

**FACULTY HANDBOOK**  
**ARKANSAS TECH UNIVERSITY**

Initially compiled by a faculty committee:  
August 1, 1961

Revised/Updated:  
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October 18, 1990  
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August 1, 2002  
August 1, 2003

## ACKNOWLEDGMENT

I have received a copy of the Arkansas Tech University Faculty Handbook (2003 update) and will familiarize myself with the information therein. I understand that the Faculty Handbook constitutes the general policies and procedures of Arkansas Tech University. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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PLEASE SIGN AND RETURN THIS FORM TO THE ACADEMIC AFFAIRS OFFICE, ROOM 200, ADMINISTRATION BUILDING. THIS SIGNED FORM WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.

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## GENERAL INFORMATION

Arkansas Tech University was created as a district agricultural school by an act of the Arkansas General Assembly in 1909. In 1925, the General Assembly changed the name from the Second District Agricultural School to Arkansas Polytechnic College, with power to grant degrees. Changing and increased demands for college education in Arkansas caused the Board of Trustees in 1948 to convert from a junior college to a four-year, degree-granting institution. A graduate program leading to the master of education degree was established in 1976. In accordance with an act of the Arkansas General Assembly and by the authority of the State Board of Higher Education, the name of Arkansas Polytechnic College was changed to Arkansas Tech University, effective July 9, 1976. In July, 1979, the University was designated by the State Department of Higher Education and the Governor of the State of Arkansas as the center for the Arkansas Center for Energy, Natural Resources and Environmental Studies. The University has had continuous accreditation in the North Central Association of Colleges and Schools since 1930.

Arkansas Tech University is a multi-purpose, state-supported institution of higher education whose primary objective is to provide strong undergraduate and graduate programs and activities, especially for the students and communities in the northwest quadrant of Arkansas, which will enable its graduates to make significant contributions to the economic, social, political, and cultural development of the region, state, nation, and world and to enable each student to pursue personal, professional, and occupational goals. The University is committed to providing high quality educational programs within its five broad areas of emphasis--modern business and industry, professional education, the liberal and fine arts, the physical and life sciences, and information technology and systems. A critical adjunct purpose is the University's obligations to community service and development.

The present mission of Arkansas Tech University is:

Arkansas Tech University, founded in 1909, is a multi-purpose, state-supported institution of higher education dedicated to providing an opportunity for higher education to the people of Arkansas and to serving the intellectual and cultural needs of the region in which it is located. The University offers a variety of programs committed to excellence in undergraduate and graduate studies. These programs are designed to prepare students to meet the demands of an increasingly competitive and intellectually challenging future by providing opportunities for intellectual growth, skill development, and career preparation. The institution monitors student mastery of general education and specialized studies, retention and graduation rates, and quality of teaching and academic programs to verify and facilitate demonstrable improvements in student knowledge and skills between entrance and graduation.



The basis for the student's intellectual growth and scholarly skill development is the general education program, which provides the context for more advanced and specialized studies and the foundation for life-long learning. The general education curriculum is designed to provide university-level experiences that engender capabilities in communication, abstract inquiry, critical thinking, analyzing data, and logical reasoning; an understanding of scientific inquiry, global issues, historical perspectives, literary and philosophical ideas, and social and governmental processes; the development of ethical perspectives; and an appreciation for fine and performing arts.

The University provides a range of specialized studies to prepare students to enter career fields or to continue their education at the post-graduate level. Specialized studies are offered within several areas of emphasis: business, professional education, liberal and fine arts, physical and life sciences, information technology, engineering, and applied sciences. Graduate work leading to the master's degree in selected disciplines provides advanced, specialized education which strengthens the academic and professional competence of students and enhances their capacities for scholarly inquiry and research.

The primary function of the University is teaching. Scholarly research and other professional activities of the faculty, continuing education, and community service are encouraged, promoted, and supported. In keeping with its focus on teaching, the University seeks to recruit, develop, and retain faculty who are dedicated to quality teaching and providing dynamic classroom learning experiences that integrate theory and practice. The institution values academic freedom and the concept of shared governance. Faculty and student organizations such as the Faculty Senate, Graduate Council, and the Student Government Association participate in university governance by making policy recommendations. Leadership and management of the University is the responsibility of the President. Governance of the institution is the responsibility of the Board of Trustees.

In carrying out its mission, Arkansas Tech University offers programs of study leading to the associate degree, baccalaureate degree, masters degree, and educational specialist degree.

The Role and Scope for Arkansas Tech University as approved by the Board of Trustees on July 29, 2000, and defined by the Arkansas Department of Higher Education reads as follows:

Arkansas Tech University is an institution dedicated to quality undergraduate instruction in addition to masters and specialist degree programs in selected fields of study. Tech strives to provide a challenging and stimulating academic environment which fosters the intellectual development of students and faculty members. Programs are designed to prepare students for a challenging and competitive future by providing opportunities for intellectual growth, skill development, and career preparation. With instruction as its primary focus and in keeping with a strong liberal arts core, Tech will continue to provide educational opportunities to students who value the interaction and learning that Tech's teaching environment can foster. In addition, through the selective use of instructional technology, distance education, and other methodology, Tech will make its programs of study available to individuals who otherwise would not have access to quality programs. Attachment A (pages 4-5a) lists the certificate programs and associate, bachelors and graduate degree programs recognized by the Board to be offered by Tech in carrying out its instructional role and scope.

Arkansas Tech University provides a variety of services to the general public, with special emphasis on professional development, improvement of public education, and support to social services. Activities are carried out through direct services to groups and individuals, as well as through partnerships with business and industry, school districts, governmental agencies, and community organizations. Many of these activities assist people in western Arkansas and the Arkansas River Valley. The Professional Development Institute and the Center for Leadership and Learning are two examples of valuable service activities being provided.

Scholarly research, continuing education, and other professional activities of the faculty are encouraged, promoted, and supported. Scholarship strengthens and complements the teaching emphasis at Arkansas Tech University by enhancing the curriculum, supporting instruction, and responding to the economic development needs and opportunities of Arkansas. Through innovative initiatives such as the Arkansas Center for Energy, Natural Resources, and Environmental Studies and key undergraduate and graduate programs, Tech actively promotes the participation of students and the community in research activities.

Attachment B (page 6) lists the organizational units approved for Arkansas Tech University to carry out its instructional, public service, and research role and scope.

Management and control of Arkansas Tech University are vested by statute in the Board of Trustees as appointed by the Governor with the concurrence of the Arkansas Senate. The central administrative leadership for the University stems from the President, who is directly responsible to the Board of Trustees, and four vice presidents. Academically, the University is organized into seven schools consisting of twenty-two departments. Each school is administered by a dean and each department by a head. The role of faculty in governance participation is primarily expressed through the structures of the Faculty Senate, Graduate Council, and other standing committees; the will of the student body is reflected through the Student Government Association. Diagrams on pages 7-9 reflect the University's administrative and student government organization and the committee structure for policy determination.

Most of the information needed by faculty members is contained in this handbook and in these publications: *Undergraduate Catalog*, *Graduate Catalog*, *Student Handbook*, and *Financial Policies*.

# AHECB APPROVED DEGREE PROGRAMS

## ARKANSAS TECH UNIVERSITY

Academic Year 2004

Status	Level	CIP	Detail	Degree Code	Award	Program Name
A	00	00	0000	0010	X	Undeclared
A	02	12	0403	4420	TC	*Cosmetology
A	02	12	0403	4421	TC	*Cosmetology Teacher Training
A	02	15	0303	4510	TC	*Electronic Technology
A	02	15	0303	4645	TC	Industrial Electronic Technology
A	02	15	0399	4505	TC	*Electronics - Digital
A	02	15	0603	4644	TC	*Electronics - Automation Maintenance
A	02	15	0699	4646	TC	*Applied Laboratory Technology
A	02	47	0201	4310	TC	*Air Conditioning and Refrigeration
A	02	47	0303	4600	TC	Industrial Plant Maintenance
A	02	47	0603	4330	TC	*Auto Body Repair and Painting
A	02	47	0604	4340	TC	*Automotive Service and Technology
A	02	47	0604	4355	TC	*Advanced Automotive Service and Technology
A	02	48	0508	4900	TC	*Welding Technology
A	02	51	0708	4730	TC	Medical Transcription
A	02	51	0904	4295	TC	*Paramedic/EMT
A	02	51	0904	4520	TC	*Basic EMT
A	02	51	1613	4660	TC	*Practical Nursing
A	02	52	0401	4285	TC	*Business Technology
A	02	52	0401	4729	TC	*Business Technology - Medical Transcriptionist
A	02	52	0403	4705	TC	*Business Technology - Legal Secretary
A	02	52	1201	4445	TC	*Computer information Systems
A	03	11	0401	0320	AS	Information Technology
A	03	13	1204	1010	AS	Early Childhood Education
A	03	14	2301	1150	ASNT	Nuclear Technology
A	03	15	0303	0460	AAS	Industrial Electronic Technology
A	03	24	0102	0060	AA	General Studies
A	03	47	0303	0570	AAS	Industrial Plant Maintenance
A	03	47	0499	0575	AAS	Industrial Systems Technology
A	03	51	0801	1120	AS	Medical Assistant
A	05	01	0102	2220	BS	Agricultural Business
A	05	03	0203	2490	BS	Emergency Administration and Management
A	05	03	0601	2590	BS	Fisheries & Wildlife Biology
A	05	09	0401	1560	BA	Journalism
A	05	11	0101	2410	BS	Computer Science (also at Kingston College)
A	05	11	0501	2797	BS	Information Systems
A	05	13	1203	2910	BS	Middle Level Education
A	05	13	1204	2440	BS	Early Childhood Education
A	05	13	1302	1260	BA	Art Education
A	05	13	1303	2340	BS	Business Education
A	05	13	1305	2040	BFA	Creative Writing
A	05	13	1305	9420	BA	English
A	05	13	1306	1445	BA	Foreign Languages Education

