an adviser in the area selected.

If a student desires a change of adviser within a college or department, the dean of the college or chair of the department may assign a new adviser.

Pursuant to Arkansas Act 1014 of 2005, the academic advisor must provide a copy of the guaranteed 8-semester degree completion plan to each first-time freshman student who has declared a major upon initial advising.

III.b.7. ***Faculty Advisement of Student Activities:***

Co-curricular activities at Arkansas State University involve learning experiences that are valuable to every student; therefore, faculty members are urged to give their cooperation and support to the student activity program.

Each student organization of the university must have a faculty member or other person approved by the Vice Chancellor for Student Affairs as a regular adviser. Faculty members who become advisers to student organizations should advise their dean or department chair of the new responsibility. Serving as an adviser involves attendance at meetings and social affairs of an organization and participation in planning the activities of the organization. The Vice Chancellor for Student Affairs will be available to confer with faculty members or others who have been asked to serve as advisers regarding responsibilities they accept in sponsoring a campus organization.

III.b.8. ***Attendance of Faculty at Faculty Meetings:***

Faculty members are expected to be present at all pre-session faculty meetings scheduled prior to the beginning of fall semester classes, all general faculty meetings, college and/or department meetings, meetings of committees to which faculty members have been elected or assigned, academic counseling meetings, and other group meetings of a specific nature to which faculty members may be assigned.

III.b.9. ***Course Outlines/Syllabi:***

Faculty members are required to prepare and provide to their department or college as appropriate a syllabus of each course taught. These syllabi will be kept on file for at least seven years and be available to accreditation examining teams. A current course syllabus must be distributed to each enrolled student during the first week of a regular term and no later than the second day of a summer term.

III.b.10. ***Grading and Changes of Grades:***

Final grades will be submitted to the registrar before the specified deadline. 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.

III.c. Student Evaluation of Faculty

Student evaluation of faculty is conducted as a part of the continuing process of faculty development. Procedures for student evaluation of faculty are established

by the department and/or college under university guidelines. Student evaluations are a component of the annual faculty performance review, merit salary recommendations and promotion, retention and tenure. Student evaluations will be administered by deans, department chairs, program directors, faculty other than the one teaching the course, or departmental administrative staff. Graduate or undergraduate students will not administer these evaluations.

III.d. Student Grievance

In the event a student files a grievance the faculty member has rights and responsibilities to provide written documentation and/or testimony (see student grievance procedures in the Student Handbook).

III.e. Summer School Appointments

Summer school enrollment is not as large in some departments as the enrollment during the academic year; therefore, employment on the summer school faculty is not available to all faculty members who may wish to teach. The tentative number of faculty members to be employed during the summer session is determined by the estimated student demand in each department.

Guidelines for choosing who will be given preference in summer school teaching assignments will be developed by each college and forwarded for approval to the Provost and Vice Chancellor for Academic Affairs and Research.

Tentative appointments for summer work are usually made prior to February 15, in order that faculty members whose services are not needed during the summer will have an opportunity to seek summer employment elsewhere, but actual employment is dependent upon sufficient enrollment to schedule classes. Summer term salary is computed at the rate of 13.888 percent of the preceding nine months' salary for a full load (six credit hours) during a five-week term. A qualified faculty member may teach full time both summer terms. Faculty members paid from research grants, etc., may be employed up to three months in summer.

III.f. Continuing Performance Evaluation

Faculty, department chairs, and deans are subject to continuing performance evaluations. If at any time, the employee's immediate supervisor determines that the employee is not meeting performance expectations, the employee may be counseled regarding the unacceptable performance. Documentation of the conference will be placed in the employment file.

III.g. Annual Performance Evaluation

Faculty:

- Department chairs and/or appropriate supervisors (such as unit heads, deans, or directors) will conduct an annual performance evaluation of all faculty members in their respective areas, which will include appropriate evaluation of teaching, research, and service. These evaluations will be used to determine recommendations for merit pay when authorized by the university. Departments may vary the weight and/or expectations in the areas of teaching, research/scholarship, creative activities and service so long as the mission of the area concerned is met. Criteria, procedures or instruments will be determined by each department/area.
- Chairs will provide each member of the faculty with a written summary of the performance evaluation.
- Each faculty member will initial a copy of the chair's evaluation to indicate the faculty member has received it.
- If the faculty member does not agree with the performance evaluation, the faculty member may provide a written rebuttal, which will be initialed by the chair and attached to the performance evaluation sheet to indicate the chair has received it.
- A copy of the initialed performance evaluation sheet (and rebuttal) will be placed in the faculty member's employment file at both the department and college level.

Deans and Department Chairs:

Deans and department chairs will meet annually with the person to whom they report for a discussion and evaluation of their performance, career goals, and objectives. The Office of the Provost/Academic Affairs and Research will conduct an annual review of deans by all full-time faculty in their respective colleges. The Dean of the Graduate School will be reviewed annually by the graduate program directors in the colleges and the members of the graduate council.

III.h. Post Tenure Review

See Appendix C for policy and procedures concerning post-tenure review.

III.i. Schedules of Classes

Department chairs prepare schedules of classes after consultation with faculty members and with the approval of the deans of the colleges. Schedules are coordinated in the Registrar’s Office and are published well in advance of the beginning of each semester and summer session.

III.j. Assignments of Classrooms and Office Space

Assignments of classroom and office space shall be made by the department chairs or deans as appropriate. Space management software will assist in efficient utilization of classroom space across campus, particularly large and specialized classrooms.

III.k. Office Hours

Administrative offices are normally open from 8:00 a.m. to 5:00 p.m. Faculty members are responsible to their respective department chairs and deans for posting and keeping office hours for advising and assisting students.

III.l. Attendance of Faculty at Commencement

It is the faculty's professional responsibility to help make commencement a rewarding and memorable experience for Arkansas State University graduates and their families. Faculty participation in the commencement exercise of his or her college is expected. If a faculty member is unable to attend, he or she should contact the chair of the department.

III.m. Textbooks and Instructional Supplies

The decision as to which text and supplemental materials will be used in a course will rest with the faculty member and will be coordinated by the department chair. Course costs should be kept as reasonable as possible. Normally, requests for change of textbooks must be approved two weeks before the beginning of the preceding semester. However, textbooks may be approved at any time for new courses or when stock is depleted.

III.n. Curriculum Changes

Academic program curriculum changes originate in the departments and colleges. Undergraduate program curriculum changes require approval by the department curriculum committee, department chair/program director, college curriculum committee, college dean and the Undergraduate Curriculum Council (UCC) and the Provost and Vice Chancellor for Academic Affairs and Research grants final approval.

Curriculum changes for graduate programs require approval of the department graduate committee, department chair, college graduate committee, dean of the college, the Graduate Council, and the Provost and Vice Chancellor for Academic Affairs and Research.

The role of the departmental curriculum committee is to work with the department chair in developing the curriculum. Changes to the curriculum once approved by the department and chair will be presented to the college curriculum committee. The role of the college curriculum committee or the college graduate committee is to evaluate proposed changes submitted by the departmental committees and recommend curriculum changes to the dean. The dean has the responsibility of approving or disapproving recommendations forwarded to him/her by the college curriculum committee or the college graduate committee. Changes to the college undergraduate curriculum approved by the dean will be submitted to the UCC. Those pertaining to graduate curriculum will be sent to the Graduate Council (GC).

The UCC or GC will evaluate proposed changes and make a recommendation to the Provost and Vice Chancellor for Academic Affairs and Research.

Advance planning is required to permit the orderly preparation of the university bulletins and class schedules. Regular courses may not be taught until they have been published in the university bulletins. Special courses and non-degree credit courses may be taught without inclusion in the bulletins if assigned a special (900 series) course number and approved by the UCC/Graduate Council and the Provost and Vice Chancellor for Academic Affairs and Research. Such courses may be repeated upon approval of the Provost and Vice Chancellor for Academic Affairs and Research.

III.o. Computing Ethics

Arkansas State University-Jonesboro invests substantial and sufficient resources to acquire and operate information technology (IT) assets, such as hardware, software, and Internet connections. The university has a responsibility to manage its resources in the most efficient and effective manner possible and in compliance with all laws, regulations, and sound business practices. Effective management of information technology resources will assure students, faculty, and staff adequate access to information and technology over the long term. The Arkansas State University Appropriate Use of Information and Technology Resources policy is published on the university's website. These regulations apply to any individual accessing the Arkansas State University information technology infrastructure and associated resources.

Because Arkansas State University is an agency of the State of Arkansas, all information produced by or stored on university owned computers is subject to a request for disclosure under the Arkansas Freedom of Information Act. Arkansas State University is the owner of all information stored on university owned computers and has the legal right and obligation to access any and all computer information. A university employee should have no expectation of privacy regarding any information stored on a university computer.

III.p. Recording Ethics

Arkansas State University does not permit the recording of conversation surreptitiously. The concealed recording of conversations among administrators, faculty, students, or staff constitutes grounds for dismissal.

III.q. Intellectual Property Policy

The creativity of human beings is manifested in fields as diverse as science and technology, literature and the humanities, and the fine and applied arts. Creators of intellectual property utilize legal vehicles that make possible the ownership and control of some of the fruits of this creativity, providing an incentive to be creative and to make such fruits public. As a result of the increased cooperation in research and development between universities and businesses, the volume of intellectual property being created in universities has increased significantly. This increase has made apparent the complexity of the issues related to the ownership, control and use of such property. The Arkansas State University Intellectual Property Policy is published on the university's website.

III.r. Misconduct in Research

In recent years, well-publicized cases of misconduct in university research, including fabrication of results, plagiarism, and misrepresentation of findings have aroused concern among research institutions, individual investigators, sponsors of research, professional societies, and the general public. Although verified instances of such dishonest behavior are relatively rare, they raise serious questions about the integrity of the research process and the stewardship of public and private research funds. Institutions of higher education, in particular, enjoy a centuries-old tradition of integrity and objectivity, and cases of dishonesty in research by members of the university community must be dealt with carefully and thoroughly if the institution is to merit continued public confidence and trust.

Certain federal agencies have issued directives requiring awarding institutions to establish procedures for inquiry into, and investigation of, alleged or apparent misconduct in scientific research conducted, funded, or regulated by these agencies. Misconduct in research outside scientific field is equally serious. Accordingly, the following policy is established to apply to all instances of alleged or apparent misconduct in research conducted at Arkansas State University.

This policy applies to all research conducted by faculty, staff members, or students of Arkansas State University System.

Definition: For the purpose of this policy, the following definitions will be employed:

- Misconduct. Misconduct will be defined in accordance with the definition required or provided by the agency funding the research. In the event that the funding agency does not require or provide a definition of misconduct, or in the event that the research is not funded by an agency, misconduct is defined as: (1) fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, conducting, or reporting the results of research; (2) material failure to comply with university or sponsoring agency requirements affecting the conduct of research; or (3) failure to meet other material legal requirements governing research activities.

- An inquiry is an informal review of an allegation of misconduct in research for the purpose of determining whether there is reasonable cause to believe that a university employee or student has engaged in such misconduct.

- An investigation is an in-depth review of an allegation of misconduct in research for the purpose of determining whether or not a university employee or student has engaged in such misconduct.

Actions by the University

The Arkansas State University System will act vigorously to discourage and detect misconduct in research; will take appropriate disciplinary action against any of its employees or students who engage in such misconduct, as revealed by a careful investigation; and will inform and cooperate with those agencies sponsoring research that appears likely to have been affected by such misconduct.

Any individual who believes that he or she has knowledge of an act of misconduct in research by an Arkansas State University employee or student is responsible for communicating this information to the coordinator of organized research for that campus or the Office of the Chancellor. The coordinator of organized research for that campus or the Chancellor's designee, shall conduct an inquiry and, if warranted, an investigation into the allegation in accordance with that campus's operating procedure. Each campus within the ASU System shall create, utilize, and enforce an operating procedure for inquiry into and investigation of allegations of research misconduct.

