

Changes made to the 2013 Faculty Handbook

Added ~~Removed~~

Removed all footnotes referencing changes/additions from 2008 (example*Amended 8/1/08)

Name of Computer Services changed to Information Systems throughout book

References to Bryan Hall removed/changed

Name of College of Applied Sciences changed to College of Engineering and Applied Sciences throughout book

Table of Contents updated

4-6 AHECB Approved Degree Programs updated

7 Organizational Units of Instruction updated (same changes as Administrative Organizational Chart)

8-11 Charts updated:

Administrative Organizational Chart – Vice President for Academic Affairs

Assessment and Institutional Effectiveness added under Associate VP Academic Affairs

Center for Teaching and Learning moved from Dean of Education to Assessment and Institutional Effectiveness

English Language Institute moved from International Student Services to English and World Languages

College to Career Center removed from College of Business

Under Dean of Professional Studies and Community Outreach, Professional Development Institute and Community Education combined to be Community Education and Professional Development

56 Student Interdisciplinary Grants added

61 Faculty and Staff Payroll Deduction section, Email address changed from pisom@atu.edu to givetotech@atu.edu

ACADEMIC ADVISING

The Academic Advising Center (AAC) is responsible for the enrollment of all first-time entering freshmen. Effective fall 2013, all freshmen (excluding those in the online programs of the College of Professional Studies) will continue to be advised by the AAC's professional staff until sixty (60) credit hours are completed. At the completion of 60 credit hours, students will be aided by the AAC in the transition to a faculty advisor from the department of his/her major.

(Moved this from Paragraph 4 to paragraph 2) Any student not wishing to declare a major normally enrolls as an "undeclared" major and is advised in the Academic Advising Center. (A major must be declared, however, during the semester in which the student earns 45 credit hours) After declaring a major, the student will continue to be advised in the AAC until completion of 60 credit hours.

Upon completion of sixty earned hours, the head of the department of a student's major field of study will normally assign the student to a faculty member who will act as the student's academic advisor. Students have the privilege of requesting a change of advisor, if they so desire. Faculty members also have the privilege to request a change whenever they feel that another faculty member could better advise a student. The student will report for academic advising and subsequent enrollment in courses at the time and place designated for registration.

It is considered that students should be responsible for selecting suitable and required courses as outlined by the University catalog; however, each academic advisor has a responsibility to assist students in defining goals. The academic advisor may be expected to advise the student on alternative programs, sequence of courses, choice of electives, and class load; to assist with problems; and to interpret university regulations or requirements.

71 Disability Services for Students, TDD number and email changed

75 Grading System and Grading Policies amended

Grading System

Arkansas Tech University uses the four-point system of computing grade points: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

~~A student may repeat any 1000- or 2000-level course and only the best grade will count in the student's cumulative grade point although all grades will be recorded on the student's record. Any 3000- or 4000-level course may be~~

~~repeated with all grades for the course being counted in the cumulative grade point. It will be the student's responsibility to notify the Registrar's office upon completion of a repeated course.~~

Students may repeat courses they have taken at Arkansas Tech University for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University and (2) subject to the following provisions. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. Students may not repeat a course in which the highest grade possible has already been earned. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

Grading

Although Arkansas Tech University does not require fixed percentages in individual classes, equitable grading requires certain rough proportions which should, generally, approximate the normal grade curves. This system is more applicable to lower level courses; upper-level courses will usually depart from this pattern.

*Grades are reported through an on-line grading system at the conclusion of each semester or term. Mid-term grades are reported for freshmen and sophomores only. A grade of "I" may be recorded for a student who has not completed all the requirements of a course **only** in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements. If a grade of "I" is assigned the instructor will complete an ~~"Incomplete Grade Contract"~~ setting a reasonable time limit within the following semester in which the work must be completed. ~~The incomplete grade contract is to be signed by both the instructor and student.~~ Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade-point average for the semester recorded; however, the "I" will be automatically changed to a grade of "F" for grade and grade-point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade-point purposes until the "I" is removed. The change of a grade of "I" to a permanent grade is accomplished by written notification from the instructor to the Registrar.

No grade other than "I" may be changed after it is recorded except if an instructor finds that a grade

84-85 eTech section updated (web links updated)

88-89 Campus Safety and Preparedness section updated by Safety and Security Committee

***CAMPUS SAFETY AND PREPAREDNESS**

Arkansas Tech University places the highest priority on the health and safety of its on-campus population and visitors. In the event of a threatening situation Tech will communicate vital information as quickly and efficiently as possible for our students, faculty, staff and visitors using one or more of the following communication tools (some services provided through the city and county):

- Outdoor Warning Sirens
- NOAA Weather Radios
- Tech Emergency Messaging System
- Commercial Television & Radio
- Campus Television & Radio
- Building Alarms
- Phones and cell phones
- E-mail
- Website/internet
- Audible Announcements

Arkansas Tech has an extensive Emergency Preparedness System in place to ensure a rapid response to **and recovery from** any crisis situation. **Some two** important components of this system are the Campus Emergency Procedures, **and the** University Emergency Operations Plan **and the Campus Continuity of Operations Plan. These Both** are designed to assist students, faculty, staff, and visitors in timely and effective response to minimize the adverse effects of any **natural, technical or civil threat, as well as to return to normal operations as quickly as possible after an incident.**

The Campus Emergency Procedures provide guidance to be followed in the event of threatening situations to which the campus is vulnerable. Students, faculty, and staff should review these procedures and have ready access to them if needed. **These guidelines are provided in the Emergency Procedures Guide and a copy is available at <http://www.atu.edu/emergency/>.** ~~A copy of these procedures is available at <http://www.atu.edu/psafe/docs/CampusEmergencyProcedures.pdf>.~~

The Emergency Operations Plan defines lines of authority and responsibilities, promotes working relationships, and imparts knowledge necessary to protect lives and property and to maintain the operational integrity of the university. A copy of the Emergency Operations Plan can be found at <http://www.atu.edu/psafe/docs/ATUEPlan.pdf>

The Continuity of Operations Plan lays out guidelines on how Tech will provide services during and after an incident when any given part of Tech's facilities is rendered inoperable. This plan will outline what the most important functions/services of the university are, and will lay out how to maintain those functions during a disaster and until recovery is completed.