Wednesday, August 13, 2003

# AHECB APPROVED DEGREE PROGRAMS

## ARKANSAS TECH UNIVERSITY

Academic Year 2004

Status	Level	CIP	Detail	Degree Code	Award	Program Name
A	05	13	1311	9870	BS	Mathematics
A	05	13	1312	1640	BME	Music Education
A	05	13	1314	2680	BS	Health & Physical Education
A	05	13	1316	9010	BS	Physical Science and Earth Science
A	05	13	1318	1760	BA	Social Studies
A	05	13	1322	9300	BS	Life Science and Earth Science
A	05	13	1323	3720	BS	Chemistry
A	05	13	1331	9830	BA	Speech
A	05	14	1001	4140	BSEE	Electrical Engineering
A	05	14	1201	2485	BS	Engineering Physics
A	05	14	1901	4230	BSME	Mechanical Engineering
A	05	16	0101	1440	BA	Foreign Language
A	05	23	0101	1420	BA	English
A	05	23	0501	2030	BFA	Creative Writing
A	05	23	1001	1830	BA	Speech
A	05	24	0102	1455	BA	General Studies
A	05	24	0103	1540	BA	International Studies
A	05	26	0101	2300	BS	Biology
A	05	27	0101	2870	BS	Mathematics (also at Kingston College)
A	05	31	0301	2970	BS	Recreation and Park Administration
A	05	40	0101	3010	BS	Physical Science
A	05	40	0501	2350	BS	Chemistry
A	05	40	0601	2660	BS	Geology
A	05	42	0101	1710	BA	Psychology
A	05	45	0601	2460	BSBA	Economics and Finance
A	05	45	0801	1510	BA	History & Political Science
A	05	45	1101	1780	BA	Sociology
A	05	50	0701	1250	BA	Art
A	05	50	0901	1630	BA	Music
A	05	51	0706	2700	BS	Health Information Management
A	05	51	1005	2890	BS	Medical Technology
A	05	51	1503	1740	BA	Rehabilitation Science
A	05	51	1601	4240	BSN	Nursing
A	05	52	0201	2320	BSBA	Management and Marketing
A	05	52	0301	2200	BSBA	Accounting
A	05	52	0901	2760	BS	Hospitality Administration (also at Kingston College)
A	07	09	0403	5395	MA	Multi-Media Journalism
A	07	11	0401	6285	MS	Information Technology
A	07	13	0405	5665	MEd	Educational Leadership
A	07	13	0501	5675	MEd	Instructional Technology (also at Kingston College)
A	07	13	1004	6830	MSE	Gifted and Talented
A	07	13	1101	6680	MEd	School Counseling and Leadership
A	07	13	1102	5615	MS	College Student Personnel

Wednesday, August 13, 2003

# AHECB APPROVED DEGREE PROGRAMS

## ARKANSAS TECH UNIVERSITY

Academic Year 2004

<i>Status</i>	<i>Level</i>	<i>CIP</i>	<i>Detail</i>	<i>Degree Code</i>	<i>Award</i>	<i>Program Name</i>
A	07	13	1202	5680	MEd	Elementary Education
A	07	13	1299	5755	MEd	Instructional Improvement (also at Kingston College)
A	07	13	1305	5690	MEd	English
A	07	13	1311	5790	MEd	Mathematics
A	07	13	1314	5820	MEd	Physical Education (also at Kingston College)
A	07	13	1318	5860	MEd	Social Studies
A	07	13	9999	3975	MEd	Teaching, Learning, and Leadership
A	07	16	0905	5480	MA	Spanish
A	07	23	0101	5310	MA	English
A	07	24	0101	5960	MLA	Liberal Arts
A	07	26	0699	6225	MS	Fisheries & Wildlife Biology
A	07	45	0801	5360	MA	History
A	08	13	0401	5120	EdS	Educational Leadership
D	03	15	0999	1140	AS	Mining & Minerals Technology
D	03	52	0401	1200	AS	Secretarial Science
D	05	13	1399	3902	BA	Journalism
D	05	26	9999	2920	BS	Natural Science
D	05	31	0101	3130	BS	Recreation Administration
D	07	13	1312	5810	MEd	Music Education
I	05	14	0101	2480	BSEG	Engineering
P	05	13	1202	2470	BS	Elementary Education (also through Westark UC)

Wednesday, August 13, 2003

## Attachment B

### Arkansas Tech University

#### Organizational Units of Instruction, Research and Public Service

##### School of Business

- Department of Accounting
- Department of Business and Economics

##### School of Education

- Department of Curriculum and Instruction
- Department of Health and Physical Education
- Center for Leadership and Learning

##### School of Liberal and Fine Arts

- Department of Art
- Department of Behavioral Sciences
- Department of English
- Department of Foreign Languages and International Studies
- Department of Music
- Department of Social Sciences and Philosophy
- Department of Speech, Theatre, and Journalism

##### School of Physical and Life Sciences

- Department of Biological Sciences
- Department of Nursing
- Department of Physical Sciences

##### School of Systems Science

- Department of Agriculture
- Department of Computer and Information Science
- Department of Electrical Engineering
- Department of Mechanical Engineering
- Department of Mathematics
- Department of Parks, Recreation, and Hospitality Administration

