

TABLE OF CONTENTS

Chapter	Page
I. GENERAL INFORMATION	1
II. RELATION OF THE FACULTY MEMBER TO THE UNIVERSITY	12
Regulations on Academic Freedom and Tenure.....	12
Statement of Terms of Appointment	13
Initial Appointments and Tenure.....	13
Termination of Appointment by the Faculty Member.....	14
Termination of Appointments by the Institution	14
Dismissal Procedures	15
Action by the Governing Board	17
Procedures for Imposition of Sanctions other than Dismissal.....	17
Terminal Salary or Notice	17
Academic Freedom	18
Reappointment of Nontenured Faculty	18
Administrative Personnel	18
Political Activities of Faculty Members.....	18
Grievance Procedures.....	19
Interpretation	19
Affirmative Action Policy	19
Policy on Sexual Harassment	20
Resolution Options	21
Informal Resolution.....	22
Formal Complaint	22
Investigation	22
Representation.....	23
Filing of a False Complaint	24
Policy on Consensual Relations.....	24
Conflict of Interest.....	25
Faculty Evaluation, Promotion, and Tenure	
Policies and Procedures (Section I).....	26
Evaluation.....	26
Criteria for Evaluation.....	26
Evaluation Procedures.....	28
Additional Evaluation Procedures.....	29
Promotion	31
Criteria for Promotion	31
Minimum Criteria for Promotion	31
Procedures for Promotion.....	33
University Promotion and Tenure Committee.....	33
Appeals.....	34
Granting Promotion.....	34
Emeritus Status.....	34
Tenure Review	35
Effective Date.....	35
Tenure and Promotion Procedures (Section II)	36
Tenure Procedures.....	36
Promotion Procedures	36
Portfolio Preparation	37
Section III	39
Classes of Academic Staff Positions	39
Individual Personnel Records.....	40
Third Year Review	40

Procedures and Guidelines for Peer Review	40
Merit Pay	43
Librarian Promotion Policies and Procedures	43
Guidelines for Evaluation of Academic Administrators by Faculty	46
Honorary Degree Policy	46
Employment and Retirement Policies.....	47
Salaries	47
Payroll Information	48
Summer Teaching Appointments	48
Outside Employment.....	48
Resignations	48
Retirement Policies	49
Human Resources Termination Procedures	49
Faculty Benefits and Privileges	50
Arkansas State Employees Association.....	50
Bookstore Discounts	50
Business Discounts.....	50
Campus Health Services.....	50
Credit Union.....	50
Faculty Identification Card.....	50
Faculty/Staff Aid for On-Campus Study.....	51
Faculty/Staff Tickets for Athletic Events	52
Group Insurance	52
Retirement Benefits	52
Savings Bonds.....	52
Sick Leave.....	53
Social Security	53
Vacation with Pay	53
Worker's Compensation Insurance	53
Professional Growth and Development	54
ATU Faculty Research Fund	54
Sponsored Programs and Projects	54
Faculty Development Grant	55
Professional Development Grants	55
Professional Societies.....	56
Undergraduate Research.....	56
Leave	56
Sabbatical Assignment.....	56
Sabbatical Replacement Cost Fund.....	58
Leave with Pay.....	58
Leave without Pay.....	58
Summer Faculty Fellowships	58
On-Campus Study	59
Other Opportunities for Professional Growth and Development	59
Faculty Recognition.....	59
Faculty Excellence Awards	59
Publication of Scholarly Works	59
Private Gifts for Arkansas Tech University	60
Purpose.....	60
Management.....	60
Faculty and Staff Payroll Deductions	60
A Strong Partnership for Leadership	61