91 Classified Employees, *Classified Employee Handbook* changed to *Staff Handbook*

Additional Changes made to the online Faculty Handbook 1/15/14

49 Criminal Background Check Policy added

Arkansas Tech University is committed to providing a safe environment by protecting the health, welfare and safety of all students, employees and visitors to our campus. As such, it shall be the policy of the University to conduct pre-employment criminal background checks for all applicants selected for new employment. This policy shall apply, without limitation, to all individuals selected during the hiring process for full and part-time faculty, classified and non-classified employees, staff, extra labor, and graduate assistants. An applicant who refuses to provide information necessary to conduct the criminal background check, or who provides false or misleading information, will not be considered for the position for which he or she has applied.

Criminal background checks are performed once a preferred candidate has been selected for employment. All offers of employment will be contingent upon successful completion of a criminal background investigation. Specifics on those subject to criminal background checks and the procedures for conduction such investigations are detailed in the Pre-Employment Screening Procedure available in the Office of Human Resources.

In accordance with federal and/or state law, a previous conviction will not automatically disqualify an applicant from consideration for employment. Each applicant identified with a criminal conviction will be evaluated on a case-by-case basis by the Criminal Background Check Committee which is composed of a representative from Human Resources, Academic Affairs, Administration and Finance, and Student Affairs. University Counsel will be available for advisory purposed only. The following factors will be considered for those applicants with a criminal conviction history in determining whether to extend an offer of employment:

1. The nature or gravity of the offense(s); and
2. The time since the conviction and/or completion of sentence; and
3. The nature of the job held or sought.

Should Arkansas Tech University consider an adverse decision on the applicant based on the criminal background check information, the applicant must:

- Be notified of the potential adverse decision based on the criminal background information;
- Be provided a copy of the criminal background report; and
- Be given the opportunity to provide to the Criminal Background Check Committee additional written information to dispute within five business days the accuracy of the criminal background report.

A final employment decision shall not be made until the applicant's additional information has been considered or such time that the applicant fails to respond as required.

53 Worker's Compensation Insurance section updated-

All employees are insured under the Worker's Compensation Insurance program without cost to the individual. This program provides benefits in connection with injuries received on the job. Injuries should be reported to the Human Resources Office within twenty-four hours. *Faculty members who are injured while acting within the scope of their employment will be eligible to file for Worker's Compensation insurance.

86 Selected Administrative Procedures Affecting the Faculty section

Faculty Handbook added

Proposed changes to the Faculty Handbook are reviewed by the Faculty Senate when feasible before revisions are incorporated into the Handbook and distributed to the faculty at large.

95 The Constitution of the Faculty Senate section

****Purpose** - The Faculty Senate shall act for the faculty in all curricular matters other than those involving changes in general academic policies and for the faculty or the administration on matters referred to it for action; it shall serve as an advisory body to the faculty on matters involving academic policies; it shall serve as an advisory body to the faculty and administration on proposed changes to the *Faculty Handbook*, and to the administration or the faculty, as appropriate, on any other matters of general concern to the University.

Additional Changes made to the online Faculty Handbook 2/26/14

66 Assessment Committee Membership revised

~~**Membership:** A minimum of seven faculty members, (each college dean, including Graduate College, will recommend one faculty member) one of whom will serve as committee chair, the Associate Vice President for Academic Affairs or his/her designated representative, the Graduate Dean, one Undergraduate Academic Dean, the Vice President for Student Services (VPSS) or his/her designated representative, the Vice President for Administration and Finance or his/her designated representative, the Director of Institutional Research, the Director of the University Honors Program, the Chancellor of Arkansas Tech University Ozark or his/her designated representative, one member appointed by the Faculty Senate, and one student member recommended by the Vice President for Student Services. Other members may be added by the Associate Vice President for Academic Affairs as their expertise and/or assistance is needed to meet the charge of the committee.~~

Membership: The Director of Assessment and Institutional Effectiveness who will serve as chairperson, one faculty member from each college appointed by the college dean, the graduate college dean, one undergraduate dean appointed by the Vice President for Academic Affairs, the Vice President for Student Services or his/her designated representative, the Vice President for Administration and Finance or his/her designated representative, the Assistant Vice President for Academic Affairs or his/her designated representative for e-Tech, the Assistant Vice President of Enrollment Management or his/her designated representative, the Director of Institutional Research or his/her designated representative, the Director of Information Systems or his/her designated representative, the Chancellor of Arkansas Tech University-Ozark or his/her designated representative, one member appointed by the Faculty Senate, and one student member appointed by the Vice President for Student Services. Other members may be added by the Director of Assessment and Institutional Effectiveness as their expertise and/or assistance is needed to meet the charge of the committee, subject to the approval of the Vice President for Academic Affairs.