##### School of Graduate Studies

##### School of Community Education and Professional Development

##### Professional Development Institute

##### Arkansas Center for Energy, Natural Resources, and Environmental Studies

##### Library and Technology Center

##### Math and Science Institute

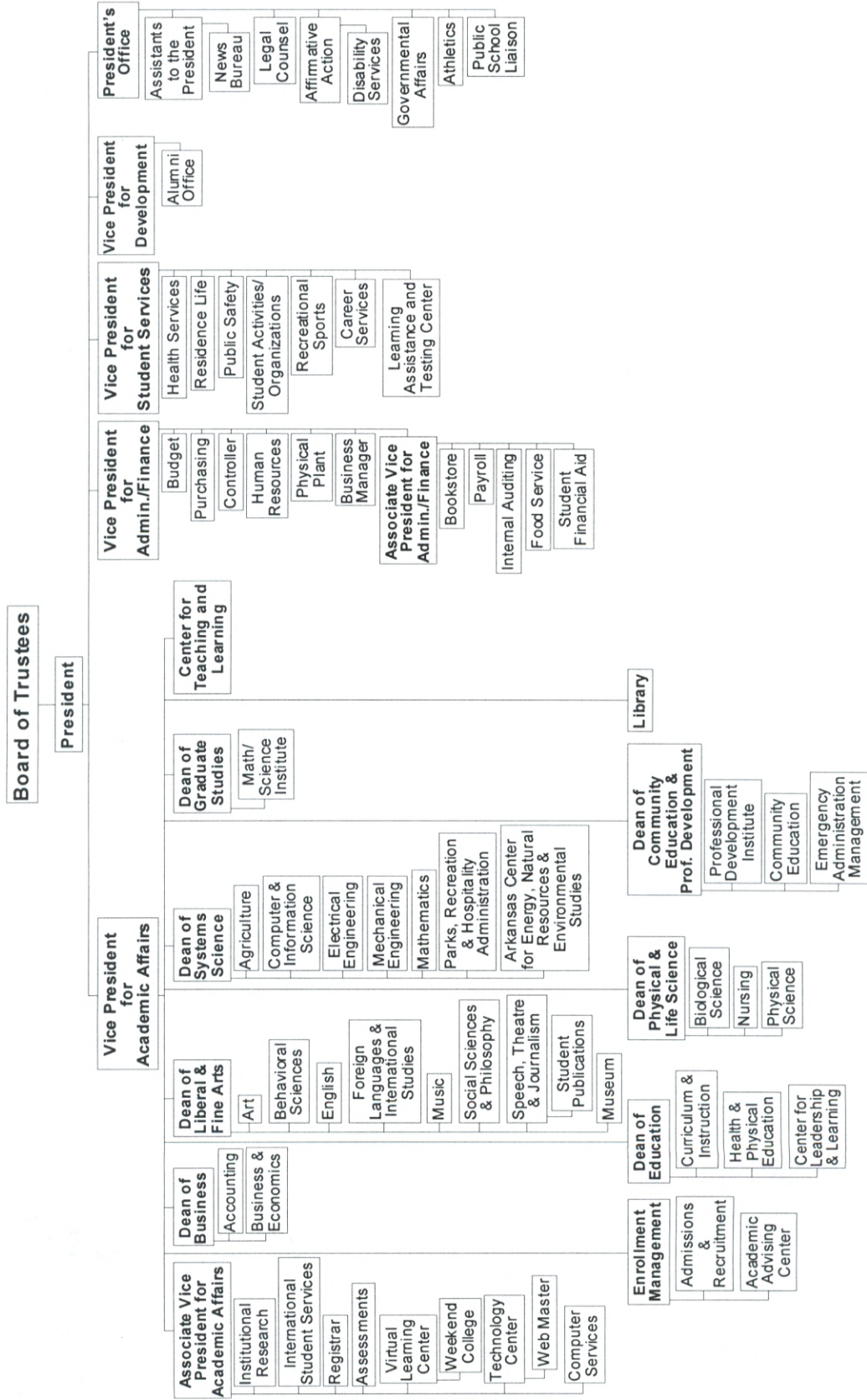
##### Center for Teaching and Learning

##### Museum of Prehistory and History

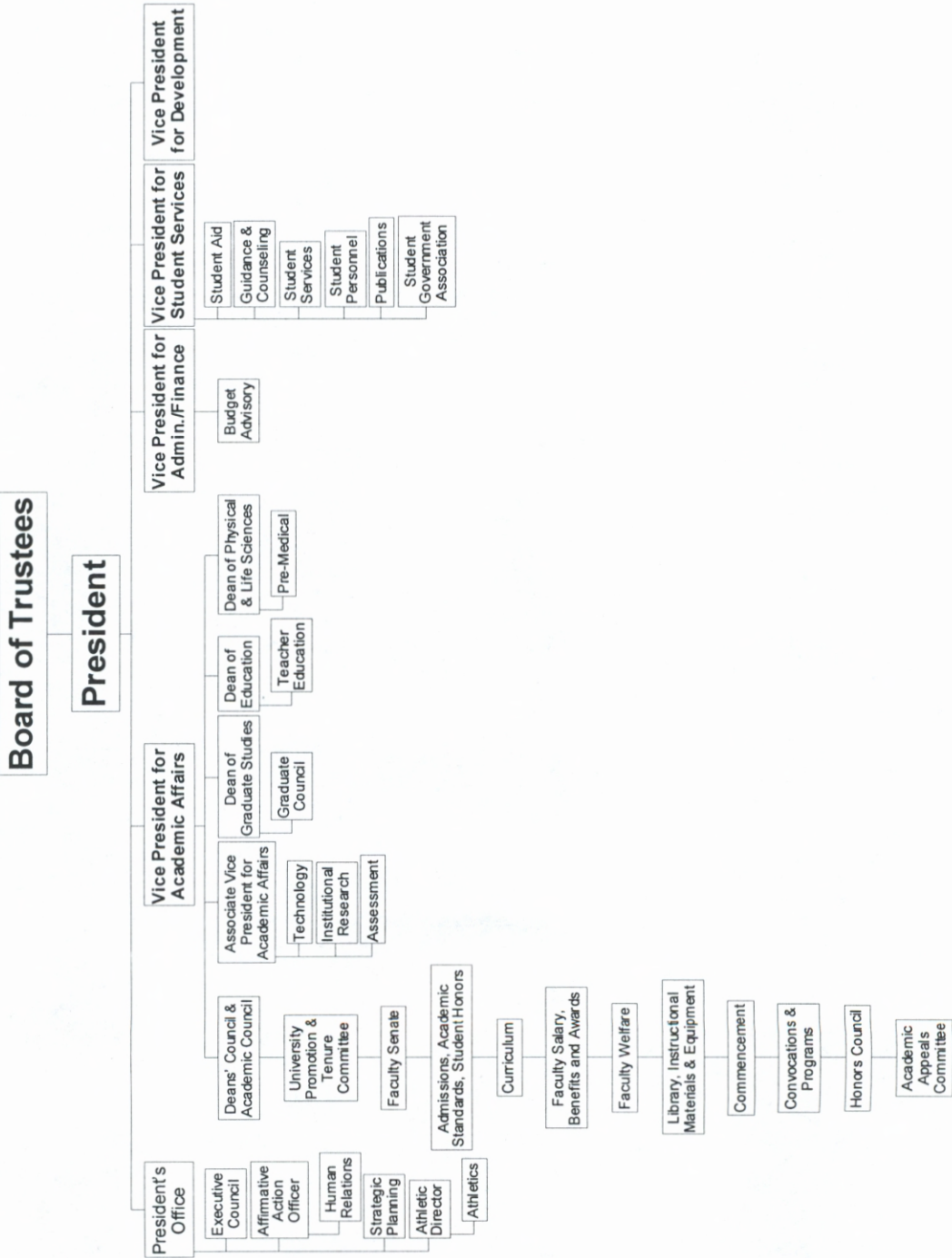
##### Crabaugh Communications Center

##### Virtual Learning Center

# ADMINISTRATIVE ORGANIZATIONAL CHART

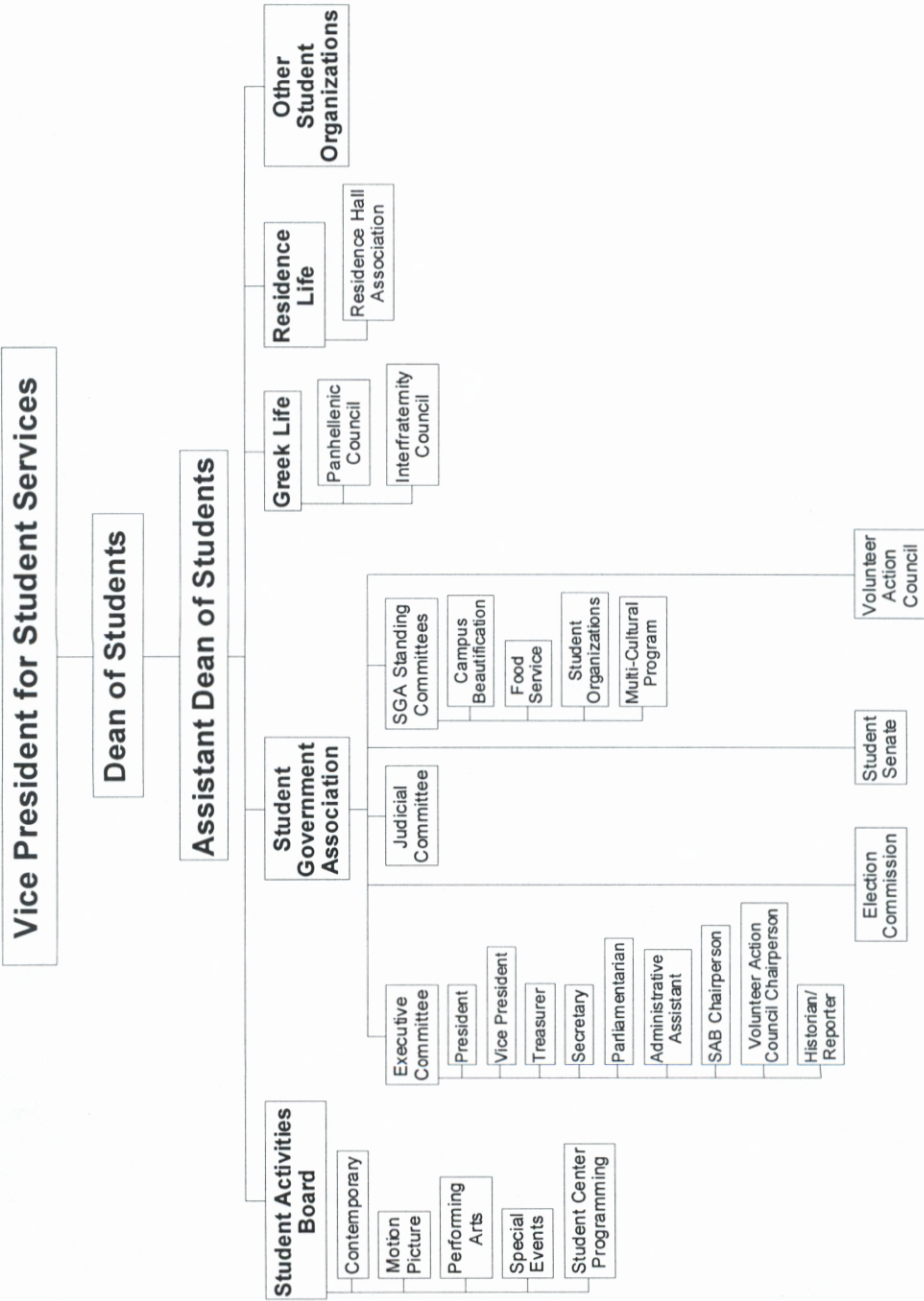


# COMMITTEE STRUCTURE FOR POLICY DETERMINATION





# STUDENT ORGANIZATION STRUCTURE



## II

### RELATION OF THE FACULTY MEMBER TO THE UNIVERSITY

In keeping with the purpose of the University as stated in the catalog and with the relevant aims of higher education in state-supported colleges and universities, Arkansas Tech University subscribes to the principles of academic freedom and of academic tenure. The following "Regulations on Academic Freedom and Tenure," (based on "Recommended Regulations on Academic Freedom and Tenure," AAUP Bulletin, December, 1972), were approved by the Board of Trustees on April 15, 1976.

#### REGULATIONS ON ACADEMIC FREEDOM AND TENURE

These regulations are designed to enable Arkansas Tech University to protect academic freedom and tenure and the requirements of academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies and programs of the institution. A college or university is a meeting place of ideas, and it cannot fulfill its purposes of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. In the words of the United States Supreme Court: "Teachers and students must always remain free to inquire, to study and to evaluate, to gain new maturity and understanding; otherwise our civilization will stagnate and die."

