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SELECTED ADMINISTRATIVE PROCEDURES AFFECTING THE FACULTY

Deliverance systems for various curricula are immediately dependent upon workable administrative procedures. Accordingly, the following policies and procedures have evolved as effective ways and means of achieving instructional ends.

COURSE OFFERINGS AND CHANGES IN CURRICULUM

Course offerings and curricular changes pertaining to the teacher education program (undergraduate and graduate) are reviewed by the Teacher Education Council before being forwarded to the appropriate committee for action. Curricular items at the undergraduate level must be approved through the Curriculum Committee prior to submission to the Faculty Senate for action; items at the graduate level are submitted to the Graduate Council. Proposals approved by the Faculty Senate/Graduate Council are transmitted to the Vice President for Academic Affairs for implementation. See Appendix A for curriculum approval process.

POLICIES AND PROCEDURES FOR SCHEDULING COURSES

Procedures for registering and enrolling in classes are included with the list of course offerings that is published for the semester/term.

A course of study will be made with the advice and approval of an academic advisor in the student's major field of study. Any student not wishing to declare a major will receive academic advising from the Academic Advising Center. The Academic Advising Center will continue to meet that student's needs until the student declares a major. A major must be declared during the semester in which the student earns 45 credit hours.

Course offerings have four-digit numbers which identify courses within each department. The first digit of the number denotes the level at which the course is given, the second and third digits differentiate the course from others in the department, and the fourth digit shows the number of credit hours given.

The courses offered are determined to some extent by the desires of the students, the teaching capabilities of the faculty, and by the judgment of the faculty and administration as to what constitutes a well-rounded course of study in each department. The general education program was devised by the faculty and administration after considerable study as to what constitutes the basic knowledge and concepts that every college graduate should have.

SELECTION OF TEXTBOOKS

The University does not furnish textbooks to the instructor. Publishers may provide teachers copies of textbooks if these are requested either by the instructor or by the Department Head. If necessary, the Bookstore is authorized to issue a desk copy to any faculty member upon the presentation of a "Bookstore requisition" approved by the particular department concerned and coded to that department. Upon receipt of the new copy from the publisher, proper credit will be issued the department concerned provided the new copy is not marked "Complimentary."

Replacement desk copies must be forwarded to the Bookstore within sixty days so the book can be sold or returned to the publisher for credit to the University.

The primary consideration in the selection of textbooks is the contribution to the effectiveness of instruction. However, some consideration should be given to the student in not requiring multiple textbooks which would involve an undue cost. Since the Bookstore buys used textbooks for resale, the Deans of the Schools, Department Heads, and other faculty members share with the manager of the Bookstore responsibility for avoiding waste and loss in the stocking of textbooks. Required and optional textbooks must be consolidated by Department Head and listed on "Bookstore Textbook and Supply Questionnaire" forms and then submitted through the Dean of the School to the Bookstore for acquisition. *Acts 175 and 105 of 2007 require specific dates for textbook selection and prohibit inducements for requiring students to purchase a specific textbook.

FACULTY-PRODUCED INSTRUCTIONAL MATERIALS

When adequate instructional materials (print and non-print) are unavailable to support course curriculum requirements, appropriate instructional material may be developed to fulfill this need. Such proposals must include a needs assessment, including courses affected and approximate number of students in those courses; an explanation of why available material will not satisfy the need; and an outline of the proposed material.

The proposal is then considered by the department, and the recommendation of the Department Head is submitted to the Dean of the School. Upon the Dean's approval, the proposal is forwarded to the Vice President for Academic Affairs for consideration.

Following approval by the dean and Vice President for Academic Affairs, adequate release time is made available to the faculty member(s)/author(s) to develop the instructional material. The Vice President for Academic Affairs and the Dean of the School determine an appropriate departmental royalty not to exceed two (2) dollars per copy. (Institutional policy prohibits payments of royalties to employees.) The Vice President for Academic Affairs informs the Associate Vice President for Administration and Finance that the publication/duplication has been approved and the departmental royalty has been determined.

The Department Head arranges for the production of the material with the Associate Vice President for Administration and Finance. The Bookstore Manager, at the direction of the Associate Vice President, coordinates actual production of the material. The number of copies to be produced is determined by the Department Head. Obsolete copies may be charged back to the departmental supply and service budget in the current or succeeding year(s) at cost.

