

2012 Faculty Handbook – pages with changes

Table of Contents updated

Organizational Units of Instruction updated

Organizational Charts updated

AHECB Approved Degree Programs updated

- 3 General Information – Link for up-to-date organization charts updated
- 26 Non-Discrimination Policy (added)
- 34 University Promotion and Tenure Committee – Minor editorial change to specify colleges under A. “the five colleges” replaced with “five colleges (i.e., Applied Sciences, Arts and Humanities, Business, Education, and Natural and Health Sciences)”.
- 47 Guidelines for Evaluation of Academic Administrators by Faculty – A. Procedure - ClassClimate specified as form for survey. B. Evaluators under Deans “Faculty, tenured and tenure track, and department heads” changed to “Faculty, tenured and non-tenured, and department heads”. C. Deadlines – dates changed
- 51 Faculty Identification Card – Swimming facilities reference removed. TechFit reference and “Employee ID cards are necessary to access most campus buildings after regular business hours” added.
- 53-54 Retirement Benefits – First paragraph replaced to reflect a change in retirement options. Savings Bonds reference removed. Retirement Policy added.
- 58 Sabbatical Assignment #5 – Faculty Salary and Benefits Committee specified as the Sabbatical Committee
- 63-68 Elected Standing Committees & Appointed Standing Committees – Admissions, Academic Standards, and Student Honors Committee and the General Education Committee added to second paragraph “Membership on elected committees...” .

Addition of “In the event that sufficient tenured or regular faculty are not available to fill positions on committees as defined below, the appropriate Dean will proceed with the elections to fill those committee vacancies with available faculty” to Elected Standing Committee section.

Representation of the supernumerary group added to Admission, Academic Standards, and Student Honors Committee; Curriculum Committee; Faculty Salary and Benefits Committee (name changed from Faculty Salary, Benefits, and Awards Committee); Faculty Welfare Committee; General Education Committee;

Library, Instructional Material, and Equipment Committee; Student Affairs Committee; Academic Appeals Committee; and Honors Council.

Deletion of Convocations and Programs Committee, addition of the Committee on Adjunct Support, and title and function change for the Faculty Salary, Benefits and Awards Committee.

- 74 Federal Attendance Accounting – Changed “For electronically delivered classes, the faculty member must ascertain whether students logged in to the course at least once prior to the 5th class day of summer terms or the 11th class day of spring and fall semesters to verify attendance/participation. For purposes of attendance accounting, logging in to the course at least once before the 5th class day for summer terms or the 11th class day for regular terms constitutes attendance. Attendance accounting must be completed prior to the 11th day of class during the fall and spring semesters and the 5th day of class during summer terms” to “For electronically delivered classes, the faculty member must ascertain whether students have actively contributed to the course at least once on or before the attendance verification date for the course. For purposes of attendance accounting this means that faculty are required to have students complete and submit an assignment on or before the attendance verification date for the course”.
- 78-79 Academic Appeals Committee – Addition of supernumerary group to membership, appointments by the Student Government Association increased from 5 to 6, and the pool formed by faculty and students increased from 15 to 18.
- 83 Course Syllabi – Addition of “to also include the appropriate Arkansas Course Transfer System, or ACTS, course number when applicable”.
- 85-86 eTech – resource information updated
- 89 Emergency Management Plan (removed)