##### A. Statement of Terms of Appointment

1. The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the written contract will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member.
2. With the exception of special appointments, defined as "non-regular" faculty in the "Classes of Academic Staff Positions" on page 32 of this handbook, or clearly limited as a part of the individual's contract, and reappointments of retired faculty members on special conditions, all full-time appointments to the rank of assistant professor or higher are of two kinds:
  - (a) Probationary appointments
  - (b) Appointments with tenure
3. Untenured persons with teaching or research appointments of any kind will be informed each year in writing of their appointment and, if "regular" faculty, of matters which may adversely affect their eligibility for the acquisition of tenure.
4. "Non-regular" faculty (as defined on page 32 of this handbook) and regular faculty at the rank of instructor will not be eligible for tenure.

## B. Initial Appointments and Tenure

1. Probationary appointments may be for one year or for other stated periods, subject to renewal. Appointments for the first \*six years of employment shall be probationary and carry no implication of tenure. Appointment to the \*seventh year of full-time employment without terminal notification, however, constitutes appointment with tenure. Those not to be retained on tenure shall be given a timely notice of non-reappointment in accordance with standards set forth herein. Faculty appointed prior to the adoption of this document may qualify for tenure under the terms of their original appointments.
2. At the time of initial appointment, faculty members will be advised of the criteria and procedures generally employed in decisions affecting renewal and tenure. Any special criteria adopted by the particular department or school will also be brought to the faculty member's attention. Faculty members will be advised of the time when decisions affecting renewal or tenure are ordinarily made, and will be given the opportunity to submit material which they believe will be helpful to the adequate consideration of their circumstances.
3. Regardless of the stated term or other provisions of any appointments, written notice that an initial probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment, as follows:
  - (a) By March 1 before the expiration of an individual's first-year probationary appointment;
  - (b) By December 15 before the expiration of an individual's second-year probationary appointment.
  - (c) At least twelve months before the expiration of a probationary appointment of an individual who has had two or more years of service at the institution.
4. When a recommendation or a decision not to renew a probationary appointment has first been reached, the faculty member involved will be informed of that recommendation or decision in writing by the body or individual making the initial recommendation or decision; and, if requested, the faculty member will be advised of the reasons which contributed to that decision. The faculty member may request a reconsideration by the recommending or deciding authority.
5. If the faculty member so requests, the reasons given in explanation of the non-renewal will be confirmed in writing.

\*Revised 6/18/98

6. Insofar as the faculty member alleges that the decision against renewal was based on inadequate consideration, the Faculty Welfare Committee, which reviews such faculty allegation, will determine whether the decision was the result of adequate consideration in terms of the relevant standards of the institution. The Faculty Welfare Committee will not substitute its judgment on the merits for that of the recommending or deciding authority. If the Faculty Welfare Committee believes that adequate consideration was not given to the faculty member's qualifications, it will request reconsideration by the recommending or deciding authority, indicating the respects in which it believes the consideration may have been inadequate. It will provide copies of its findings to the faculty member, the recommending or deciding authority, and the President or other appropriate administrative officer. The Faculty Welfare Committee is a duly elected standing committee whose membership is determined by the faculty.

#### C. Termination of Appointment by the Faculty Member

A faculty member may terminate the appointment effective at the end of an academic year, provided that written notice is given at the earliest possible opportunity, but not later than thirty days after receiving notification of the terms of reappointment for the coming year. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where substantial professional advancement or other opportunity would be denied.

#### D. Termination of appointment by the Institution

1. Termination of an appointment with tenure, or of a special or probationary appointment before the end of the specified term, may be effected by the institution only for adequate cause.
2. If such termination takes the form of a dismissal, it will be pursuant to the procedure specified in Item E.
3. Where termination of an appointment with tenure, or of a nontenured appointment before the end of the specified term, is based upon bona fide financial exigency or discontinuance of a program or department of instruction, Item E will not apply; but faculty members shall be able to have the issues reviewed by the Faculty Welfare Committee, with ultimate review of all controverted issues by the governing board of the institution. In every case of financial exigency or discontinuance of a program or department of instruction, the faculty member concerned will be given notice or severance salary not less than that prescribed in Item H. Before terminating an appointment because of the abandonment of a program or department of instruction, the institution will make every effort to place affected faculty members in other suitable positions within the University. If an appointment is terminated before the end of the period of appointment, because of financial exigency, or because of the discontinuance of a program of instruction, the released faculty member's place will not be filled by a replacement within a period of two years in the case of financial exigency, or four years for the discontinuance of a program, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

4. Termination of a tenured appointment, or of a nontenured or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence. The decision to terminate will be reached only after there has been appropriate consultation and the faculty member or his/her representative has been advised of the basis of the proposed action, and has been afforded an opportunity to present his/her position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the Faculty Welfare Committee before a final decision is made by the governing board on the recommendation of the President of the institution.

#### E. Dismissal Procedures

1. Adequate cause for a dismissal will be related, directly and substantially, to the fitness of the faculty member in the professional capacity of a teacher or researcher. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.
2. Dismissal of a faculty member with tenure, or with a special or probationary appointment before the end of the specified term, will be preceded by these steps in order:
  - (a) Discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement.
  - (b) Informal inquiry by the duly elected Faculty Welfare Committee which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the President.
  - (c) A statement of charges, framed by the President or the President's delegate.
3. A dismissal, as defined in Item E-1, will be preceded by a statement of reasons, and the individual concerned will have the right to be heard by the elected Faculty Welfare Committee. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Each party will have a maximum of two challenges without stated cause.
  - (a) Pending a final decision by the Faculty Welfare Committee, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself/herself or to others is threatened by the faculty member's continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the institution's hearing procedures, the administration will consult with the Faculty Welfare Committee concerning the propriety, the length, and the other conditions of the suspension. Salary will continue during the period of the suspension.
  - (b) With the consent of the parties concerned, the Faculty Welfare Committee may hold joint pre-hearing meetings with the parties in order to perform the following:

- (1) Simplify the issues;
  - (2) Effect stipulations of facts;
  - (3) Provide for the exchange of documentary or other information;
  - (4) Achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.
- (c) Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Faculty Welfare Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.
  - (d) The Faculty Welfare Committee, in consultation with the President and the faculty member, will exercise its judgment as to whether the hearing should be public or private.
  - (e) During the proceedings the faculty member will be permitted to have an academic advisor and other counsel of his/her own choice.
  - (f) At the request of either party or the Faculty Welfare Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.
  - (g) At the faculty member's request, a verbatim record of the hearing or hearings will be taken and a copy will be made available to the faculty member without cost.
  - (h) The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
  - (i) The Faculty Welfare Committee will grant adjournments to enable either party to investigate evidence to which a valid claim of surprise is made.
  - (j) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the Faculty Welfare Committee in securing witnesses and making available documentary and other evidence.
  - (k) The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and if possible provide for interrogatories.

- (l) In the hearings of charges of incompetence, the testimony shall include that of faculty members from this and other institutions of higher education.
- (m) The Faculty Welfare Committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- (n) The findings of fact and the decision will be based solely on the hearing record.
- (o) Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the governing board of the institution. The President and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing.
- (p) If the Faculty Welfare Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, he/she will state the reasons for doing so, in writing, to the Faculty Welfare Committee and to the faculty member, and provide an opportunity for response before transmitting the case to the governing board. If the Faculty Welfare Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons.

#### F. Action by the Governing Board

If dismissal or other severe sanction is recommended, the President will on request of the faculty member, transmit to the governing board of the institution the record of the case. The governing board's review will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearings or by their representative. The decision of the Faculty Welfare Committee will either be sustained, or the proceeding returned to the committee with specific objections. The committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The governing board will make a final decision only after study of the committee's reconsideration.

#### G. Procedures for Imposition of Sanctions other than Dismissal

1. If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction; the procedures outlined in Item E shall govern such a proceeding.

2. If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it shall notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed. A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may, pursuant to Item M, petition the Faculty Welfare Committee for such action as may be appropriate.

#### H. Terminal Salary or Notice

If the appointment is terminated, the faculty member will receive salary or notice in accordance with the following schedule: at least three months, if the final decision is reached by March 1 of the first year of probationary service; at least six months, if the decision is reached by December 15 of the second year of probationary service; at least one year, following the expiration of the current contract, if the decision is reached after eighteen months of probationary service or if the faculty member has tenure. This provision for terminal notice or salary need not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude. On the recommendation of the Faculty Welfare Committee or the President, the governing board, in determining what, if any, payments will be made beyond the effective date of dismissal, may take into account the length and quality of service of the faculty member.

#### I. Academic Freedom

All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 "Statement of Principles on Academic Freedom and Tenure," formulated by the Association of American Colleges and the American Association of University Professors. Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As learned persons and as educational officers, they should remember that the public may judge the profession and the institution by their actions and utterances. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not an institutional spokesman.