Faculty-produced materials are subject to the standard mark-up for new texts. Departmental royalties are paid in the form of bookstore credits to the departmental supply and service budget upon completion of an inventory of publications sold. (University policy generally provides that monies may be transferred between budget pools upon proper approval.) Such inventory should be completed no later than 30 days after the first day of class in each term.

*Added 8/1/07

FACULTY LIBRARY PRIVILEGES

Regular circulating books are loaned to faculty for indefinite periods during the school year. However, all loans to faculty expire at the end of the Spring semester each year. Books which are declared lost by the faculty are cleared at this time. The faculty are requested to return volumes promptly when they have finished using them. Faculty members will be charged no overdue fines. However, families of faculty members are subject to all regulations which apply to students, including overdue fines.

Reference books, reserves, and periodicals may be loaned to the faculty on an individual need basis with the approval of a librarian. Ordinarily, the loan period is overnight or up to three days. Interlibrary loans are requested for faculty members at no additional charge. However, any surcharges passed on by lending libraries are the responsibility of the borrowing faculty member.

Should a title charged to a faculty member be needed by someone else, a recall notice requesting its return will be sent. These requests should be honored promptly.

All Tech library materials that are found on campus, in classroom or elsewhere, should be returned to the library. Also, when terminating employment, homes and offices should be checked for library materials.

Faculty should know and understand the policies for the circulation on library materials. The library may enlist the aid of Deans and administration in recovering needed materials.

Any inquiry about library policy should be directed to the library director. Recommendations for policy changes should be submitted either to the director or to a member of the Library, Instructional Materials and Equipment Committee.

USE OF COMPUTER

The University's Computer Center is available to faculty for individual research and study. Requests for computer time and assistance should be made in writing to the director of the Computer Center. * Policies regarding computer use and electronic communication can be found at <http://cservices.atu.edu/policies.htm>.

SCHOLARSHIP REQUIREMENTS

Information relating to graduation requirements, standard class loads for students, standards of scholarship, probation, suspension, and eligibility for student employment is provided in the current undergraduate and graduate catalogs.

COURSE OWNERSHIP POLICY

Work Made for Hire

Arkansas Tech University may enter into a contract with an employee of the University to develop a specific on-line course or other distance learning product. Pursuant to the terms of the contract, the employee will be paid for the development of the course. The University will also

*Added 8/1/07

provide all resources for the work and the work is to be carried out totally as a part of the faculty or staff member's assigned time.

When the University contracts with an employee for the development of a specific on-line course or other distance learning product, it will be considered a work made for hire for a period of two years from the date the course is first offered (e.g., August 23, 2002 to August 23, 2004). However, two years after the course has been developed, and upon approval of the Vice President for Academic Affairs, the course can also be used by the employee who developed it, for other teaching, research and scholarly purposes.

Totally Faculty or Staff Generated

Arkansas Tech University faculty or staff may create an on-line course or other distance learning product as the result of their own individual efforts on his or her own personal time without any direct support from or through Arkansas Tech and without the use of any Arkansas Tech University resources beyond those normally provided by the University.

Courses and distance learning products developed without University funds will remain the property of the course developer. The individual will own all the resulting intellectual property, may receive compensation for the work and retain distribution rights.

However, in the event that the course is taught at Arkansas Tech University, the University will have the right to use the course material for one semester after the final semester that the course is offered. This retention of rights is to protect the student in the event that a professor becomes ill or is otherwise unable to complete his or her teaching assignment. This will also allow the University to complete its obligation to the student when a grade of "I" is assigned by an instructor who then leaves the University or by an instructor who is otherwise unable to assist the student in completing the course.

"Arkansas Tech University" is a registered trademark belonging to Arkansas Tech University. With Faculty/Staff Generated on-line courses or other distance learning products, Arkansas Tech University reserves the right to control whether and in what manner the institution's name or logo is displayed in association with the work.

STUDENT LABOR

Arkansas Tech University provides part-time work for a large number of students each year. In many instances faculty members are assigned students to help them with their general office work. Others are assigned to the library, laboratories, and other places on the campus.

The basic purposes of the student work program are to provide financial assistance to students who need this aid and to provide the University with needed services which the students can render.

A faculty member responsible for the supervision of student workers should see that the student develops good work habits and a sincere sense of responsibility. This work experience on the part of the student should be a good training opportunity.

Information concerning student assistance programs may be obtained from the Student Financial Aid office in the Student Services Building.