III.s. Human Research

Persons conducting research at Arkansas State University are required to maintain high ethical standards in their treatment of human subjects. All researchers must abide by the basic ethical principles specified in the Belmont Report, including (a) equitable selection of subjects; (b) voluntary, informed consent from subjects; (c) minimization of acceptable risk; and (d) confidentiality in maintaining and reporting research data. Individual researchers are also required to follow the

ethical standards established for human research in their respective academic disciplines.

Under the terms of this policy, any systematic activity involving the collection and/or analysis of data on human subjects for the purpose of advancing general knowledge qualifies as human research, unless this activity is specifically exempted by current federal regulations. Collection of information on students for routine educational or administrative purposes does not constitute human research, nor does course work assigned to students for the sole purpose of demonstrating established methodologies.

Arkansas State University will maintain an Institutional Review Board for the Protection of Human Subjects (IRB). The IRB has the authority to review any research project involving human subjects that is associated with the university in any way. Based upon ethical considerations, the IRB can approve, require modification, suspend or terminate any research project under its jurisdiction. The final determination of whether or not any research project constitutes human research, and whether research procedures are ethical, will be made by the IRB.

III.t. Conflict of Interest

University faculty members need to be sensitive to the possibility that outside obligations, financial interests, or employment may affect their responsibilities and decisions as members of the university community. Involvement of university employees in outside activities, both public and private, often serves the interests of the individual, university, and general public. Participation of individuals in activities outside the university is encouraged to the extent that it does not interfere with the employment duties of the individual or the mission of the university in preserving, generating, and disseminating knowledge.

Faculty are required to comply with the University Conflict of Interest Policy and will be required to sign a disclosure form annually as required by Arkansas State law.

III.u. Sponsored Research

Among the responsibilities of the faculty of Arkansas State University are teaching, engaging in scholarly activities, and offering professional services. The university encourages scholarly activity as essential to the maintenance of skills and the mastery of the area in which the faculty member teaches, as well as to the development of new knowledge.

Furthermore, it is the policy of the university to encourage scholarly activity in the form of basic and applied research on the part of faculty and staff. This includes the endorsement and support of proposals for on-campus and off-campus grants,

contracts, or cooperative agreements. It is anticipated that such research activities may result in patentable discoveries, inventions, or copyrightable materials.

Arkansas State University retains an interest in discoveries, inventions, including patents thereon, and copyrightable materials resulting from:

- Research or investigation conducted on premises owned, operated, or managed by Arkansas State University.
- The use of equipment and/or materials owned or paid for by or through Arkansas State University.
- Reassigned workload for research.
- Compensated off-campus assignment.

Faculty members are encouraged to conduct research in their fields, to participate in departmental research, and to develop proposals for funded projects and programs.

If a faculty member wishes to seek support from an outside source for study or a research project that is to be undertaken when he/she is not under contract (in the summer, for example), and which will in no way require the use of university resources, no approval is necessary from any level of the university.

Projects that are negotiated by faculty members on an individual basis and do not require university administration of funds should follow the guidelines set forth in the section on outside employment and, accordingly, need the approval of the department chair and the dean.

Any research project or grant proposal which requires university administration of funds, or which in any way proposes use of university resources, requires the approval of the department chair, the dean, and the Associate Vice Chancellor for Research and Technology Transfer. Cost sharing may require additional signatures.

Funded projects fall into two categories: (1) those supported from institutional funds, and (2) those supported from outside sources.

(1) For projects supported from university funds, faculty members submit their requests to the Faculty Research Committee, which studies the proposals and makes recommendations for funding. Such proposals must have the approval of the department chair, the dean, and the Associate Vice Chancellor for Research and Technology Transfer before submission to the Faculty Research Committee.

    Faculty who undertake projects with university support may be required to agree to share any income from royalties arising from copyrights or patents, which result from such projects according to the University Intellectual Property Policy.

An acknowledgment of university support should be made when publication or other creative work results from university-sponsored research.

(2) When a faculty member wishes to submit a proposal for outside funding, the office of the Associate Vice Chancellor for Research and Technology Transfer should be contacted early in the planning process for advice on proposal budgets and other assistance with proposal preparation. If guidelines require a large in-kind contribution or institutional matching funds, the proposal will receive careful scrutiny before it is approved.

Any research or project grant administered through the university is subject to all the state regulations for purchasing, consultant contracting, and auditing under which the university operates.

When notices of grant awards are received, the Office of Grants and Contracts Accounting will set up an account for administering the grant budget and keep the Office of Finance and Administration informed when and if financial reports are due. At the end of the grant period, it is the responsibility of the project director to make all necessary reports and project evaluations to the awarding agency.

When notice is received that a proposal submitted to off-campus sources will not be funded, the faculty member should notify the Office of Research and Technology Transfer and/or the Office of Grants and Contracts Accounting.

Further information and guidance on research and grant proposals are available on the university's website.

Section IV

Promotion, Retention, and Tenure Policies and Procedures

IV.a. Definition of Tenure

Tenure is a status granted in the academic community to faculty members who have proven themselves over time. Tenured faculty may expect to continue in their academic positions unless adequate cause for dismissal is demonstrated in a fair, objective hearing, according to the procedures of due process.

Promotions, reappointments, and tenure are awarded by the Board of Trustees. Recommendations for promotion, retention, and tenure originate at the department level. Only full-time faculty and administrative personnel holding academic rank above the instructor level may gain tenure. Notice of tenure will be given through the office of the Provost/Academic Affairs and Research.

IV.b. Tenure Schedule

The procedure for granting tenure is as follows:

- Persons initially given pre-tenure appointments as professors, associate professors, or assistant professors must be reviewed for tenure not later than the completion of their sixth year of service at Arkansas State University, and tenure will be granted or denied at the beginning of their seventh year of service at Arkansas State University. If the mandatory review results in a failure to gain tenure by completion of the sixth year of service, the seventh appointment will be a terminal appointment. In referring to a "year," it is the policy of the university that a full semester of service under pre-tenure-status appointment, which begins on or before the first day of the spring semester in an academic year, counts as a full year. Non-compensated leave time of a full semester or more will not count as time toward tenure.

- A prospective faculty member (with the exception of presidential or chancellor candidates whose terms of appointment are defined by the Board of Trustees) may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Chancellor and be based on the thorough review and positive recommendations of the departmental PRT Committee within the academic unit in which tenure and rank will be held. Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the PRT application.

Application for Early Tenure:

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again only after two-years or in the sixth year of the pre-tenure cycle.

Extension for Extenuating Circumstances

Upon the occurrence of extenuating circumstances, faculty members on tenure-track may apply for an extension of time in which to meet tenure requirements.

Extenuating circumstances may include, but are not limited to, childbirth, adoption, foster care of a child, care for a family member, illness, and public/university service.

As soon as extenuating circumstances arise, the faculty member should contact the appropriate department chair (or dean if no department exists) and submit a formal written request for an extension for extenuating circumstances with all supporting documentation. The request, with documentation, will follow the normal PRT chain of review: DPRTC, Chair, CPRTC, Dean, UPRTC, and Provost and Vice Chancellor for Academic Affairs and Research. All tenure extensions under this policy will be granted in one year time periods. All extensions will be noted in the faculty member's PRT file and on each subsequent application to the PRT process.

Instructors:

Persons holding the rank of instructor are not eligible for the award of tenure, and the time spent as instructor will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned.

Members of the faculty who hold instructor rank may be promoted to assistant professor and granted a pre-tenure contract when:

- The Provost and Vice Chancellor for Academic Affairs and Research receives documentation of completion of requirements for the terminal degree and, additionally,

- Receives favorable recommendations for promotion from the appropriate chair and dean.

Faculty at the instructor rank who complete requirements for the terminal degree should provide their department chair with evidence of completion. Upon favorable recommendations by the chair and dean and approval by the Provost and Vice Chancellor for Academic Affairs and Research, promotion to the rank of assistant professor may be recommended by the Chancellor to the President and the Board of Trustees.

Provisional employment:

Employment in assignments that will be discontinued when external or other special funds are exhausted and the assignments terminated will only be considered as part of the probationary period in meeting requirements for tenure if approved in writing prior to the commencement of an assignment. In all other instances such assignments funded by soft money are considered to be non-tenured positions.

IV.c. Promotion, Retention, and Tenure Operational Procedures

During the fall semester, the University Promotion, Retention, and Tenure Committee (UPRTC) will distribute for comments the current university statement on C*riteria for Promotion and Tenure*. Comments from the Chancellor, the Provost and Vice Chancellor for Academic Affairs and Research and Research, the Academic Deans Council, the Chairs Council, the Faculty Senate, and the faculty will be used to make necessary revisions in criteria to be used the following year. Criteria will include, but are not limited to, the following:

In disciplines and fields in which the earned doctorate is the terminal degree, the earned doctorate appropriate to the college, department, and assignment is required; in disciplines and fields in which another earned degree is the terminal degree, the other earned terminal degree appropriate to the college, department, and assignment is required. The requirement for possession of the terminal degree for tenure or promotion may be waived in the exceptional instances when a faculty member has had employment and performance experiences that constitute a generally accepted substitute for the terminal degree. In these rare instances the academic department must establish criteria, subject to approval of the dean of the college and the Provost and Vice Chancellor for Academic Affairs and Research, for the substitution of appropriate experiences. The department must also document that it is a widely used and respected academic practice to accept the kind of substitution that is being requested.

The University PRT Committee will prepare a guide for the recommendations to be submitted by the department and college committees. It will ask the department and college committees to provide evidence on areas including, but not limited to:

- teaching
- research, scholarship, and other creative professional activities
- department, college, university, professional, and community service

Department and college PRT Committees may choose to weight the criteria for post-tenure promotion (teaching, scholarship, and service) as appropriate to the discipline and mission. No area can be weighted at zero; there must be some contribution in all three areas. Faculty need not be outstanding in all three areas. In making judgments, the university, college and department PRT Committees and administrators will be aware of the diversity of disciplines.

Pre-tenure faculty will be evaluated for tenure and promotion based on the department, college, and university criteria in place during their third year of employment on a pre-tenure appointment. This will coincide with the comprehensive pre-tenure review completed during the third year of employment at Arkansas State University. Tenured faculty applying for promotion will use the PRT criteria that have been in place for five years or less.

Except in unusual circumstances, the minimum time-in-rank between assistant and associate professor will be three-years. The minimum time-in-rank between associate and full professor will be five years.

PRT discussions, votes, and recommendations are confidential at all levels; members will not share any individual information outside the committee. Voting at all levels will be by secret ballot and tallied by the committee chair. At each step in the review process for promotion or tenure (department, college, and university committees) applicants will be notified in writing of the recommendations and rationale. Applicants who wish to withdraw an application must do so by the close of the third business day following receipt of these notifications. Persons who withdraw an application for promotion and/or tenure at any stage of the process may not resubmit an application during that review cycle and may not grieve. On withdrawal of an application, review of that application, at all levels, will cease.

After the review process has been completed, applicants for promotion and tenure will receive a letter from the Provost and Vice Chancellor for Academic Affairs and Research copied to the chair and dean, informing them of the recommendation that will be made to the Chancellor. Applicants will be notified of the Provost and Vice Chancellor for Academic Affairs and Research's recommendation no later than the day that the final recommendation will be presented by the Chancellor and President to the ASU Board of Trustees for action.

Faculty applying for promotion will submit applications in accordance with the promotion and tenure schedule provided by the Office of the Provost/Academic Affairs and Research each year. Promotion recommendations will originate at the department level, move to the college level, then to the University Promotion, Retention and Tenure Committee (UPRTC). The UPRTC will submit its recommendation to the Provost and Vice Chancellor for Academic Affairs and Research. Promotion and/or tenure may be granted by the Board of Trustees following recommendation by the Chancellor and the President of the University.