#### J. Reappointment of Nontenured Faculty

If a faculty member on probationary or other non-tenured appointment alleges that a decision for non-reappointment was based significantly on considerations violative of academic freedom or governing policies on making appointments without prejudice with respect to race, sex, religion, or national origin, the allegation will be given preliminary consideration by the Faculty Welfare Committee, which will seek to settle the matter by informal methods. The allegation shall be accompanied by a statement that the faculty member agrees to the presentation, for the consideration of the Faculty Welfare Committee, of such reasons and evidence as the institution may allege in support of its decision. If the difficulty is unresolved at this stage, and if the committee so recommends, the matter will be heard in the manner set forth in Items E and F, except that the faculty member making the complaint is responsible for stating the grounds upon which the



allegations are based, and the burden of proof shall rest with the faculty member. If the faculty member succeeds in establishing a prima facie case, it is incumbent upon those who made the decision for non-reappointment to come forward with evidence in support of their decision.

K. Administrative Personnel

The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. Where an administrator alleges that a consideration violative of academic freedom significantly contributed to a decision of termination of an appointment to an administrative post, or of non-reappointment, the individual is entitled to the procedures set forth in Item J.

L. Political Activities of Faculty Members

Faculty members, as citizens, are free to engage in political activities. Where necessary, leaves of absence may be given for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence shall be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to.

M. Grievance Procedures

Any faculty member who feels that there is cause for grievance in any matter not covered by the procedures described in this document may petition the elected Faculty Welfare Committee for a hearing. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent to the case. The committee will have the right to decide whether or not the facts merit a detailed investigation. If it is deemed appropriate, the Faculty Welfare Committee will appoint from its body an ad hoc grievance committee to investigate and recommend. Submission of a petition will not automatically end in investigation or detailed consideration thereof. The committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the Faculty Welfare Committee such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the petitioner and to the appropriate administrative officer or officers and appropriate faculty, and the petitioner will, upon request, be provided an opportunity to present the case to them.

N. Interpretation

The Faculty Welfare Committee shall decide any controversies arising from disputed interpretation of this document.

## POLICY ON NON-DISCRIMINATION

Arkansas Tech University does not discriminate on the basis of race, color, sex, national origin, or disability in any of its policies, practices, or procedures. This includes, but is not limited

to admissions, employment, financial aid, and educational services. Arkansas Tech University complies with all applicable state and federal laws including, but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act Amendments of 1974; the Civil Rights Restoration Act of 1987; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; and the Family and Medical Leave Act of 1993.

#### BOARD COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

The following policy statement was approved by the Arkansas Tech University Board of Trustees on July 16, 1992:

The Board of Trustees of Arkansas Tech University is fully committed to equal employment opportunity for all employees without regard to race, color, religion, sex, national origin, age, or qualified disability. In addition, the Board strongly emphasizes the need for aggressively pursuing the recruitment of minority faculty and staff in all units of the University.

#### POLICY ON SEXUAL AND GENDER HARASSMENT

The following policy statement on sexual and gender harassment was approved by the Arkansas Tech University Board of Trustees on December 17, 1987:

It is the policy of Arkansas Tech University to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, to include sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions which adversely affect the working or learning environment of others.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures. Generally the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

FACULTY EVALUATION, PROMOTION, AND TENURE  
POLICIES AND PROCEDURES  
(SECTION I)

EVALUATION

**Criteria for Evaluation**

As stated in the Arkansas Tech University Mission Statement, "The primary function of the University is teaching.... In keeping with its focus on teaching, the University seeks to recruit, develop, and retain faculty who are dedicated to quality teaching and providing dynamic classroom learning experiences that integrate theory and practice." These statements are the basis for placing primary emphasis in the annual evaluations upon teaching.

Annual evaluations of faculty are intended to promote better teaching and professional development of the faculty. Evaluations will also be used in reappointment, promotion, and tenure decisions. Faculty will be evaluated in the following three areas:

- A. Teaching (60-80%)
- B. Scholarship (10-30%)
- C. University Service (10-30%)

The weight given to each area in a given year will be determined by the faculty member and department head. The agreement should be stated in writing with copies given to the department head and faculty member. This agreement may be amended to reflect changes in a faculty member's assignments with the mutual agreement of the faculty member and the department head. In those rare circumstances when agreement is not reached, the weighting will be decided upon by the Dean of the School after he/she has heard statements from both the Department Head and the faculty member. **IT IS THE PRIMARY RESPONSIBILITY OF EACH FACULTY MEMBER TO ENSURE THAT ADEQUATE RECORDS ARE ESTABLISHED, COLLECTED, MAINTAINED, AND FORWARDED FOR DECISIONS ON REAPPOINTMENT, PROMOTION, AND TENURE.**

**DEFINITIONS:**

**FORMATIVE EVALUATION: EVALUATION CONDUCTED TO ASSESS THE EFFECTIVENESS OF SPECIFIC TEACHING PRACTICES AND IDENTIFY AREAS FOR IMPROVEMENT OR DEVELOPMENT.**

**SUMMATIVE EVALUATIONS: EVALUATION CONDUCTED TO ARRIVE AT BROAD JUDGEMENTS OF TEACHING EFFECTIVENESS THAT ALLOW FOR COMPARISONS AMONG FACULTY MEMBERS AND THAT CAN BE USED TO MAKE PERSONNEL DECISIONS.**

A. Teaching will be evaluated on the basis of:

1. A university-wide, standard, student evaluation to measure effectiveness of classroom teaching.

2. \*An annual peer review of the teaching portfolio conducted by an elected departmental committee composed of tenured full-time faculty members that hold the rank of Associate Professor or Professor (suggested size 3-5 members). For a small department, faculty members may be added from a related department and exceptions to the rank and/or tenure condition may be made with approval of the Vice President for Academic Affairs. Classroom visitation, at the request of the faculty member, may also be included in the peer review process.

A teaching portfolio that chronicles teaching performance should be maintained to provide further evidence of effective teaching; portfolios are to include examples of such items as objectives, syllabi, exams, modifications of courses, teaching techniques used, grading procedures, in-class and out-of-class assignments, text used/changes for all courses taught; summaries of student evaluations; a list of advisees; records of student projects; records of special activities with students (clinicals, internships, presentations, etc.); and records of workshops/special sessions developed, taught, attended, etc.

B. Scholarly/Creative Activity will be evaluated by, but is not limited to:

1. Original research, creative production and theory/method development (i.e., publication of articles in scholarly journals; proceedings; technical reports; presentations at professional meetings; museum exhibits; play writing, musicals, recitals, stage design, etc.).
2. Integration of scholarship by reviewing or editing articles, journals, reports, essays, monographs, music scores, plays, stories and other creative endeavors, as well as textbooks, newsletters, popular publications, newspapers, documents, other public forums.
3. Preparation of grant proposals with emphasis placed upon successful solicitations.
4. Development of courses, programs or curricula including production of publicly available teaching materials, manuals, workbooks, study guides, films, videos, computer software, etc.
5. Taking courses for continuing education.
6. Conducting workshops, short courses, forums or seminars in addition to normal teaching load.
7. Supervision of graduate and undergraduate research projects; serving on graduate committees; advisor for graduate research project; reader of graduate research paper.
8. Completion of terminal degree.

C. University Service will be evaluated by, but is not limited to:

1. Service to the institution
  - a. quality of student advising
  - b. membership on university committees

\*Approved Board of Trustees 3/14/03

- c. membership on school or departmental committees
  - d. participation in self studies
  - e. participation in academic program development
  - f. sponsoring/advising student organizations
  - g. participation in student recruitment
  - h. serving as an official representative of the University
  - i. grant writing (non-research types of grants)
  - j. faculty level administrative duties (without release time)
  - k. teaching overloads for reduced compensations
  - l. other (to be discussed and decided by faculty member and Department Head)
2. Service to the profession
- a. membership in professional organizations
  - b. attendance at professional meetings
  - c. holding office in professional organizations
  - d. serving on committees of professional organizations
  - e. providing consulting services (This may not be the sole component of the professional service area.)
  - f. organizing, conducting, or assisting with professional meetings
  - g. serving on committees for accreditation
  - h. service to public schools
  - i. other (to be discussed and decided by faculty member and Department Head)
3. Service to the community
- a. participating in a community project
  - b. holding public office
  - c. assisting public organizations

- d. public activity in organizations outside faculty member's area of expertise
- e. service to public schools
- f. providing consulting services (This may not be the sole component of the community service area.)
- g. other (to be discussed and decided by faculty member and Department Head)

\*The faculty member is expected to conduct himself/herself in a professional manner. This includes, but is not limited to, working collaboratively and collegially with colleagues, department heads, and deans. Academic standards are to be upheld, not only in the classroom, but in all segments of the faculty member's professional life.

\*\*The following five descriptive ratings will be used to rate each of the three evaluation categories:

- 5. Excellent
- 4. Good
- 3. Satisfactory
- 2. Needs Improvement
- 1. Unacceptable

Annual SUMMATIVE EVALUATIONS will be performed by:

- 1. The Department Head
- 2. The faculty member

### **Evaluation Procedures**

- 1. A written self evaluation of each of the three areas will be prepared annually by each faculty member.
- 2. \*\*A departmental peer review committee will meet annually with each non-tenured faculty member to provide a formative evaluation of the teaching area. A summary of this session will be provided to the faculty member and the Department Head. **This is a formative evaluation.** (Note: Tenured faculty may request a meeting with the peer review committee, and the peer review committee may request a meeting with a tenured faculty member.)
- 3. The Department Head will annually review and rate the overall quality of teaching, scholarship, and university service through the use of student evaluations, peer reviews, and an evaluation of materials contained in portfolios. The Department Head will prepare a one-page, comprehensive summary of the three areas of evaluation for the faculty member. Copies of the Department Head's summary will be forwarded to the faculty member, Dean and Vice President of Academic Affairs. A faculty member has the option of attaching an addendum to the Department Head's comprehensive summary. **This is a summative evaluation.**

\*Added 6/18/98

\*\*Approved Board of Trustees 3/14/03

4. Following a review of the Department Head's evaluation, the faculty member should consult with the Department Head and formulate a plan for professional improvement for the coming year.
5. Department Head evaluations, student evaluation summaries, portfolio materials, and self-improvement plans become part of the faculty maintained documentation submitted for evaluation at each level of the promotion and tenure process.