FACULTY MAIL

Intra-university faculty mail and communiqués are distributed through campus mail facilities.

Official University outgoing mail is collected for stamping and transmission to the post office. Accounting regulations, which require that postage for official mail be charged to the department in which the mail originates, require the mail from a department be bound together and a postage charge slip (copy obtainable at the campus post office) attached. Envelopes should be left unsealed with envelope flaps up to accommodate the postage meter processing. Mailing which does not conform to the prescribed procedure, and which cannot be identified, will be opened by the mail clerk and returned to the department.

Since University mail goes directly to the post office, personal mail may be included, but it is the responsibility of the Dean or supervisor in whose box the mail is placed to assure that proper postage is affixed to the personal mail. Personal mail must be bound separately from official mail. Inter-campus mail and mail to be metered should also be bundled separately. All mail to campus P.O. boxes must have postage.

The services of the United States postal substation in the Student Center are available for other incoming and outgoing mail. Private boxes may be rented at the individual's expense. The postal code number of the University is 72801-2222.

USE OF UNIVERSITY VEHICLES AND REIMBURSEMENT FOR TRAVEL

Reimbursement for expenses incurred while traveling on official business (University transportation or private vehicle) shall be in accordance with the "Travel Policies and Procedures" section of the current Manual of Business Office Policies and Procedures. Detailed information concerning the preparation of travel and reimbursement request forms, maximum travel allowances, and insurance coverage is provided in the manual which is available in departmental and school offices and on the Tech Website at:

<http://admin.atu.edu/manuals/Travel/travel%20manual%202003.pdf>

PREPARATION OF OPERATING BUDGET

Since the operating budget is the program of the University expressed in terms of dollars, detailed education and administrative planning must precede the actual preparation of the document. Such planning is one of the primary responsibilities of the President, who must enlist the active interest and cooperation of all concerned with the goals and objectives of the institution. Since the Board of Trustees must approve the final budget, its members should be kept informed of the educational planning and priorities on which it is to be based.

Budget planning and priorities are developed by the Budget Advisory Committee, of which the President is the chairperson. Other members of the committee are the vice presidents, deans of schools, Chairperson of the Faculty Senate (or designated representative), Athletic Director and Director of Library. The Vice President for Administration and Finance serves as secretary of the committee. This committee is responsible for (1) coordinating the priorities and instructions with the educational program and the objectives of the institution, (2) ensuring that the budget is formulated within the limits of resources available, and (3) providing for contingencies.

Procedures involved include the (1) preparation of income estimate by the Vice President for Administration and Finance, (2) development of policies, priorities, and instructions by the Budget Advisory Committee, (3) presentation of planning results to the Board by the President, (4) development of budget through administrative channels under the direction of the Vice President for Administration and Finance, and (5) presentation of budget to the Board by the President.

PURCHASING PROCEDURES

All purchases are made by the Purchasing Department. Prior planning must be exercised to submit requisitions in time to allow for obtaining quotations, making awards, and obtaining delivery. In case of an emergency, contact the Purchasing Department for instructions.

Office supplies may be drawn from the Bookstore upon approval of the Dean of the School.

PROHIBITION AGAINST PURCHASES OF COMMODITIES FROM EMPLOYEES

The following policy was approved by the Board of Trustees on March 21, 1991.

Act 483 of 1979, titled "An Act to Prescribe Ethical Standards for State Employees and Non-employees in State Procurement Activities; and for Other Purposes," section 4, "Employee Conflict of Interest," prohibits payments to employees for purchases of commodities. Commodities means commodities as defined in the State Purchasing Law.

Questions concerning this policy should be directed to the Purchasing Agent or Vice President for Administration and Finance.

*CLEAN INDOOR AIR ACT

Act 8 of the First Extraordinary Session of 2006, also known as the Clean Indoor Air Act of 2006, became effective July 21, 2006. This Act prohibits smoking in all public places and enclosed areas within places of employment. It further requires all employers to notify their employees of these smoking restrictions and advise them that it is unlawful for any employer to discriminate or retaliate in any manner against a person for making a complaint of a possible violation of Act 8. The Act also prohibits smoking in vehicles owned, leased or operated by the State of Arkansas.

Additionally, Governor's Policy Directive No. 15 prohibits smoking within 25 feet of any entrance to any building owned or leased by the State of Arkansas.

A copy of Act 8 and other information can be found at www.arcleanair.com or at 1-800-235-0002.

*Added 8/1/06