If the department PRT Committee has ranked its recommendations for promotion in order of preference, the college and university committees should give consideration to such ranking.

A PRT Committee member at any level (department, college, or university) will not review any faculty application for tenure or promotion or make a recommendation for tenure or promotion if the faculty applicant has filed a past grievance that involved the PRT committee member. Similarly, a PRT member at any level will not review any faculty applications for tenure or promotion or make a recommendation for tenure or promotion if they have previously filed a grievance against an applicant.

In the interest of making effective decisions regarding promotion, retention, and tenure, deans and/or department chairs have the responsibility of counseling with each faculty member at least once a year concerning the individual's performance in teaching, working with students, research, scholarship and creative activity, and professional involvement. A comprehensive pre-tenure review will be completed in the third year of employment at Arkansas State University for all pre-tenure faculty, regardless of rank.

In line with regular evaluation of the faculty, academic administrators will meet annually with the person to whom they report for a discussion and evaluation of their performance, career goals, and objectives.

IV.d. Promotion, Retention, and Tenure Committees: Composition and Procedures

IV.d.1. *Department:*

Each academic department will maintain a standing committee on promotion, retention, and tenure [hereinafter PRT]. Departmental PRT committees will have a minimum of five tenured faculty members representing all areas within the department. Tenured and tenure-track faculty of each department will elect the committee with committee members serving staggered three-year terms, if possible. If the department cannot form a committee of five, the department chair, after consultation with the faculty in his/her department, will select faculty from other departments in the college to make up the committee. The chair of the department may serve on the committee as a nonvoting member.

If a department chooses by majority vote at the initial faculty meeting in the fall not to maintain a committee on promotion, retention, and tenure, it shall develop criteria on promotion and tenure, which it shall submit to the college and university committees on promotion and tenure. That department shall permit each faculty member to apply directly to the college committee for promotion and/or tenure. In addition, the college committee shall make recommendations to the chair regarding reappointment of faculty in that department. Each department that does not have a PRT committee will elect a representative to the college committee.

Using the university statement on criteria for promotion and tenure as a guide, each department will establish criteria for promotion and tenure. These criteria will be submitted to the UPRTC for approval. It is the responsibility of the department PRT committee to ensure that departmental PRT criteria are compatible and current with university and college PRT criteria and to provide department members with the department's PRT criteria. Departmental criteria may be more stringent than college or university criteria. Early in the first semester of a pre-tenure appointment, the department chair and the chair of the department PRT committee will meet with each new faculty member. At this meeting, the official promotion, retention, and tenure documents will be discussed and explained. The new appointee will receive a copy of the departmental and college documents, and will sign a statement acknowledging receipt and understanding of the documents. If and when either the department or college PRT documents are revised, all faculty members will receive such revisions.

The department PRT Committee will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the retention recommendations, add his or her own recommendations, and send them to the college PRT Committee or to the dean as determined by college procedures.

Third-Year Pre-tenure Review:

A comprehensive Pre-Tenure Review will be completed in the third year of employment at Arkansas State University for all pre-tenure faculty members regardless of rank. This review will require that all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The departmental PRT Committee, the department chair, and the dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding his/her progress toward tenure.

Review of Tenure/Promotion Applications:

The department PRT Committee will consider the applications for promotion and/or tenure. Faculty eligible for promotion or tenure will have the opportunity to

provide the committee with written supportive material with their application for promotion or tenure. The department committee will prepare written recommendations with rationale that will be forwarded to each of the applicants. Each applicant who wishes to withdraw from further consideration for promotion and/or tenure must notify the chair of the department PRT Committee by the close of the third business day following receipt of the written recommendations of the committee. Persons who withdraw an application for promotion and /or tenure may not resubmit an application during that review cycle and may not grieve. Failure to successfully complete the tenure process in the sixth year of a pre-tenure appointment will result in issuance of a terminal appointment. For those applicants who continue in the process, the department PRT Committee recommendations will be forwarded, with all supporting material, to the chair of the department who will review the PRT applications and recommendations. The chair will add his/her written recommendations and rationale, and send them to each applicant. Each applicant who wishes to withdraw from further consideration must notify the chair by the close of the third business day following receipt of the written recommendations of the chair. For those applicants who continue with the process, the chair will send his or her recommendations and all supporting material to the college PRT Committee.

IV.d.2. ***College:***

Each department committee on promotion, retention, and tenure will elect annually one representative to serve on the college committee on promotion, retention, and tenure (CPRT). Committee members will serve staggered two year terms. If the college cannot form a committee consisting of tenured faculty, the dean should consult informally with department chairs and the senior faculty members to form the committee. To ensure continuity at the university level, colleges should elect their representative to the UPRTC (college committee chair) for a two-year term under the following schedule:

College of Agriculture, Business, Communications, and Education elect in even years;

College of Engineering, Fine Arts, Humanities and Social Sciences, Nursing and Health Professions, and Science and Mathematics elect in odd years.

Each college faculty may increase or decrease the membership of its college committee, subject to the required minimum of one from each department, as long as members are equitably allocated among departments. For faculty members having a teacher education component, the chair of the Professional Education Faculty Review Committee will be included as a nonvoting member (Appendix D).

Using the University statement on criteria for promotion and tenure, each college will establish criteria for promotion. College criteria must meet and may exceed university criteria. These criteria will be submitted to the UPRTC for approval.

Review of Tenure/Promotion Applications:

The college committee will have at least ten working days for consideration of the recommendations and supportive documents provided by the department committee and chair related to promotion, retention, and tenure, and will prepare written recommendations that will be forwarded to the applicants. Each applicant who wishes to withdraw from further consideration must notify the chair of the college committee by the close of the third business day following receipt of the written recommendations of the committee. For those applicants who wish to continue the process, the chair of the committee will forward recommendations and all supporting material directly to the dean of the college. The dean will review these recommendations, add his/her own, and send copies to each of the applicants. Each applicant who wishes to withdraw from further consideration must notify the dean by the close of the third business day following receipt of the written recommendation of the dean. For those applicants who wish to continue the process, the dean will forward his/her recommendation and all supporting material to the Office of the Provost/Academic Affairs and Research. This office will provide copies of the completed PRT application packets and all supporting material including recommendations from chairs, deans, and PRT committees to members of the UPRTC for their consideration.

IV.d.3 ***University:***

The chair of each College PRT Committee will represent the college on the University Promotion, Retention, and Tenure Committee (UPRTC). The committee shall elect its own officers. The chair of the UPRTC will have served at least one-year as a member of the committee prior to becoming chair.

Review of Tenure/Promotion Applications:

Members of the UPRTC will have access to the written recommendations from the department and college committee and the chair and dean (for faculty members having a teacher education component, the recommendation of the head of the education unit will be included, (as cited in Appendix D) at least two weeks before the university committee makes its determination. The committee will prepare written recommendations that will be forwarded to the applicants. Each applicant who wishes to withdraw from further consideration must notify the chair of the UPRTC by the close of the third business day following receipt of the written recommendations of the committee. For those applicants who wish to continue the process, the chair of the committee will forward recommendations and all supporting material directly to the Provost and Vice Chancellor for Academic Affairs and Research, who will review these recommendations, add his/her own, and send them, with all supporting material, to the Chancellor for consideration. A letter from the Chancellor informing the applicant of the final decision on

promotion or tenure will be included in the faculty member's employee file and copied to the chair and dean.

IV.e. Promotion, Retention and Tenure Files

IV.e.1. *Documentation to Employee and PRT Files*:

Other than the PRT application provided by the faculty member, letters required from committees and administrators, and peer reviews solicited internally and externally, no records concerning the faculty member will be added to his/her PRT documents unless such records are also part of that faculty member's employee file. These documents will be maintained separately from other employee files for five years in the Office of the Provost/Academic Affairs and Research. Generally, the only document from the PRT process that will be added to a faculty member's employee file will be the letter from the chancellor informing the applicant of the final decision on promotion or tenure.

However, where the recommendation is negative, copies of the reports from those levels which provided a negative recommendation will be included in the employee file.

IV.e.2. *Applicant Review of PRT File:*

At the conclusion of the promotion and tenure process, an applicant may review his/her promotion/tenure document.

IV.e.3. *Academic Hearing Committee Review of PRT Files:*

PRT files of other similarly situated faculty members, whether current or on retention in the Office of the Provost/Academic Affairs and Research, will be available to the Academic Hearing Committee to the extent that the Academic Hearing Committee deems that such records are relevant and necessary to the fair disposition of the grievance before them. PRT files may be reviewed by the committee in the Office of the Provost/Academic Affairs and Research.

IV.f. Post-tenure Review

See Appendix C for policy and procedures concerning post-tenure review.

IV.g. Reasons for Dismissal of Tenured Faculty

IV.g.1 *Personal and Professional:*

A tenured faculty member will be dismissed only for adequate cause. Examples of grounds which may constitute cause for dismissal include, but are not limited to, the following: admission and/or conviction of a felonious act, moral turpitude,

professional incompetence, unprofessional conduct, unauthorized use or abuse of university property, insubordination, excessive absenteeism, theft, physical/mental disability that prevents the performance of required activities, or neglect of professional responsibilities.

IV.g.2 ***Financial Exigency:***

Cases of bona fide financial exigency or the phasing out of institutional programs requiring reduction of faculty may require a reduction of tenured faculty.

IV.h. Procedure for Dismissals of Tenured Faculty

IV.h.1. ***Personal and Professional:***

Administrative officers, faculty members, or students who believe that reasonable cause for dismissal of a tenured faculty member exists may present a written statement of the case to the appropriate department chair and/or dean who will discuss their recommendations with the Provost and Vice Chancellor for Academic Affairs and Research. The Provost and Vice Chancellor for Academic Affairs and Research will conduct a preliminary investigation, study all the pertinent facts and consult with the appropriate parties. If the Provost and Vice Chancellor for Academic Affairs and Research believes that cause for dismissal exists, the Provost and Vice Chancellor for Academic Affairs and Research shall initiate dismissal proceedings through the Academic Hearing Committee (AHC). The AHC will proceed with its investigation and recommendation as outlined in the Faculty Grievance Procedure. The recommendation of the Academic Hearing Committee, along with the recommendation of the Provost and Vice Chancellor for Academic Affairs and Research, will be forwarded to the Chancellor for final review and action.

At any point prior to the final recommendation of the AHC, the Provost and Vice Chancellor for Academic Affairs and Research may request that the dismissal proceeding be dropped or the faculty member may resign. If the faculty member chooses to resign, he/she may not grieve.

The faculty member will not be suspended from regular duties during this procedure unless the welfare of the individual, the university, or the student body is threatened. The faculty member may be assigned other duties or be granted leave with or without pay unless legal considerations prohibit this option. Any faculty member suspended without pay may consult with the Department of Human Resources about filing a claim for pay with the appropriate agency.

IV.h.2. ***Termination of Faculty Members in Cases of Financial Exigency or Phasing Out of Program:***

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.

- A discontinuance of an academic program permits the termination or reassignment of faculty in an academic program whether they are 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 appointments of the faculty and the educational needs of the students.

Criteria for Identification of Faculty to be Terminated

- Procedure

  The Chancellor will determine whose appointments are to be terminated following the declaration of financial exigency or phasing out of program based on the criteria identified below.

- 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 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:

  Tenure

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

  Programmatic Needs of the University

  The overall programmatic needs of the university must be considered.

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

Rank

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

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.

Procedure for Termination

The statement of financial exigency or the phasing out of an institutional program as the reason for dismissal 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. Such a statement shall be *prima facie* showing of good cause for the dismissal of the faculty member.

Personal Conference

After the faculty member has received notice in writing of the reasons for dismissal, 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 may file a grievance.