### **Additional Evaluation Procedures**

#### **A. Teaching**

##### **1. Student Evaluation**

- a. All non-tenured faculty, including full-time, part-time, and graduate teaching assistants, must administer the university-wide student evaluation instrument in each semester to at least one section of each type or level of course the faculty member teaches (lower level, upper level, general education, graduate course).
- b. Faculty members with tenure may choose to use the student evaluation in either the fall or spring semester, but should administer the instrument to at least one of each type of course taught.
- c. The student evaluation instrument must be administered by a colleague, a staff member, or a student in the class, and the faculty member must be absent when it is administered.
- d. Completed student evaluation instruments are collected by the colleague, staff member, or student, placed in a clearly labeled envelope, sealed, and delivered to the office of the Department Head or Dean.
- e. The Department Head or Dean will review and tabulate the results of the evaluation and retain a summary of the results. After final grades for the course have been turned in to the registrar, the evaluation instruments will be given to the faculty member, and they become his or her property.
- f. All student evaluations will include a question pertaining to assessment of the fluency in English of the faculty member or graduate teaching assistant.

#### **B. Scholarly/Creative Activities and Service**

1. Each faculty member will maintain accurate and complete records of scholarly/creative activities and service to be used in promotion and tenure decisions. The activities include the items referred to in the earlier descriptions.
2. Each faculty member applying for review will supply, upon the request of her/his Department Head, a copy of this information to be used in the review process.

### C. Non-tenured faculty members

Each non-tenured faculty member will have a yearly evaluation session with her/his Department Head, as described above. At this session, the Department Head will present to the faculty member a written summary evaluation of the faculty member's performance in teaching, scholarly/creative activities, and service. This will be in accordance with the taxonomy and standards outlined above (in each category, the faculty member will be rated as excellent, good, satisfactory, needs improvement, or unacceptable).

The summary of the teaching evaluation instrument will be one, but only one, piece of information used to make this evaluation. Other information to be considered will include the record of teaching, scholarly/creative activities, and service maintained by the faculty member and supplied to the Department Head in advance of the evaluation session.

At the annual evaluation session, or at any time during the academic year up to this point, the faculty member may present to the Department Head any additional information which he/she believes has relevance to the evaluation in any category (teaching, scholarly/creative activities, or service).

At the conclusion of the evaluation session, a copy of the written **SUMMATIVE EVALUATION** will be supplied to the faculty member. Both the faculty member and the Department Head will sign to acknowledge that this conference has taken place. If the faculty member disagrees with any portion of the written **SUMMATIVE EVALUATION**, he/she may attach a written statement citing the disagreement and the reasons for this disagreement, to the written **SUMMATIVE EVALUATION**.

A copy of the written **SUMMATIVE EVALUATION** is retained by the faculty member, one copy is kept in the departmental file, one copy is forwarded to the Dean of the School, and one copy is sent to the Vice President for Academic Affairs.

The file of the faculty member's yearly **SUMMATIVE EVALUATIONS** will be used to assist in the determination of eligibility for promotion and tenure at the appropriate time according to the standards stated above.

### D. Tenured Faculty Members

The procedures for tenured faculty members will be the same as above. Information assembled will be used for promotion applications and decisions, as appropriate within the rules outlined above. Since the primary purpose of evaluation is the improvement of teaching at the University, all full-time faculty will undergo evaluation each academic year.

## PROMOTION

### Criteria for Promotion

Each faculty rank has its own distinctive requirements, but the University has established the following general criteria. All faculty members wishing to be considered for promotion in rank are expected to meet the following criteria for the appropriate rank as well as the time-in-rank



guidelines. Deficiencies in either scholarly/creative activities or service may be counterbalanced by exceptional excellence in the other area. The criteria for teaching effectiveness may not be deficient in the ranks described below. All promotions require a positive recommendation by the Board of Trustees after review by a Department Head, Dean/Director, University Promotion and Tenure Committee (UPTC), Vice President for Academic Affairs, and President.

#### **Minimum Criteria for Promotion**

- A. Present rank: This policy shall not alter the rank of any faculty member held at the time of adoption of this policy.
- B. The following information should be considered **MINIMAL**. The criteria deal with degree, length of time in rank, and a judgment of performance.

#### **Assistant Professor**

- 1. A master's degree in the discipline.
- 2. At least five years as an instructor.
- 3. Classroom instruction or job performance must be judged by the Department Head as at least "satisfactory" in four of the last five years in which the faculty member was formally evaluated.

OR

- 1. A master's degree plus 30 approved graduate semester hours.
- 2. At least four years experience as an instructor.
- 3. Classroom instruction or job performance must be judged by the Department Head as at least "satisfactory" in three of the last four years in which the faculty member was formally evaluated.

OR

- 1. An earned terminal degree.
- 2. Classroom instruction or job performance must be judged by the Department Head as "good."

#### **Associate Professor**

- 1. An earned terminal degree in the discipline.
- 2. At least \*six years of experience as an assistant professor.

\*Revised 6/18/98

3. Classroom instruction must be judged by the department head as at least "satisfactory" in four of the last five years in which the faculty was formally evaluated.
4. Scholarly/creative activities and university service must be judged by the Department Head as "satisfactory" in a majority of annual evaluations.

**Professor**

1. An earned terminal degree in the discipline.
  2. At least six years of experience as an associate professor.
  3. Classroom instruction must be judged by the department head as at least "good" in four of the last six years with no ratings below "satisfactory."
  4. Scholarly/creative activities and university services must be judged by the Department Head as "good" in four of the last six years in which the faculty member was formally evaluated.
- C. Years of experience in rank means experience at the institution unless, at the time of initial contract, credit is given for previous experience. Whether and to what extent prior experience will be included must be decided at the time of initial appointment in a mutually acceptable written agreement between the faculty member and Arkansas Tech University. The maximum time to be allowed for prior service is three years at an accredited institution of higher learning.
- D. Where the term "approved graduate hours" appears, final determination of what graduate hours are approved for consideration shall be made by the Deans of the Schools.
- E. If a faculty member fails to qualify for promotion because of degree requirements, that requirement may be waived when the time in rank is as follows:
1. To Assistant Professor: at least nine years experience as instructor.  
Requirements with regard to teaching, scholarly/creative activities and university service remain the same.
  2. To Associate Professor: at least nine years experience as assistant professor.  
Requirements with regard to teaching, scholarly/creative activities, and university service remain the same.
  3. To Professor: at least eleven years experience as associate professor.  
Requirements with regard to teaching, scholarly/creative activities, and university service remain the same.
- F. Even though the teaching performance of a faculty member may be judged insufficient by the departmental peer review committee, the Department Head or the School Dean, the application must be allowed to proceed through the system if the faculty member so desires.

- G. All terminal degrees must be received from an institution accredited at the time of the awarding of the degree.

### **Procedures for Promotion**

The steps are as follows:

1. Each academic year, early in the Fall semester, the Office of the Vice President for Academic Affairs will establish a calendar, with appropriate deadlines, for the operation of the Promotion process.
2. Individual faculty members may apply for promotion at times and under circumstances consistent with the calendar and with the CRITERIA FOR PROMOTION as stated above. It is the responsibility of the individual faculty member to assemble all of the materials necessary for consideration under these CRITERIA. This includes, but may not be limited to, the contents of individual Portfolios as described above, and copies of the annual Summative Evaluations performed by the Department Head.
3. The Application for Promotion is delivered to the Department Head. From that point forward, the Department Head, Dean, Promotion Committee, Vice President for Academic Affairs, and President will be responsible for timely forwarding to the next level of review and consideration.
4. The Department Head, Dean, Promotion Committee, Vice President for Academic Affairs, and the President will review all applications for promotion in that order. Each will make a formal written recommendation to grant promotion or not to grant promotion.
5. Even though an application may receive an unfavorable recommendation at one level of review, that application must be allowed to proceed to the next level, if that is the desire of the individual faculty member.
6. The President of the University will forward his/her recommendation for promotion to the Board of Trustees of the University.

### **University Promotion and Tenure Committee**

- A. The University Promotion and Tenure Committee (UPTC) shall consist of six members. At least one member of the UPTC must come from each of the five schools. The sixth member will be selected on an at-large basis from the eligible faculty from the five schools and the library.
- B. Members of the UPTC must be tenured full-time faculty that hold the rank of Associate Professor or Professor. Members will be serving on departmental peer review committees at the time of their appointment, but other qualified faculty may be appointed, with the approval of the President. Faculty serving as Department Heads or Deans are not eligible for appointment. Persons applying for promotion may not serve on the UPTC.
- C. Three members of the UPTC shall be appointed by the chair of the Faculty Senate with its advice and consent, and three members shall be appointed by the Vice President for Academic

Affairs. Appointments shall be for three years. On initial appointment, the term of each member shall be designated as one, two, or three years. The Chair of the Faculty Senate and the Vice President shall each appoint one new member each year thereafter for a three year term. The Faculty Senate Chair shall have first choice in the appointment process.