III. RELATION OF THE FACULTY MEMBER TO ACADEMIC GOVERNANCE	62
Elected Standing Committees	63
Faculty Senate	63
Admissions, Academic Standards, and Student Honors Committee	63
Athletics Committee.....	63
Convocations and Programs Committee	63
Curriculum Committee.....	64
Faculty Salary, Benefits, and Awards Committee.....	64
Faculty Welfare Committee	64
General Education Committee	65
Library, Instructional Materials and Equipment Committee.....	65
Student Affairs Committee.....	65
Appointed Standing Committees	65
Academic Appeals Committee	65
Assessment Committee	65
Budget Advisory Committee.....	66
Campus Planning Committee.....	66
Commencement Committee	66
Graduate Council.....	66
Guidance and Counseling Committee	66
Honors Council	67
Human Relations Committee	67
Institutional Review Board (IRB)	67
Pre-Medical Committee	67
Professional Development Committee	67
Publications Committee (Student Publications).....	67
Strategic Planning Committee.....	68
Student Aid Committee.....	68
Student Personnel Committee	68
Teacher Education Council	68
Ad Hoc Technology Committee.....	68
Academic Advising	69
Academic Advising Center.....	69
Disability Services for Students.....	69
Student Scheduling	70
Registration	70
Procedure for Changing Class Schedule	70
Assembly Programs/Special Days	70
Assembly Programs.....	70
Special Days	70
IV. RELATION OF THE FACULTY MEMBER TO STUDENTS.....	71
Faculty Teaching Workload.....	71
General Statement of Policy/Procedure.....	71
Guidelines/Principles.....	71
Assignment of Instructional Duties	72
Class Roll--Class Attendance	72
University Grades and Attendance	72
Federal Attendance Accounting	72
Class Attendance	72
Grading--Policy and Reporting.....	74
Grading System	74
Grading.....	74
Reporting Grades.....	74
Examinations	75
Student Academic Conduct Policies.....	75
Student Academic Grievances Procedure.....	80

Course Syllabi.....	81
Utilization of Class Time.....	82
Office Hours and Academic Advising.....	82
Special Courses.....	82
Evening Classes.....	82
Off-Campus Courses.....	82
Conferences, Institutes, Seminars.....	83
Non-Credit Courses.....	83
eTech.....	83
Family Education Rights and Privacy Act (FERPA).....	84
V. SELECTED ADMINISTRATIVE PROCEDURES AFFECTING THE FACULTY	85
Course Offerings and Changes in Curriculum.....	85
Policies and Procedures for Scheduling Courses.....	85
Selection of Textbooks	85
Textbook Royalty Policy	86
Campus Safety and Preparedness	87
Faculty-Produced Instructional Materials.....	88
Faculty Library Privileges	88
Use of Computer.....	89
Scholarship Requirements	89
Course Ownership Policy	89
Work Made for Hire.....	89
Totally Faculty or Staff Generated.....	89
Classified Employees.....	90
Student Labor.....	90
Faculty Mail.....	91
Use of University Vehicles and Reimbursement for Travel.....	91
Preparation of Operating Budget.....	91
Purchasing Procedures.....	91
Prohibition against Purchases of Commodities from Employees	91
Tobacco-Free Policy.....	91
THE CONSTITUTION OF THE FACULTY SENATE.....	94
BY-LAWS OF THE FACULTY SENATE.....	95
GRADUATE ADDENDUM	99
APPENDIX (CURRICULAR APPROVAL PROCESS).....	114

**ORGANIZATIONAL STRUCTURE AND GOVERNANCE OF
THE GRADUATE PROGRAM**

I.	ADMINISTRATION OF THE GRADUATE PROGRAM.....	100
II.	PHILOSOPHY OF THE GRADUATE PROGRAM.....	100
III.	STATEMENT OF PURPOSE AND GOALS OF THE GRADUATE PROGRAM.....	100
IV.	DEAN OF GRADUATE COLLEGE (JOB DESCRIPTION).....	101
V.	THE GRADUATE COUNCIL.....	103
VI.	THE GRADUATE FACULTY	106
VII.	PROCEDURES FOR APPROVAL OF GRADUATE CURRICULAR MATTERS	109
VIII.	GRADUATE STUDENT ACADEMIC CONDUCT POLICIES	109