IV.i. Non-reappointment of Pre-Tenured and Non-Tenured Faculty

Non-tenure or pre-tenure faculty members have no guarantee of future employment or ultimate tenure status. Non-reappointment is not a grieveable issue. In declining to reappoint, the university makes no charge against the faculty member that might seriously damage his/her standing and association in the community and does not foreclose the faculty member’s freedom to take advantage of other employment opportunities.

Written notice of the intention not to reappoint a faculty member on pre-tenure appointment, including library faculty members, will be given by the Provost and Vice Chancellor for Academic Affairs and Research according to the following schedule: (1) not later than March 1 of the first full academic year of service, (2) not later than December 15 of the second full academic year of service, and (3) at least 12 months before the expiration of an appointment after two or more full academic years.

Section V

Faculty Grievance Procedure

The grievance procedure is designed to resolve grievances at the department, college, or university level whenever possible, or failing that, through a committee which will be empowered to hear the complaint. Grievants are encouraged to discuss and resolve the grievance at the level closest to the faculty member, regardless of the nature of the grievance. If the grievance remains unresolved after initial discussions, the faculty member may file a formal grievance pursuant to the procedures below. Grievances are filed by individual faculty members using the procedures identified in the following materials, if the issue to be grieved is consistent with Section V.a.

Information and procedures regarding grievances concerning sexual harassment may be found in Section II. Information regarding student grievances may be found in the *Student Handbook*.

Arkansas State University will not discriminate against, and is prohibited from discriminating against, any person who has filed a grievance.

V.a. Grieveable Issues

The faculty grievance procedure applies only to alleged institutional error which affects the terms or conditions of that faculty member's employment. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. Dissatisfaction with or recommended changes to university policy are not grieveable issues and must be pursued through the University Governance procedures set out in Section I of this Faculty Handbook. The Chief Human Resources officer will be available to review any proposed grievance to determine whether a grieveable issue is stated.

All grievances will be investigated within the stated time period to ensure prompt, yet thorough, action. The Associate Vice Chancellor for Administration will grant time adjustments in the event of circumstances that prevent the grievance from being heard within the time period outlined in this Faculty Handbook. In such circumstances all parties will be notified in writing by the Associate Vice Chancellor for Administration of the length of extension granted.

Employee files of a faculty grievant and of other similarly situated faculty members, for purposes of comparison, will be available to faculty grievance committees to the extent that such committees deem such records relevant and necessary to the fair disposition of the grievance before them.

PRT files of other similarly situated faculty members, whether current or on retention in the Office of the Provost/Academic Affairs and Research, will be available to the Academic Hearing Committee to the extent that the Academic Hearing Committee deems such records relevant and necessary to the fair disposition of the grievance before them. PRT files may be reviewed by the committee in the Office of the Provost/Academic Affairs and Research.

V.b. Steps in the Grievance Procedure

Any grievance not related to promotion, retention, or tenure must be filed in writing within 90 days from the time the events leading to the complaint occurred.

Any faculty member with a complaint based on discrimination because of race, color, religion, age, disability, gender, or national origin should at this point also contact the Coordinator of Affirmative Action. All discrimination complaints will be monitored by the Coordinator of Affirmative Action and the Associate Vice Chancellor for Administration.

Grievance committee discussions, votes and recommendations are confidential at all levels: members will not share any individual information outside the committee. Voting at all levels will be by secret ballot and tallied by the committee chair.

V.b.1. *Department level:*

Initial Discussions

Initially, a faculty member seeking to file a grievance should discuss the grievance with the department chair. It is the chair's responsibility to give an impartial, informal hearing, to make a complete investigation, and, if possible, to seek an answer or resolution agreeable to all parties. The department chair is expected to reply orally to the faculty member within 10 business days. If a mutually agreeable resolution is not reached within 10 business days after the presentation of the grievance to the chair, the faculty member may submit a written complaint to the Department Grievance Committee. Complaint forms can be obtained in the Department of Human Resources and, upon request, a staff member there will assist in the preparation of a complaint and explain the steps involved in the grievance procedure. The Department of Human Resources will maintain secure files on all grievances and will monitor their outcome once they have reached this level.

Department Grievance Committee

Composition:

Each department shall establish a Department Grievance Committee, including at least five members to represent all tenured and non-tenured faculty members in the department. This committee is a standing body elected by the full-time faculty in the department. Faculty selected will reflect the racial, ethnic, and gender diversity of the department. Members serve two-year terms with a portion being replaced annually as determined by the department. The committee elects a chair each year. No faculty member may sit on a committee to hear a grievance against himself or herself, a grievance he/she has filed, or a grievance which he/she may later review or act upon. The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate Vice Chancellor for Administration will be present for the initial presentation of the grievance to the committee and during any formal hearing. The Associate Vice Chancellor will not be present during committee discussions and deliberations unless asked to attend; however, he/she will review the committee's report of findings and their recommendations for technical and/or legal issues prior to submission. In cases of alleged discrimination, the role of an affirmative action coordinator is limited as described above for the Associate Vice Chancellor.

Proceedings:

The Department Grievance Committee has 10 business days after a complaint is received to make a recommendation in writing to the department chair, the grievant, and any other party in the grievance with a copy to the Vice Chancellor for Administration. All proceedings of this committee shall be in closed session and will not include the grievant or the party complained against unless the committee requests their oral testimony. If oral testimony is requested by the committee, both parties may be present. Each party may have up to two advisers or colleagues present during the testimony, whose role shall be limited to personal consultation. The committee will be notified at least one business day and not fewer than 24 hours in advance of the identity of any advisers to be present. The chair of the committee may examine official files relevant to the case. These data may be submitted in summary form by the committee as part of the record, giving due regard to confidential information. If a mutually agreeable resolution is not reached by the Department Grievance Committee, a written complaint should be submitted by the grievant to the dean within 10 business days after the Department Grievance Committee's response is received.

Recommendations:

In resolving a case the Department Grievance Committee has two alternatives:

- It may recommend after hearing the evidence that the grievance should be denied on the grounds that no institutional error was found.

- If the Department Grievance Committee decides that an institutional error has been made, it will recommend a remedy. Recommendations for redress of the grievance will be based upon the committee's perceived need for an appropriate change in a term or condition of employment.

Findings:

In all instances the committee will prepare a written record of its findings of fact, a statement of its conclusion, including the reasons or policy criteria used in reaching their conclusions and recommendations for the resolution of the grievance. This response will be filed with the Department of Human Resources as the committee's official findings and will be retained for a period of not less than five years. Copies of the Departmental Grievance Committee report will also be sent to the grievant, the party complained against, the department chair, the dean of college, and in cases of alleged discrimination to the affirmative action coordinator. If the complaint remains unresolved after the Department Grievance Committee action, the grievance may be sent to the dean of the college by any of the parties within 10 business days of the receipt of the findings of the Department Grievance Committee.

V.b.2. ***College level:***

Initial discussions with the Dean

After receiving a written grievance, the dean shall have 10 business days to prepare a written response. In that time the dean will consult with the department chair and chair of the Department Grievance Committee involved, study all the relevant facts, carefully examine any policies involved, discuss the issue with the faculty member and, if possible, resolve the issue raised within the framework of existing university policy to the satisfaction of all involved. If a mutually agreeable resolution is not reached within 10 business days after presentation of the grievance to the dean, the grievant may submit a written complaint to the College Grievance Committee. The Department of Human Resources will

maintain secure files on all complaints and will monitor their outcome once they have reached this level. The grievant along with any other parties involved in the grievance, the department chair, and the Associate Vice Chancellor for Administration shall receive written notification of the dean's response to the grievance. A copy of this response should also be sent to the affirmative action coordinator if a complaint of discrimination is involved.

College Grievance Committee

Composition:

Each college shall establish a College Grievance Committee, consisting of at least five tenured faculty members representing all tenured and non-tenured faculty. The College Grievance Committee will include one representative from each Departmental Grievance Committee (normally the chair of that committee). This committee is a standing body representing all faculty members in the college. Faculty selected will reflect the racial, ethnic, and gender diversity of the college. Members serve two-year terms with a portion being replaced annually. The committee elects a chair each year. No faculty member may sit on a committee to hear a grievance against himself or herself, a grievance he/she has filed, or a grievance which he/she may later review or act upon.

In discrimination complaints the College Grievance Committee shall have three additional members who shall be selected by the College Grievance Committee from a pool of nine tenured faculty members who are appointed by the Chancellor and who will have special training in issues involving discrimination. These nine members will also serve two-year terms on a rotating basis.

The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate Vice Chancellor for Administration will be present for the initial presentation of the grievance to the committee and during any formal hearing. The Associate Vice Chancellor for Administration will not be present during committee discussions and deliberations unless asked to attend; however, he/she will review the committee's report of findings and their recommendations for technical and/or legal issues prior to submission to the dean. In cases of alleged discrimination, the role of an affirmative action coordinator is limited as described above for the Associate Vice Chancellor.

Proceedings:

The College Grievance Committee has 10 business days after a complaint is received to make a recommendation in writing to the dean, to the grievant, others party to the grievance and a copy to the Department of Human Resources. All proceedings shall be in closed session and will not include the grievant or the party complained against unless the committee requests their oral testimony. If oral testimony is requested by the committee, both parties may be present. Each party may have up to two advisers present during the testimony, whose role shall be limited to personal consultation. The committee will be notified at least one business day, and not fewer than 24 hours in advance of the identity of any advisor or colleague to be present.

Recommendations:

In resolving a case the College Grievance Committee has two alternatives:

- It may recommend after hearing the evidence that the grievance should be denied on the grounds that no institutional error was found.

- If the Academic Hearing Committee decides that an institutional error has been made, it will recommend a remedy. Recommendations for redress of the grievance will be based upon the committee's perceived need for an appropriate change in a term or condition of employment.

Findings:

In all instances the committee will prepare a written record of its findings of fact, a statement of its conclusion, including the reasons or policy criteria used in reaching their conclusions and recommendations for the resolution of the grievance. This response will be filed with the Department of Human Resources as the committee's official findings and will be retained for a period of not less than five years. Copies of the College Grievance Committee report will also be sent to the grievant, the party complained against, the department chair, the dean of the college, the Provost and Vice Chancellor for Academic Affairs and Research for Academic Affairs and Research, and in cases of alleged discrimination to the affirmative action coordinator.

V.b.3. ***University level:***

Academic Hearing Committee

If the complaint remains unresolved after the College Grievance Committee action, the grievance may be sent to the chair of the Academic Hearing Committee (AHC) by any of the parties involved within 10 business days of receipt of the findings of the College Grievance Committee.

Composition:

At the end of each spring semester the Executive Committee of the Faculty Senate will present to the Chancellor a list of the names of 21 tenure-track/tenured full time faculty members (at least half of whom will have served during the previous academic year) who will serve two-year terms that are staggered to provide continuity to the committee. Terms will begin at the start of each academic year. The Executive Committee of the Faculty Senate will ensure that all colleges are represented when drawing up the list of names. Faculty selected will reflect the racial, ethnic, and gender diversity at Arkansas State University. Faculty members who have been selected to serve on a College Grievance Committee may not simultaneously sit on the Academic Hearing Committee.

At the first committee meeting the AHC (21 members) will elect a chair who has recently served on the AHC. The chair of the AHC must be a tenured faculty member. When a grievance reaches the level of the AHC, the chair of the AHC will notify the Chancellor. The Chancellor will select from the committee of the whole (21 members), a subcommittee of seven to hear each grievance. The Chancellor will also select a dean, from among the pool of academic deans, and a department chair, from the pool of department chairs, to serve for each subcommittee empanelled. The AHC chair will serve as the nonvoting chair for all the nine member subcommittees empanelled. Each subcommittee will elect one of its members to prepare a record of the proceedings and deliberations and prepare a formal report of the committee findings. The Chancellor will select a replacement from the AHC for any member of a subcommittee who must recuse him/herself or who will not be available for the duration of the hearing.