- D. The UPTC shall recommend approval or disapproval of all applications submitted \*except those of full-time University administrators and those whose appointments carry a contractual obligation for tenured faculty status (Any and all such recommendations will include the appropriate interaction with the department for which tenure will be bestowed). The Committee shall meet with the Vice President to discuss its recommendations with justifications.
- E. The Committee will submit a written statement to each applicant indicating the disposition of the application.
- F. If at any step in the promotion procedure the applicant does not receive a favorable recommendation, he/she may submit an appeal statement rebutting reported deficiencies to the individual responsible for making a recommendation at the next level. The faculty shall submit the statement within ten working days of notification of an unfavorable recommendation. The faculty member may withdraw his/her application at any time.

### **Appeals**

Appeals of promotion and tenure decisions may be made to the Faculty Welfare Committee only under the following two conditions and prior to recommendations being acted upon by the President:

- 1. The faculty member's appeal is a claim that a promotion and tenure policies process was not followed at a specified level of review.
- 2. The faculty member's appeal is a claim that evidence which had been presented in a timely manner was not considered at a specified level of review.

If the Faculty Welfare Committee finds an error has been made, the application will be returned to the process at the point where the error occurred. In no instance should the Faculty Welfare Committee substitute its judgment for the judgments made by the parties in the process.

### **Granting Promotion**

The final decision on faculty promotion and tenure shall rest with the President of the University and upon his/her recommendation to the Board of Trustees. Recommendations of the University Promotion and Tenure Committee shall be given deliberate and careful consideration on the question of tenure and promotion, but shall not be binding upon the President or the Board of Trustees.

\*Revised 6/17/99

## **Emeritus Status**

Emeritus status may be awarded to any retired member of the campus community who has held academic rank. Emeritus status is never automatic, and reserved only for those who have given extraordinary and outstanding service to the University over an extended period of years.

1. Eligibility is limited to those who have retired, and who have at least 15 years of consecutive service to the University.
2. Recommendations for emeritus status must be in writing, and may be made by any current member of the University community who holds faculty rank.
3. Recommendations and all supporting documents will be reviewed by the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President in that order.

The sole consideration in the evaluation of these recommendations shall be the rendering of truly exceptional service to the University.

Recommendations and all supporting materials must be delivered to the Office of the Vice President for Academic Affairs by October 15 of the academic year in which the emeritus status is being sought. The review process will culminate with the candidate being considered by the University Promotion and Tenure Committee, Vice President for Academic Affairs, President, and Board of Trustees in the Spring semester of that academic year.

4. Authority to grant emeritus status rests with the Board of Trustees of the University upon the recommendation of the President.

## **Tenure Review**

The process of review for those faculty members seeking tenure will be the same as that outlined for promotion. That is, review and recommendation will be conducted by the Department Head, Dean, Promotion and Tenure Committee, Vice President for Academic Affairs, and President.

This will be conducted according to the calendar established each year by the Office of the Vice President for Academic Affairs, as described above.

This process will be conducted in accordance with the policies outlined in Item B in the "Regulations on Academic Freedom and Tenure" on page 10. Thus, it will be necessary for faculty members in their last year of probation to apply for tenure.

Nothing in these policies shall alter the ability of officers of administration to issue terminal contracts to probationary faculty, as is presently the case under the provisions of the "Regulations on Academic Freedom and Tenure."

Only the University Board of Trustees, upon the recommendation of the President of the University, has the authority to grant tenure.

## Effective Date

This policy was approved by the Arkansas Tech University Board of Trustees on June 15, 1995. Subsequent revisions were made on November 30, 1995, June 20, 1996, June 18, 1998, June 17, 1999, and March 14, 2003. This policy shall supersede any existing policies that may be in conflict with its provisions.

## TENURE AND PROMOTION PROCEDURES (SECTION II)

### Tenure Procedures

- A. Recommendations for tenure are based on overall professional attainment and expectation of further professional growth at Arkansas Tech University. For teaching faculty, service in three broad areas is considered: teaching, scholarly/creative activity, and university service. The procedures outlined below are designed with a view toward providing balance between consistency in the evaluation of all candidates and sufficient allowance for the varied interests, talents, and accomplishments of candidates from diverse academic disciplines.

Tenure may be granted by the Board of Trustees after all of the following steps have been completed:

1. Review and recommendation by the Department Head of the candidate's respective department.
2. Review and recommendation by the Dean of the candidate's respective school.
3. Review and recommendation of the Promotion and Tenure Committee.
4. Review and recommendation by the Vice President for Academic Affairs.
5. Recommendation by the President.
6. Action by Board of Trustees.

Unless otherwise specified in the letter of appointment, tenure consideration is due during the \*sixth year of full-time experience at the level of assistant professor and during the designated or specified year at the level of appointment of Associate Professor.

- B. Those faculty members who are eligible and who wish to be considered for tenure are responsible for presenting evidence of the qualifications (i.e. portfolio) in the sequence specified in item one. The Department Head should receive materials by (announced annually). The Department Head shall forward his/her recommendations to the Dean before or on (announced annually). The recommendations of both the Department Head and Dean shall be forwarded to the Promotion and Tenure Committee before or on (announced annually). The Promotion and Tenure Committee with the recommendations of the Department Head and Dean are to present their recommendations to the Vice President of Academic Affairs no later than (announced annually). The Vice President of Academic Affairs will forward a recommendation to the President by (announced annually). The President will notify the candidate of the recommendation no later than (announced annually).

\*Revised 6/18/98

If tenure is granted, the recipient will continue his or her appointment on a yearly basis. If tenure is not granted during the final year of probation, the faculty member will receive a terminal appointment for the following academic year.

### **Promotion Procedures**

- A. Recommendations for promotion are based on overall professional attainment and expectation of further professional growth at Arkansas Tech University. For teaching faculty, service in three broad areas is considered: teaching, scholarly/creative activity, and university service. The procedures outlined below are designed with a view toward providing balance between consistency in the evaluation of all candidates and sufficient allowance for the varied interests, talents, and accomplishments of candidates from diverse academic disciplines.

Those faculty members who are eligible and who wish to be considered are responsible for presenting evidence of their qualifications for submission. The submission procedure is reflected below.

1. Review and recommendation by the Department Head of the candidate's respective department.
  2. Review and recommendation by the Dean of the candidate's respective school.
  3. Review and recommendation of the Promotion and Tenure Committee.
  4. Review and recommendation by the Vice President for Academic Affairs.
  5. Recommendation of the President.
  6. Action by Board of Trustees.
- B. Candidates must first meet the minimum criteria for promotion set forth in the "Faculty Evaluation, Promotion, and Tenure Policies and Procedures" section (see page 19).

### **\*\*Portfolio Preparation**

- A. The following suggestions for preparation of a portfolio and applications relating to tenure and/or promotion were compiled in meetings with the current University Promotion and Tenure Committee, past members of this committee, and School Deans. They are intended as general guidelines in the preparation of the portfolio for annual evaluations and peer review, and when appropriate, for applications for tenure and/or promotion.
1. Portfolio should consist of one main binder containing the following materials:  
(Additional or supporting documentation may be provided in clearly labeled appendices either in the main binder or in additional binders.)
    - a. A table of contents with the appropriate tabs or numbered pages
    - b. Three major sections: Teaching, Scholarship, Service

- c. An introductory summary for each section: Make argument for teaching excellence; why scholarship is relevant or important in field; and show how service activities benefit the university.
2. Present materials in reverse chronological order in each section.
3. Provide appropriate references and document claims.
4. Include examples of course material – not **all** course material.

B. Suggested Table of Contents for Portfolio

1. Teaching
  - a. Introductory summary
  - b. Student evaluation summaries
  - c. Awards and recognition
  - d. Examples of course materials
  - e. – z. Other relevant material (see *Faculty Handbook*, pages 19 - 30)
2. Scholarship
  - a. Publications
  - b. Presentations
  - c. Creative activities
  - d. – z. Other examples of scholarship (see *Faculty Handbook*, pages 19 - 30)
3. Service
  - a. University committees
  - b. Service to profession
  - c. – z. Other relevant service activities (see *Faculty Handbook*, pages 19 - 30)
4. Appendices (as needed; clearly labeled as Teaching, Scholarship, Service; may be included in main binder or additional binders)

C. Suggested Organization of Application for Tenure and/or Promotion Utilizing Portfolio

1. Letter of application for tenure and/or promotion describing how eligibility requirements have been met
2. Recommendation of department head if applicable
3. Recommendation of dean if applicable
4. Current resume
5. Other letters of support
6. Copy of annual reviews by department head
7. Portfolio and its table of contents

Note: Please include items 1 - 6 in the front of the main portfolio binder.

\*\*Added 8/1/03



(SECTION III)

A. Classes of Academic Staff Positions

Academic staff positions are those in which the principal services performed are teaching and/or research.