In cases of alleged discrimination, three additional tenured professors, selected from the University Diversity and Affirmative Action Committee, will join the AHC. The parties on each side of such a case will each

choose one member from the UDAAC; the two individuals selected from the UDAAC will in turn select a third person from the UDAAC to sit on the AHC. The Department of Human Resources will assemble any necessary materials relevant to the grievance before the subcommittee, arrange facilities, and maintain an official written record of the hearing when completed.

The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate Vice Chancellor for Administration will be present for the initial presentation of the grievance to the subcommittee and during any formal hearing. The Associate Vice Chancellor for Administration will not be present during subcommittee discussions and deliberations unless asked to attend; however, he/she will review the subcommittee's report of findings and their recommendations for technical and/or legal issues prior to submission to the Chancellor by the chair of the AHC. In alleged discrimination cases, the role of an affirmative action coordinator is limited as described for the Associate Chancellor.

Proceedings:

The Academic Hearing Committee has 20 business days after a grievance is received to make a recommendation in writing to the Associate Vice Chancellor for Administration, the Chancellor, and any and all parties to the grievance. All proceedings of this committee shall be private and will not include the grievant or the party complained against unless the committee requests their oral testimony. If oral testimony is requested from either party, both parties may be present. Each party may have up to two advisers present during the testimony; however, the role of the advisor will be limited to personal consultation. The committee will be notified at least one business day and not fewer than 24 hours in advance of the identity of any advisers to be present. The committee will make their recommendations to the Chancellor, the Associate Vice Chancellor for Administration, and all individuals party to the grievance.

In all deliberations regarding a case before the AHC, only the empanelled committee members may be present and participate.

Recommendations:

In resolving a case the Academic Hearing Committee has two alternatives:

- It may recommend after hearing the evidence that the grievance should be denied on the grounds that no institutional error was found.

- If the Academic Hearing Committee decides that an institutional error has been made, it will recommend a remedy. Recommendations for redress of the grievance will be based upon the committee's perceived need for an appropriate change in a term or condition of employment.

In all instances the committee will make a written record of its finding of fact, a statement of its conclusion, including the reason or policy criteria used in reaching its conclusion, and any recommendation for resolution of the grievance. All recommendations by the AHC shall be forwarded to the Chancellor. Copies of the committee's recommendation shall also be sent to all parties concerned, the department chair, the dean, the Provost and Vice Chancellor for Academic Affairs and Research for Academic Affairs and Research, the Associate Vice Chancellor for Administration, and in cases of alleged discrimination to the university affirmative action coordinator.

The Chancellor shall render a final decision on the grievance and communicate that decision in writing in the form of a letter to the grievant and to the chairperson of the AHC within 10 working days after receipt of the AHC's recommendation. In the event that the Chancellor does not follow the recommendation of the AHC he/she will include in the letter to all parties involved his/her basis for not accepting the Committee's recommendation.

V.c. Grievance on Promotion or Tenure

A faculty member who has been denied promotion or tenure and believes there are grounds for a grievance relating to his/her case must begin the grievance process within 30 business days after receipt of the letter from the Provost and Vice Chancellor for Academic Affairs and Research for Academic Affairs and Research notifying him/her that his/her application for promotion and/or tenure has been denied. The faculty member may discuss denial of promotion or tenure with the Provost and Vice Chancellor for Academic Affairs and Research and, if the faculty member remains unsatisfied, he/she may submit a grievance to the AHC. Since promotion and tenure recommendations come through a series of departmental, college, and university committees, grievances involving decisions relating to promotion and tenure will be reviewed by the Academic Hearing Committee for institutional error only.

Non-tenure or probationary faculty members who are not reappointed have the right to discuss this issue with the chair of their Department PRT Committee, the department chair, the dean, and the Provost and Vice Chancellor for Academic Affairs and Research but may not grieve.

V.c.1. ***Document Collection and Disposition:***

When a grievance proceeding has been closed, all material relating to that case including official written records of the hearing, statements, other non-confidential evidence and documents, and a list of confidential materials examined shall be archived in the Department of Human Resources for a minimum of five years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file.

Appendix A

CONSTITUTION OF THE FACULTY ASSOCIATION

OF ARKANSAS STATE UNIVERSITY

This constitution of the Faculty Association of Arkansas State University is adopted in order to promote the effectiveness of the University in the discharge of its responsibilities, to effect closer coordination among the various colleges and departments of the University, and to provide a means by which the special competencies of the members of the faculty may be utilized more fully in the formulation and execution of the academic programs of the University.

Article I

THE FACULTY ASSOCIATION

Section I: Membership

All full time members of the faculty with the rank of instructor or above plus professional librarians and military science faculty are members of the Faculty Association.

Section II: Bylaws

The Faculty Association shall adopt such bylaws as it considers necessary to perform its functions.

Section III: Meetings

The Faculty Association shall hold at least one general meeting each semester of the regular school year and at any other time(s) deemed necessary by the Chancellor, the president of the Association, or by petition of 20 percent (20%) of the members of the Faculty Association. A majority of the membership shall constitute a quorum.

Section IV: Officers

The officers of the Faculty Association shall consist of a president; a president-elect, who shall preside in the absence of the elected president and who shall be elected by the Faculty Association; and a secretary-treasurer, who shall be elected by the Faculty Association, and who shall keep the records of the faculty proceedings, be responsible for the secretarial work related to the business of the Faculty Association, receive all monies paid to the Association, and maintain a record of all receipts and disbursements. The president shall serve for a term of two years. The president-elect shall be elected every other year and shall serve for one year, whereupon he/she will succeed the president in office. Upon completion of his/her term, the retiring president will serve for one year in the executive committee. The president and

president-elect shall not be from the same college. The secretary-treasurer shall be elected for a term of two years. Any faculty member eligible for service in the Faculty Senate shall be eligible to hold any elective office of the Faculty Association (See Article II, Section IX).

Section V: Functions and Responsibilities

The Faculty Association shall function as the parent organization of the Faculty Senate. It may, upon petition of 20 percent (20%) of its members, direct the Senate to defer action on any matter until a full meeting of the Faculty Association. With a dissenting majority vote the Association may delay any action of the Senate for three full semesters. Normally it will hear only the decisions of the Senate and review the policy and method of implementation of such policy as may be formulated by the Senate. The Faculty Association may direct the Senate to consider any problem by a petition of 10 percent (10%) of its members.

The president and/or president-elect of the Faculty Association or a member of the faculty so designated by the president of the Faculty Association shall attend meetings of the Board of Trustees, the Academic Deans Council, and other meetings as appropriate, and shall submit periodic reports to the Faculty Senate about the discussions of these bodies.

Article II

THE FACULTY SENATE

Section I: Composition

- The legislative body of the Faculty Association shall be a Faculty Senate.

- The officers of the Faculty Association shall reapportion seats on the Faculty Senate among the colleges and the independent departments on the basis of the number of faculty members within those units. Such apportionment shall be done annually, preceding the Senate election. The annual reapportionment of the Faculty Senate must be approved by a simple majority of the Senate.

- The professional library staff and the military science faculty shall be given representation as a departmental unit.

- Apportionment of the faculty senators is based upon the total number of full-time faculty-as listed by the official fall roster of the Provost and Vice Chancellor for Academic Affairs and Research. Excluded from this tally are full-time faculty members on leave.

- The officers of the Association may revise the number of faculty per allotted senator to maintain the size of the Faculty Senate within proper proportions.

- Each year, members of the faculty in a college shall have the right to apportion their seats among the various departments constituting the college or to elect at-large representatives. The procedures for choosing senators within each college shall be determined (and may be revised as necessary) by a majority vote of the faculty of that college.

- The procedures adopted shall be reported to the Faculty Senate within one month of adoption or modification.

- The term of each senator is fixed at two years. A senator may be elected for an unlimited number of consecutive terms.

- The officers of the Faculty Association shall be members of the Faculty Senate with all rights and privileges of such membership.

Section II: Eligibility

Eligibility for service in the Senate will be restricted to faculty members holding academic rank (including military science faculty and professional librarians) who have a minimum of three years of service at Arkansas State University. Tenured faculty status is preferred.

Section III: Officers

The Senate will elect its own vice-chair and secretary no later than the second meeting of the fall semester. In the event of a vacancy, the Senate will elect a replacement at its next meeting. The president of the Faculty Association will serve as Chair of the Senate. No officer may serve more than two full consecutive years in the same office. The Executive Committee of the Faculty Senate shall be composed of the president, president-elect, immediate past president, and secretary-treasurer of the Faculty Association, along with the vice-chair and secretary of the Faculty Senate. The Executive Committee shall plan for meetings of the Faculty Senate and conduct the business of the Senate and the Faculty Association between meetings.

Section IV: Meetings

The Faculty Senate shall meet at least once each month during the academic year. All meetings of the Senate shall be open to the public. Any member of the faculty who is not a member of the Senate may participate in the discussions but may not vote.

Section V: Duties

The Senate has authority to look into any subject affecting the well-being of the University, the faculty, or the student body. It must look into any question referred to it by the Faculty Association, the administration, or by petition of 10 percent (10%) of the faculty. It may receive individual requests but may decide on the validity of action.

The Senate will hear the reports of all Senate committees. The Senate alone will make recommendations from Senate committees to the administration.

The Senate has the power to appoint any number of special committees. These will be chaired by a member of the Senate, but may be staffed by non-senate faculty and administrative personnel. The committees will report to the Senate. Further action will be at the discretion of the Senate.

The secretary of the Senate will issue minutes of all Faculty Senate meetings. These will be posted on the ASU Faculty Senate website.

Section VI: Relationship of Faculty Association to the Senate

Upon petition of 20 percent (20%) of the faculty, the Senate must defer action on any matter until a full meeting of the Faculty Association. With a dissenting majority vote the Association may delay any action of the Senate for three full semesters. If the Senate approves an action in four consecutive semesters, it may so recommend to the administration.

Article III

AMENDMENTS

Amendments to this constitution may be proposed by a two-thirds vote of the Faculty Senate or by a majority vote of the Faculty Association members present at a general meeting of the Faculty Association. The text of a proposed amendment shall be distributed to each member of the general faculty not less than thirty days before it shall be considered. An amendment must be approved by a majority vote of the Faculty Association in a general meeting. It shall then be submitted, through the Chancellor, to the Board of Trustees of Arkansas State University and become effective upon their approval.

Article IV

RATIFICATION

Before the constitution shall become effective, it must be approved by a majority of the members of the faculty of the University, in attendance at a general faculty

meeting called for that purpose. It shall then be submitted, through the Chancellor, to the Board of Trustees of Arkansas State University and become effective upon their approval. Following approval of the Board, the president of the Faculty Association shall immediately take steps to call such elections as will be necessary to put it into operation.

BYLAWS OF THE FACULTY ASSOCIATION

I. In accordance with the Constitution, Article I, Section II, complete current records of membership, indicating voting rights in the Faculty Association, shall be kept by the secretary-treasurer of the Faculty Association.

II. An annual stipend is to be provided by Arkansas State University to finance the activities of the Faculty Association. No monies shall be disbursed by the secretary-treasurer without authorization by the Executive Committee (elected officers) of the Faculty Association for either the Association or the Faculty Senate. Further financing for the activities of the Faculty Association shall be provided by dues assessed annually to the members of the Faculty Association. The amount of annual dues shall be determined by the membership of the association.

III. The president shall call the meetings specified in the Constitution, Article 1, Section III, notice being given to members of the Faculty Association. The president shall schedule regular meetings as deemed best suited to the University program.

IV. Nomination and Election Procedures

A. <u>Nomination of Officers</u>

1. In accordance with the Constitution, every second year or as necessitated by vacancy in office, the president of the Faculty Association shall appoint a committee to present nominations for the office of president-elect at a meeting of the Association called during spring of each year. The Association members shall be notified of the nominees at least two weeks before the election date. Additional nominations may be made by a petition, signed by twenty (20) members of the Association, and filed with the president at least one week before the election date. The position of secretary-treasurer will also be included every second year, or as necessitated by vacancy in office, in presenting nominations.

2. Secret ballots must be used for the election, with the names of all certified candidates appearing on the ballot.

3. A majority of the members voting shall be necessary to elect an officer of the Association. In the event that no candidate for a particular office receives a majority of the votes cast, a run-off election shall be held during the Association meeting. If a quorum is not present, the run-off shall be held by ballot in two weeks.

4. Newly elected officers of the Association shall assume their duties at the first meeting of the Faculty Senate or the Faculty Association following their election.

B. Election of the Members of the Faculty Senate

1. Members of the Faculty Senate shall be elected by members of the faculty in their respective groups (colleges, departments within a college if the faculty of the college so decides, independent departments, or professional librarians) during the spring of each year to fill vacancies caused by the expiration of the term of a senator, or by any other reason as defined below.

2. New senators shall assume their duties in the first fall meeting of the Faculty Senate following their election.

C. Filling Vacancies

Officer and Senate vacancies shall be filled as they occur.

1. Officer Vacancies

Definition of vacancy: Office of president, president-elect, or secretary-treasurer shall be adjudged vacant when the incumbent (1) dies, (2) retires, (3) resigns from his/her office or from the university, or (4) goes on leave for a semester or more.

Procedures for filling vacancies:

President.

If the office of president becomes vacant while no president-elect is in office, the Senate, at the next Senate meeting following the vacancy, shall select an interim president to serve until the meeting of the Association called during the spring of each year. At this meeting, the Association, notwithstanding other provisions of these bylaws, will elect a president to serve a two-year term. At the next meeting of the

Association called during the spring of each year, the Association, notwithstanding other provisions of these bylaws, will elect a president- elect to serve a one-year term.

If the office of president becomes vacant while a president-elect is in office, the president-elect will become interim president until such time as he or she would have become president had no vacancy occurred, at which time he or she will assume the office of president. At the Association meeting called during the spring of the year following this assumption of the office as president, the Faculty Association shall elect a president-elect to a one-year term.

Procedures for filling vacancies:

Secretary-Treasurer.

If the office of secretary-treasurer becomes vacant, the Senate, at the next Senate meeting following the vacancy, shall elect an interim secretary-treasurer who shall serve until the next meeting of the Association during the spring of each year. At this meeting, the Association shall elect a new secretary-treasurer who will then serve a two-year term.

Procedures for filling vacancies:

Immediate Past President.

If the office of immediate past president becomes vacant, the Senate, at the next Senate meeting, may, if it wishes, select a person to serve on the Executive Committee until such time as the office is filled under the provisions of these bylaws.

If any vacancy occurs such that there is insufficient time to solicit nominations for the office prior to the spring meeting of the Association, the Senate, at the next Senate meeting, shall appoint a special nomination committee to solicit nominations for the office and report to the Senate at the following Senate meeting. Upon approval of the report of the committee, the Senate shall set a date for a special election. At least two weeks prior to the election, the Senate shall inform the Association membership by e-mail of the date, time, and place of the special election; the officer to be elected; and the nominees for the office. Additional nominations may be made by a petition signed by twenty (20) members of the Association, and filed with the president at least one week prior to the election. Upon completion of the special election, any persons elected will take office

and serve as if they had been elected at the previous spring meeting of the Association.

For purposes of other provisions of the Constitution and Bylaws, the offices of interim president and interim secretary-treasurer shall be considered offices different than those of president and secretary-treasurer respectively.

2. Senate Vacancies

a. Definition of vacancy. A Senate vacancy shall be adjudged to exist when a Senator (1) dies, (2) retires, (3) resigns from the Senate or from the University, (4) goes on leave for a semester or more, or (5) is elected to serve as president-elect or secretary-treasurer of the Faculty Association.

b. Procedure for filling vacancies. The president of the Faculty Association, in consultation with the members of the affected group and with the approval of the Faculty Senate, shall make interim appointments effective until the next annual election. At the next annual election a senator or senators shall be elected to complete any unexpired term of the affected membership or memberships.

D. Special Elections

Special elections shall be conducted when more than four vacancies exist in the membership of the Senate, or when following a challenge in which a prior election has been voided by the Senate. Special elections shall follow, as far as possible, the same procedure used for the annual elections.

V. Amendment of Bylaws

These bylaws may be amended at any regular or called meeting of the Faculty Association by a majority vote of those present, provided the proposed change shall have been submitted to each member of the Faculty Association at least 72 hours before the meeting.

STANDING COMMITTEES OF THE FACULTY SENATE

During the spring semester, the Senate Committee on Committees circulates to each member of the Faculty Association a list of Senate standing committees and of those University committees to which the Senate has the privilege of appointing some of the members. A brief statement as to the role of the committee and the number of vacancies is included. Faculty members are requested to return such a list, marking their preferences as to committee(s) on which they would like to serve.

Upon return of such expressions of preferences by the faculty the Senate Committee on Committees prepares a roster of committees and of faculty members willing to serve on them. The roster is used to select and name faculty for committee service.

Faculty named to serve on the University committees are elected by the membership of the Faculty Senate during, normally, its first meeting in April. (The nominees upon whom the Senate votes are faculty who express preference to the Committee on Committees [see above] to serve on the various university committees.)

Faculty named to serve on the Senate standing committees are appointed, prior to commencement of the Fall semester, by the newly elected president of the Faculty Association (and Chair of the Faculty Senate). Appointments are made with preference given to faculty volunteering their services to the Committee on Committees (see above). The chairs of Senate standing committees are, normally, senators. Some preference is given also to reappointment of several previous members of a given committee so as to ensure continuity.

Committee on Committees

The Faculty Senate Committee on Committees is composed of members of the executive committee of the Faculty Senate. The role of this committee is to: (1) solicit the faculty to develop a pool for prospective Faculty Senate committee appointments and Faculty Senate appointments to University committees each spring; (2) aid the incoming chair of the Faculty Senate in selecting committee members for the coming year's Faculty Senate committee appointments, and (3) monitor equitable faculty member appointments to Faculty Senate and University committees.

Finance Committee

The role of the Faculty Senate Finance Committee is to monitor faculty financial status both within the university and relative to other universities in the state, region and nation.

Status of the Profession Committee

The role of the Faculty Senate Status of the Profession Committee is to: (1) annually survey the faculty; (2) analyze annual and longitudinal results; (3) summarize at least three major findings from survey results, and (4) prepare a report of the results for distribution to the faculty and the public.

Historical Committee

The committee is charged with overseeing the nomination and approval process for permanently honoring future distinguished faculty who have since retired and also charged with maintaining the archives/historical records of the faculty and the association. Membership on the committee will consist of one representative who is a

tenured faculty member from each of the academic colleges. Members will be selected by the Executive Committee of the ASU Faculty Association. Members selected to serve on the committee should have a long history of employment as ASU faculty. The committee will elect a chair. The length of the term for each committee member is five years. Every five years beginning in the fall of 2014 the committee will put forward a call for nominations. The committee will follow the *Criteria for Inclusion* and the *Procedure for the Nomination Process* listed below. The committee and the ASU Faculty Association Executive Committee will be responsible for having the names of the distinguished faculty honorees, highest degree, title, and years of service engraved on the prefabricated name plate and permanently attached on the display outside of Centennial Hall. The names will be unveiled every 5 years during the spring meeting of the ASU Faculty Association and Faculty Honors Convocation. Distinguished faculty honorees and their families will be invited to these events.

Criteria for Inclusion of Nominee:

(1) Nominees must be former ASU faculty members.

(2) Other than in exceptional cases nominees must have a minimum of 10 years of service to ASU.

(3) They must have made long-term significant contributions to ASU.

Procedure for the Nomination Process:

(1) The Historical Committee will notify all ASU Academic Deans of their plans to honor select former faculty and the criteria that nominees must meet and the procedures for submitting nominations.

(2) Academic Deans will be asked to form a faculty nominating committee consisting of current faculty representatives from every department and program within their respective college. Deans will be asked to include as many "seasoned" faculty as possible on these college nominating committees. Nominating committee members need to have a long history of employment as ASU faculty.

(3) Each college nominating committee will submit the names of faculty members who meet the criteria for inclusion and who should be considered as nominees. Each college nominating committee will rank order these names. These names will be provided to the Chair of the Historical Committee and copied to the college dean by mid-October.

(4) Each nomination must include the following in order to be considered:

a. Nominee's full name and highest degree (e.g., Ph.D., Ed.D., MFA, MSN, etc.)

b. Nominee's rank and title (e.g., Professor of Chemistry)

c. Year of first contract and year of last contract (e.g., 1991-2014)

d. Key contributions to ASU (i.e., why the former faculty member is being nominated)

e. Rank order (see # 3 above)

(5) The Historical Committee has the right to select nominations for presentation to the ASU Faculty Association Executive Committee. The committee should consider approximately 10 nominations every five years.
(6) The Historical Committee will vote on a final list of nominees and forward the list to the ASU Faculty Association Executive Committee for final approval.

Appendix B

Salary Equity Adjustment Formula

I. ***Definition of inequity***

Salary inequities among individuals are disruptive to quality academic programs, causing discord within departments, discontinuity within academic programs through excessive faculty turnover, and converting productive faculty members into those who are, to quote Dr. Warren Martin of the Carnegie Foundation, "chronically aggrieved." This does not refer to differences in salaries that result from variations in productivity and contribution to the university, nor from economic forces in the market. Instead, the term "inequity", as used here, refers to arbitrary and unjustified differences in salary among faculty within a department or academic discipline.

It is the task of the administration to build and maintain as strong a faculty as possible, given the resources of the university. In so doing, inequitable salaries for qualified faculty should be adjusted to minimize the opportunity cost of staying at Arkansas State University. When an individual has the opportunity to go elsewhere at a higher salary, and equal or better working conditions, there is an opportunity cost to staying at the university. If the individual stays, he is progressively more dissatisfied as the opportunity cost increases. When the opportunity cost is great enough, the individual will leave. Whether the individual stays or leaves, it is disruptive and harmful to the academic mission of the university.

Salary inequities must be clearly defined before the problem can be remedied. The committee offers a working definition based on economic, not simply theoretical or altruistic, grounds. The proposed definition is based on two assumptions: (1) This is a comprehensive university that must attempt to maintain and/or strengthen many academic disciplines at one time, and (2) the university has limited resources and must attempt to allocate these resources toward acquiring and retaining faculty in as efficient a manner as possible. For purposes of this recommendation, salary inequities are deemed to be differences in salaries that are unjustified by qualifications, assigned responsibilities, or market forces. "Qualifications" include academic credentials and rank, service to the university and to academe, and meritorious performance. "Market forces" are reflected in prevailing salary levels among the various disciplines for equally qualified faculty within and external to the university.

The following is a procedure for determining the existence and magnitudes of salary inequities. This is the basic methodology, which is directly applicable to individuals on standard 9-month teaching contracts. Individuals with 9- or 12-month contracts and special assigned responsibilities (e.g., department chair, directorates, etc.) will require additional consideration.

II. *A method for determining that inequity exists*

Salary inequities are of two basic types, they may be termed internal and external inequities. Internal inequities are those that exist among individuals within the university. When identifying internal inequities, it must be attempted to determine whether a particular salary is improper, relative to others at the university. This assumes that the pool of funds is fixed, and the problem is to optimize the allocation of that fixed total. On the other hand, external inequities occur when the general level of salaries at the university is below the levels of the universities with which our academic programs are expected to compete. Identification of external inequities does not assume that the pool of funds available for salaries is fixed. Instead, it assumes that more funds must be allocated to the academic area. Those additional funds must come from non-academic areas and/or result from more total funds becoming available to the university.

A. Internal Salary Inequities

Identification of internal salary inequities can be a difficult task because of the large number of variables. Quantification of the magnitudes of the inequities may be even more complex. No system can be expected to determine perfectly the appropriate level of salary for every individual. However, some inequities are so obvious and so extreme as to be readily identifiable and to demand immediate attention and remedy. It is our purpose to develop a procedure for identifying salary inequities and a methodology to approximate the magnitudes of those inequities. Decisions concerning appropriate salary levels and adjustments of salary levels must be based on the best available data. It is the responsibility of departments and colleges to continually analyze their own internal salary structures, and to maintain the most relevant available national and regional data on salary levels in the academic disciplines they represent.

Salary inequities were earlier defined to be "differences in salaries among faculty that are unjustified by qualifications, assigned responsibilities, or market forces." Inequities may occur among faculty within a given department or among faculty across departmental or college boundaries. One obvious approach to identifying an inequity is to compare the salary of the individual in question against colleagues of similar qualifications within that department. That approach, however, has certain inherent difficulties: 1) the department may be quite small, or more than one discipline may be represented in the department, making the data base too small to be reliable; 2) it assumes that the standard of measure (other salaries in the department) is free from salary inequities; and 3) it provides no assistance in properly allocating resources among the various disciplines. For example, suppose that the individual in question is an assistant professor in a 15-person department. There are five faculty members in the same discipline, consisting of two assistants, two associates, and one full professor. It is thought that the other assistant professor might also be the victim of an inequity. This

rather typical situation offers no valid way to determine whether a salary inequity exists, and how great that inequity might be.

The committee proposes the following procedure for determining the existence and approximate magnitudes of salary inequities. The methodology for quantifying an inequity is relatively simple to apply and internally consistent. It is directly applicable to the vast majority of faculty, those with normal assigned responsibilities in the areas of teaching, research and service. Atypical assignments may require a modification of this method or another approach altogether.

B. Procedure

The procedure for identifying salary inequities is similar to that for promotion or tenure. An alleged salary inequity is first considered by the departmental Promotion, Retention, and Tenure (PRT) Committee. The process may be initiated by the affected individual, by the chair of the department, or by the PRT Committee itself. If there is no PRT Committee in a given department, the first step will be the same as for decisions of promotion and tenure. The committee will forward its recommendation to the chair. The chair will make an independent evaluation and recommendation. The chair then will forward both recommendations to the dean. The dean, in turn, will make an independent evaluation and recommendation and forward all three recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

Identification of a salary inequity implies that an estimate has been made of the magnitude of that inequity. The following is the methodology to be used to document that an inequity exists, and to quantify the size of the salary adjustment necessary to resolve that inequity. It should be noted that adjustments of salary inequities result from recommendations by a committee of peers, the chair, and the dean, and not from a set of computations. Thus, the following methodology alone does not prove that an inequity exists or does not exist. Rather, the methodology is documentation for the recommendations of those parties.

C. Methodology for Identifying the Size of a Salary Inequity

The methodology begins with a common base and then adjusts for individual qualifications and market forces. The precise mathematical procedure may vary slightly, because of data availability. The basic model is:

Salary inequity = Computed salary - Actual salary

Computed Salary Computed salary is found by beginning with the mean, or average, salary for a given rank at Arkansas State University. Thus, we begin with a figure that is partially adjusted for qualifications, i.e., for rank. This starting point results in a database that is large enough to allow an average to have

reliability. That base figure is then adjusted by a Qualification Index and by a Discipline Index. For faculty on normal 9-month teaching contracts, no adjustment is made for assigned responsibilities. Computed Salary is found by:

Computed Salary = Mean Arkansas State University Salary for Rank x Qualifications Index x Discipline Index

1. Qualifications Index. The Qualifications Index is the product of a merit performance component and a time-in-rank component. An index of 1.00 is average, and has no impact on Computed Salary.

The "merit" component of the index is found by computing the average percentage pay increase of the individual over the past five years, then subtracting from that the average percentage pay increase for the department for the past five years, and then multiplying by five (the number of years in the calculation) and adding one. For example, suppose an individual averaged a 4.2% pay increase over the past five years, while the department has averaged 3.0%. The merit portion of the index is calculated to be 5(.042 - .030) + 1 = 1.060. If there are fewer than five years of history at Arkansas State University for that individual, then the calculation is made for that smaller number of years. It is important that special salary adjustments for the individual or within the department, such as those resulting from past promotions, be removed before averages are computed. If any of the recommending parties believes that there are extenuating circumstances that invalidate this method of calculating the merit component, then comparisons of actual merit evaluations within the department maybe used.

The "time-in-rank" portion of the index is calculated as 1 plus the factor from the following table:

Number of Contracts

Present Rank	Instructor	Assistant Professor	Associate Professor	Professor
1	2%	2%	3%	4%
2	-1%	-1%	2%	3%
3	0	0	-1%	2%
4	+1%	+1%	0	-1%
5	+2%	+2%	+1%	0
6	+2%	+2%	+2%	+1%
7	+2%	+2%	+3%	+2%
8	+2%	+2%	+3%	+3%
9	+2%	+2%	+3%	+4%

If the individual above were in his second contract as an assistant professor, the time-in-rank component of the index would be calculated as: 1 + (-.01) = .99. The Qualifications Index (Q) is then computed by multiplying the merit and

time-in-rank components of the index. The Qualifications Index for the individual in our example would be:

Q = merit x time-in-rank = 1.06 (0.99) = 1.0494

2. Discipline Index. The Discipline Index is conceptually quite simple. It is calculated by dividing the national average faculty salary for a given rank and discipline by the national average faculty salary for that rank. The use of national averages does not bias the estimates upward, because they are used only to find relative differences, not to determine salary levels. They are used because the data is more readily available. Continuing the example above, if the national average for all faculty at the assistant professor rank is $29,000, while the average salary at the same rank for the discipline of the faculty member being considered is $31,900, then the Discipline Index (D) for that individual would be calculated to be:

D = $31,900 / $29,000 = 1.10

In practice, there are complications created by data availability and comparability. It is important to use data for which average salary across all disciplines is known to be comparable to the average salary by discipline. These data are available from at least two sources: (1) "National Faculty Salary Survey by Discipline and Rank," American Association of State Colleges and Universities, published annually; and (2) "Faculty Salary Survey by Discipline of Institutions Belonging to the National Association of State Universities and Land-Grant Colleges," Office of Institutional Research, Oklahoma State University, published annually. The AAUP also publishes in Academe an annual salary survey, by rank and classification, but not by discipline. However, the 1987-88 report in Academe references the Oklahoma State University study.

The disciplines presented in the above studies may, in some cases, be quite broadly defined. When more definition is needed to determine an equitable distribution of salaries within a broader field, such data may be available from an accrediting agency or other organization that specializes in that general discipline. These data need not be directly comparable to the broader data, but comparable only within the broader discipline. For example, suppose we are considering an Assistant Professor in Petroleum Engineering. If we first find that Engineering is 20% higher than average at the rank of assistant professor, that information alone would generate an index of 1.20. The engineering program at Arkansas State University is accredited by ABET, and should be compared, if possible, with other programs accredited by ABET. If we then find from the secondary source that the mean salary for petroleum engineers at ABET accredited institutions is 8.3% below average for all engineering fields at all universities, then a Discipline Index is computed to be: 1.20 x 0.917 = 1.10. In general, the best available data should be used, data that most nearly describe the situations being evaluated.

To conclude the example used throughout this section, suppose that the individual being considered is on a 9-month teaching contract at a salary (S) of $26,000, while the current mean salary (M) for all assistant professors is $27,000. Recall that this individual had a Qualifications Index (Q) of 1.0494 and a Discipline Index (D) of 1.10. The Computed Salary (C) for this individual would be:

$$C = M \times Q \times D = \$27{,}000 \times 1.0494 \times 1.10 = \$31{,}167$$

Salary inequity (I) is computed to be:

$$I = C - S = \$31{,}167 - \$26{,}000 = \$5{,}167$$

It is the responsibility of academics to establish the level at which the university can and should compete, and to select a source of data as a standard for the Discipline Index that best describes that level. The standard might be either of the sources mentioned above, or a composite of the two. Selection of the standard must be done with the approval of the Academic Deans Council. The chief academic officer (Provost and Vice Chancellor for Academic Affairs and Research) will provide the colleges and departments with current mean salaries at Arkansas State University for each rank and the factors to be applied to each broad discipline. This can be done early each fall, as the studies mentioned above are published in the late spring of each year.

It is the responsibility of the individual departments and colleges to monitor their internal salary structures and to recommend adjustments when significant salary inequities are found. Each college (or independent department) will determine whether additional definition of disciplines is necessary, and will provide the data for making those secondary adjustments to the Discipline Index. Computations for determining possible salary inequities will be done at the departmental level. Data to be used include:

(1) Data provided by the Provost and Vice Chancellor for Academic Affairs and Research -- Arkansas State University mean salary by rank, mean salary nationally by rank, mean salary nationally by rank by major discipline.
(2) Data provided by college (or independent department) -- mean salary nationally by rank by sub-discipline, if necessary.
(3) Data provided by department -- salary of individual, average pay increases of individual for past 5 years, average pay increases of department for past 5 years, number of contracts of individual at present rank, individual merit evaluations within department for past five years, if necessary.

III. *How to remedy the inequities once they have been identified*

The Finance Committee recommends that known internal salary inequity problems should be corrected by being budgeted as a fixed expense for the following year. Once the internal inequities have been identified, some decision must be made about what constitutes an inequity that needs immediate attention. The committee believes that the university might be able to work out a method to solve the inequity over a period of time, if necessary. For example, if the inequity was a very large amount, the university and the individual might agree to solve the inequity over a three-year period. This would indicate good faith on the part of the university and would help spread costs over a period of time. The solution of internal inequities should not he considered to have an affect on the normal cost of living pay increases or on the merit pay increases and the faculty should not be penalized as a whole by the administration in its attempt to solve salary problems. It is for this reason that budgeting the internal inequities as a fixed expense seems to be the best solution.

IV. External inequities

As was stated earlier in this report, external inequities assume an increase in the amount of funds for the salary pool. Arkansas State University faculty ranked 4th in faculty salaries among state four-year public institutions in Arkansas, as reported in the March-April 1987 issue of Academe.

V. *Summation*

The Faculty Senate Finance Committee has answered the charge in the following ways:

1. Defined what is meant by a salary inequity.
2. Arrived at a satisfactory method for determining that an inequity exists. This is accomplished by using the following basic model:

Salary inequity = Computed salary - Actual salary

Computed salary = Mean Salary for Rank x Qualifications Index x Discipline Index

The Qualifications Index is a product of a merit performance component and a time-in-rank component computed as indicated above. However, if any of the parties involved in the salary inequity question for an individual believes that there are extenuating circumstances that invalidate this method of calculating the merit component, then comparisons of actual merit evaluations within the department may he used.

The Discipline Index uses data compiled nationally that give relative differences that can be used for comparison on campus and do not bias the salary estimates

upward. Other data that are more specific to the discipline may be available within departments and can be used to compute the discipline index.

Appendix C

Arkansas State University
Post Tenure Review

Introduction

Arkansas Act 1330 of 1997 mandated that state supported institutions of higher education "work with the campus faculties to develop a framework to review faculty performance, including post-tenure review. The stated purpose of Act 1330 was to ensure and enhance faculty performance and "productivity," and to "correct instances of substandard performance. Arkansas State University recognizes that the reward of tenure, based on professional achievement, brings with it certain obligations and responsibilities to colleagues, the institution, and the State of Arkansas.

The purpose of post-tenure review, an action called for by Act 1330, will be to ensure a consistently high level of performance of the faculty of Arkansas State University. Pursuant to law, the effects of the review process of faculty performance should include rewarding productive faculty, redirecting faculty efforts to improve or increase productivity, and correcting instances of substandard performance.

Arkansas State University has a well-established and long-standing practice of annual faculty performance reviews that does include review of tenured faculty. Faculty members are required to submit a yearly productivity report. Teaching, research, and service performance are evaluated, and an annual conference with the department chair is required. Unsatisfactory performance evaluations result in a plan for near-term improvement.

The existing annual review process meets the requirements of Act 1330. However, the establishment of a framework for post-tenure review beyond the annual review process will serve to enhance and protect the integrity of the tenure system.

Substantive Post-Tenure Review will occur if (a) there have been two consecutive annual unsatisfactory performance ratings given by the department chair, or (b) a group of tenured faculty in the department petition for review of a colleague. The faculty within each department will develop the criteria defining unsatisfactory performance.

Substantive Post-Tenure Review

A summary of the major aspects of the Substantive Post-Tenure Review process is presented in a flow chart at the end of this report.

Chair's Rating of Unsatisfactory Performance
As part of the existing annual performance review process, department chairs rate each faculty member's professional performance as "satisfactory" or

"unsatisfactory." Unsatisfactory performance is substandard performance substantially below the expectations for professionally competent faculty.

Two successive unsatisfactory ratings serve to trigger a review by the department PRT Committee.

Faculty Petition for Post-Tenure Review
Three or more tenured faculty within a department can petition the department PRT Committee to conduct a Substantive Post-Tenure Review of another faculty member's professional performance.

The petitioners must present evidence of unsatisfactory or substandard performance. The petition will serve to trigger a review by the department PRT Committee.

Substantive Post-Tenure Review Process

Department PRT Committee Review
The department PRT Committee will conduct an in depth review and analysis of the faculty member's professional performance. Evidence to be reviewed may be submitted by the department chair and/or the petitioners as well as by the faculty member under review. The committee will review annual performance review documents in the faculty member's employment file. Additional evidence and materials to be reviewed may be volunteered by or requested by any of the parties to the review. The faculty member will be afforded the opportunity to meet with the committee. The committee is responsible for conducting an investigation, studying all the pertinent facts, consulting with appropriate parties, and preparing a written report on its conclusions. The basic standard for the review shall be whether the faculty member appropriately and competently discharges the duties associated with his or her position, not whether that performance meets current criteria for tenure.

Finding and Recommendation
The Substantive Post-Tenure Review will result in one of two outcomes: (1) no action will be taken (i.e., no remediation is needed), or (2) a remediation plan for the appropriate professional development or redirection of the faculty member is determined.

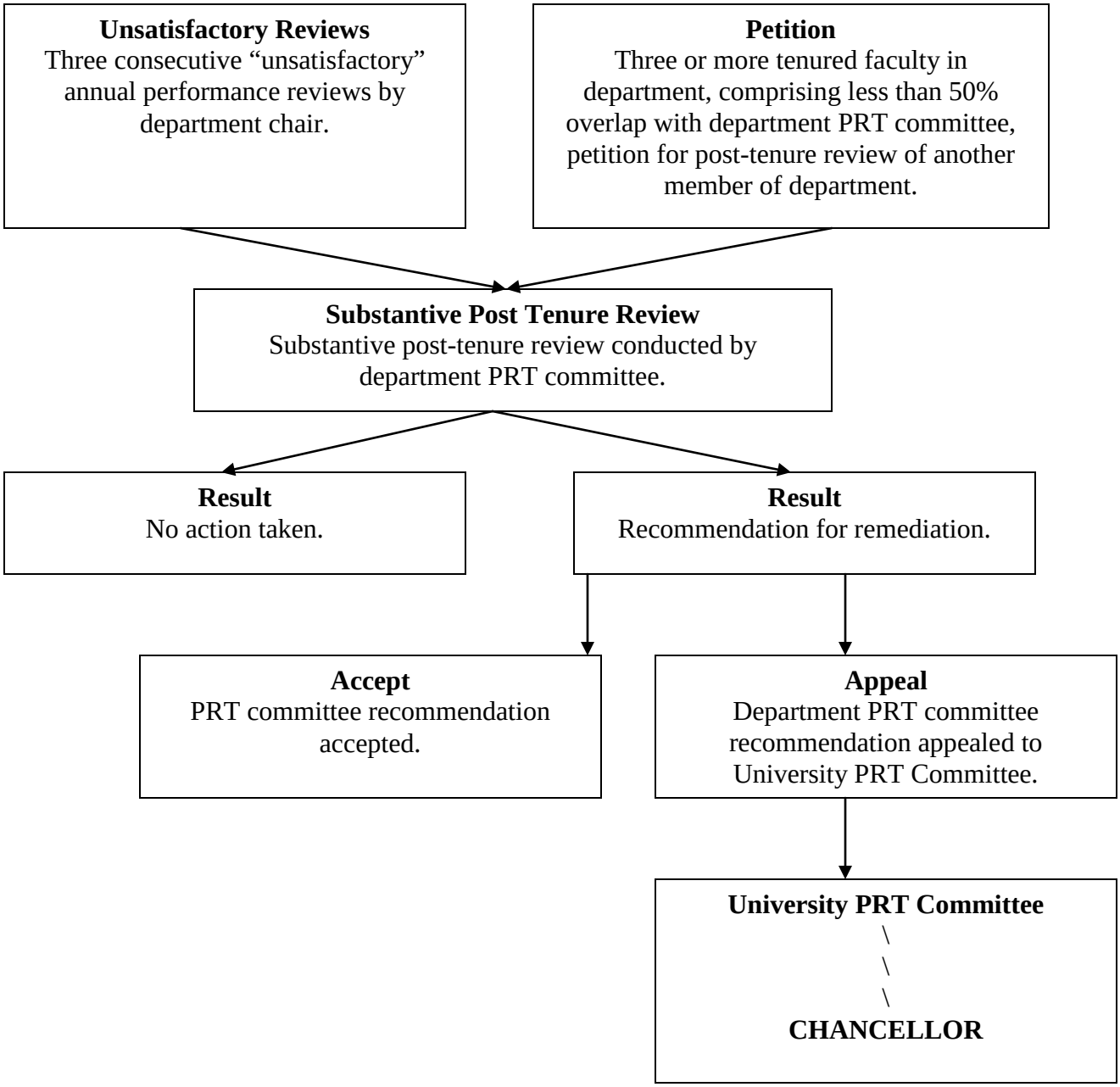
When the departmental PRT Committee identifies performance deficiencies, an appropriate and reasonable development plan (e.g., teaching effectiveness assistance, mentoring in research, and enrollment in continuing education or graduate programs) is created for the faculty member by the PRT Committee. The findings and recommendation should be considered confidential except at the discretion of the faculty member. The department PRT Committee is responsible for setting a time period for implementation of the plan and for the follow-up review to assess its success. Only the findings and recommendations of the PRT

Committee shall be placed in the faculty member's employment file. All other Substantive Post-Tenure Review materials shall be maintained in a separate file in the office of the Provost and Vice Chancellor for Academic Affairs and Research.

Post-Tenure Appeal Procedures

A faculty member who has undergone a Substantive Post-Tenure Review has the right to one appeal rendered by the University PRT Committee. All appeals must be filed with the chair of the University committee within 10 business days of receipt of the written decision of the departmental PRT Committee. The appeal must be in writing. The decision of the University PRT Committee is forwarded to the Chancellor for final action.

POST-TENURE REVIEW OF TENURED FACULTY



Appendix D

Additional PRT Procedures for Faculty Members Having Teacher Education Responsibilities as Part of the Responsibilities.

Retention of Professional Education Unit Faculty Outside the College of Education

The retention process builds on the shared responsibility for the development of new faculty members with both the disciplinary and professional education assignment. The process also is an opportunity to validate the role of the professional education unit faculty outside the College of Education in advising, service, scholarship, and ongoing involvement with the public schools, which is expected of professional education unit faculty. The retention process is viewed as formative in nature. The goal is to facilitate the development of new colleagues in their teaching, scholarship, and service in the discipline and as a professional education unit faculty member. The intent is to provide a mechanism for ongoing review and support to the pre-tenure faculty member and enhance communication between the disciplinary faculty and administrators and professional education unit faculty and administrators.

The Process:

1. The retention review process is aligned with the current university process. The pre-tenure faculty member submits materials to the Department or College PRT Committee and the professional education retention review panel, in accordance with the established schedules of the university and using the recommended university format.

2. The retention review panel will submit their recommendations regarding continuing membership of the faculty member in the Professional Education Unit to the Department or College PRT Committee and Head of the Unit in a mutually-agreed upon schedule to permit the inclusion of the professional education information in the review. Ideally, a representative of the retention review panel would meet with the Department or College PRT Committee to share information regarding the roles and responsibilities of the faculty member.

3. The retention recommendations follow the established university procedures with regard to forwarding information to the College Dean.

4. The Dean of the College and the Head of the Unit will discuss and jointly prepare and/or sign annual recommendations to the Provost and Vice Chancellor for Academic Affairs and Research. In the event that the department or college PRT Committee or the professional education review

panel has concerns related to performance in either area, these findings will be submitted to the Dean and/or the Head of the Unit. If either the Dean and/or the Head of the Unit have concerns related to the continuance of a probationary faculty member, they will attempt to resolve the concerns. If they cannot resolve the difference, they will jointly meet with the Provost and Vice Chancellor for Academic Affairs and Research for continued discussions and reach consensus within the stated time lines for notification of continuance.

5. Recommendations from the department and college PRT committees along with the joint recommendation from the dean of the college and the head of the education unit will be sent to the University Promotion, Retention and Tenure committee.

Professional Education Retention Review Panel:

The Retention Review Panel will be comprised of tenured faculty who are members in good standing of the professional education unit faculty. The pre-tenure faculty member will meet with the head of the unit early in the fall semester to identify the three faculty who will comprise the professional education retention review panel. The faculty member will select one member; the head of the unit will select one member; and together the faculty member and the head of the unit will select the third member. Ideally, the pre-tenure faculty member would retain the panel throughout the probationary period.

Promotion and Tenure of Professional Education Unit Faculty Outside the College of Education

The process recognizes that university faculty members hold rank and tenure in departments and colleges. However, the responsibilities of the professional education unit faculty outside the College of Education to the professional education unit must be considered in the promotion and tenure process.

1. As presented on the flow chart at the end of this section, the recommended promotion and tenure review process is aligned with the current university process. The faculty member submits materials to both the Department or College PRT Committee and the professional education review panel in accordance with the established schedules of the university and using recommended university format.

2. The review panel will submit a report describing the contributions of the faculty member across teaching, scholarship, and service as a member of the professional education unit faculty to the Department or College PRT Committee in a mutually-agreed upon schedule to permit the inclusion of the professional education information in the review. Ideally, a representative of the review panel would meet with the Department or College PRT Committee to share information regarding the roles and responsibilities of the faculty

member. The committee will forward a copy of their report to the head of the unit.

3. The promotion and tenure recommendations follow the established Arkansas State University procedures with regard to forwarding recommendations to the college dean.

4. The dean of college and the head of the unit will discuss the faculty member under review. In the event that the Department or College PRT Committee or the Professional Education Review Panel has concerns related to performance in either area, these findings will be submitted to the dean and/or head of the unit. If the dean and/or head of the unit have concerns related to the continuance of a probationary faculty member, they will attempt to resolve the concerns. If they cannot resolve the difference, they will jointly meet with the Provost and Vice Chancellor for Academic Affairs and Research for resolution within the stated time lines for notification of continuance.