1. **Regular.** There shall be four classes of regular academic staff positions: Professor, Associate Professor, Assistant Professor, and Instructor.
2. **Non-regular.** All other academic staff positions shall be considered non-regular.
  - (a) The positions of Visiting Professor, Lecturer, and others of like nature shall be considered special and temporary, and are non-regular.
  - (b) The positions of Assistant Instructors, Student Assistants, and others of like nature shall be considered temporary, and are non-regular.
  - (c) Summer session positions shall be considered non-regular, whatever the title thereof may be.
  - (d) Part-time positions ordinarily shall be considered non-regular, whatever the title thereof may be.
  - (e) The positions of federal or state employees or appointees attached or assigned to the University, and others of like nature, shall be considered non-regular, whatever the title thereof may be.
  - (f) The positions of coaches of intercollegiate athletics, whether full or part-time, shall be considered non-regular, whatever the title thereof may be.
  - (g) Appointments made in connection with special departments, programs, or institutes of an experimental or temporary character may be terminated when the project is discontinued. All such positions shall be considered non-regular, whatever the title thereof may be.

(h) The preceding paragraphs concerning certain types of non-regular positions are illustrative only, and do not purport to constitute a complete listing of non-regular positions.

3. **Administrative Positions.** The administrative functions, titles, and status of the president, vice presidents, deans, registrar, plant engineer, librarian, steward, directors, department heads, and others with administrative responsibilities for academic or non-academic services shall be distinct and severable from their functions, titles, and status, if any, as academic staff members.

Administrators holding academic rank and teaching regularly a minimum of one-quarter time shall be eligible to have that period of teaching considered for purposes of tenure if and when they are assigned to full-time teaching. The determination of the equivalence of this part-time teaching to years toward tenure will be based on an evaluation made of this teaching and associated activities by the department and/or school in which the administrator holds academic rank and by the administrator's immediate supervisor.

#### B. Individual Personnel Records

A complete file on each faculty member is maintained in the Academic Affairs Office. Each new faculty member completes the first three pages of the "Faculty Record" and submits it to the Academic Affairs Office during the first week of the fall semester. Periodically, the "Faculty Record" is checked and brought up-to-date. Each faculty member will provide the Academic Affairs Office with up-to-date copies of all college transcripts for inclusion in the individual's personnel file.

#### C. Third Year Review

All tenure track faculty will be subject to a third year review. This review will take place during their third year of a full-time tenure-track appointment. The review will include a preliminary assessment, based on reviews of the previous two years, concerning the suitability of the candidate for eventual tenure consideration at Arkansas Tech University. The third year review will be used for reference in tenure consideration.

#### D. Procedures and Guidelines for Peer Review

##### The Concept of Peer Review

1. Purpose. The primary purpose of peer review is to assist faculty members in improving their teaching effectiveness.
2. Historical perspective. The peer review process features collegial determinations by persons who, on the basis of their own achievements, have the competence to make such judgements. Senior faculty who are knowledgeable in the instructor's field and experienced in the classroom are generally qualified judges of teaching effectiveness. Such faculty members appear to be qualified to assess the instructor's knowledge, selection of course objectives, and appropriateness of assignments and examinations. Senior colleagues can provide valuable, reliable, and valid assessments of course materials such as examinations, syllabi, and instructional media. [David A. Dilts,

Lawrence J. Haber, Donna Bialik, An Introduction to Academic Performance Appraisal in Higher Education. (Greenwood, 1994).]

3. Supervisory responsibilities. Since the primary role of the peer review is to improve a faculty member's teaching effectiveness, peer review does not include supervisory or managerial responsibilities over individuals being reviewed. Faculty members who serve on peer review committees should provide input only on the instructional components of the portfolios, to include comments on instructional methodologies and issues associated with pedagogy.
4. \*Committee Functions
  - (a) Composition. Each department will elect a peer review committee. The peer review committees will be composed of tenured full-time faculty members that hold the rank of Associate Professor or Professor (suggested size 3-5 members). For small departments, faculty members may be added from related departments and exceptions to the rank and/or tenure condition may be made with approval of the Vice President for Academic Affairs.
  - (b) Functions. The peer review committee will conduct annual peer reviews of faculty members within their departments. The reviews will be conducted of all full-time faculty members regardless of rank or tenure status. When a member of the peer review committee is being reviewed, that member will not participate in his or her own review process except as a person being reviewed.
  - (c) Duties. The peer review committee will review the teaching portfolios of each faculty member and will provide to the departmental chair written comments regarding the teaching effectiveness of each faculty member and suggestions for improvement. The committees will not assign numerical values to teaching effectiveness nor rank faculty members. The committee will meet with each non-tenured faculty member. (Note: Tenured faculty may request a meeting with the peer review committee, and the peer review committee may request a meeting with a tenured faculty member.)
  - (d) Comments. The peer review committee shall prepare written comments on each full-time faculty member. The comments will be added to the faculty member's portfolio. The comments should include the below listed criteria on the teaching effectiveness of the faculty member:
    1. the pertinent data and an assessment of the data,
    2. an overall assessment of the faculty member's teaching effectiveness, and
    3. any suggestions to improve the faculty member's teaching effectiveness.
  - (e) Classroom visitation. Classroom visitation is perhaps the most controversial aspect of peer review. Accordingly, classroom visitation will be made only at the request or invitation of the individual being reviewed.
  - (f) Time lines. The peer review process should be completed prior to the first day of March each school year.
  - (g) Attached is a sample peer review form.

\*Revised 3/14/03

[Sample]

PEER REVIEW of Dr. James B. Goodfile

February 14, 1997

The Peer Review Committee for the Department of Behavioral Sciences has reviewed the portfolio of Dr. James B. Goodfile for the school year 19XX-XY. The comments below are submitted.

1. Pertinent data and an assessment of the data.

Dr. Goodfile's portfolio contains representative samples of his course syllabi, phase and final examinations, class handouts, and student evaluations. In addition, the committee met with Dr. Goodfile and discussed the contents of his portfolio with him. Dr. Goodfile has been at TECH for four years. His average teaching load is 12 credit hours per semester. He has averaged two new teaching preparations each semester.

The student reviews indicated that the students have a high opinion of Dr. Goodfile's teaching effectiveness. The student evaluations indicate no significant areas of concern that need to be improved. It is noted that his student evaluation scores have improved in the last three semesters. It is also noted that in his first two semesters at Tech, several students commented on their lack of understanding of the course assignments. Apparently, he has taken steps to alleviate this perceived problem since the comments have not been repeated in the last six semesters. His examinations are keyed to the objectives of the course, are prepared with care and forethought, and are sufficiently objective, reliable, and numerous in terms of numbers of items and content sampling to provide the basis for fair and valid grading. Dr. Goodfile's texts and materials are current, appropriate and well integrated with his lectures. His course syllabi, however, tend to be brief and without much explanation regarding the course goals, expectations, and course requirements. Dr. Goodfile has developed a new course in victimology. The course appears to be particularly well developed, comprehensive, and well organized (see the sample material contained in his portfolio).

2. An overall assessment of the faculty member's teaching effectiveness.

Dr. Goodfile appears to be extremely meticulous and conscientious in his teaching duties. His instructional procedures appear to be based on a thorough, systematic, and complete set of behavioral objectives.

3. Suggestions to improve faculty member's teaching effectiveness.

The course syllabi indicates that on the first day of class, Dr. Goodfile provides an orientation of the course requirements, goals, and expectations. In view of the fact that some students are not present the first day because of absence or late registrations, it is recommended that Dr. Goodfile include a more detailed explanation of his requirements, goals, and expectations in his syllabi.

Peer Review Committee Members:

Dr. Jerry Forever  
Dr. Jane Senior  
Dr. Harry Barr  
Dr. Mary Teacher

E. \*Merit Pay

In the event that merit salary funding is established in a given fiscal year, the following guidelines will apply.

Definition:

Merit pay is defined as a salary increase to base pay for meritorious performance of professional duties and activities within a given year of service. By definition, merit pay is intended to exclude the concept of one-time bonuses. It is not intended that everyone evaluated for merit will receive a merit salary increase.

Eligibility

1. The full-time tenure track faculty of Arkansas Tech University shall be eligible for merit pay consideration.
2. Merit pools will be allocated to each School within the University. Deans will work with Department Heads in allocating the funds to the various departments.
3. Eligibility for consideration for merit pay will be based on the annual performance review of the faculty, already established in the Arkansas Tech University Faculty Handbook. Department Heads will reduce the areas of teaching, research, and service to one evaluation number for merit pay consideration. No faculty member will be considered for merit pay with a lower overall number than 4, and lower than a 4 in the area of teaching.

Salary Distribution:

Salary increments for merit are recommended by the Department Head, forwarded to the Dean of the School for review and further recommendation, and then forwarded to the Vice President for Academic Affairs.

**\*\*GUIDELINES FOR EVALUATION OF ACADEMIC ADMINISTRATORS BY FACULTY**

Academic Deans shall be reviewed at least every two years. Department heads and other associated staff will be reviewed every year. Exceptions may be made in the event that there is a change in dean or department head. The Office of Academic Affairs will be responsible for implementing, monitoring, and enforcing the policy and its procedures.

The goals of the review are to provide feedback to academic administrators and serve as a basis for a dialogue between academic administrators, to provide information and status of ongoing programs and initiatives, and to assist in planning for future initiatives. The review will cover the following areas: (1) Leadership; (2) Administration; (3) Faculty and Program Development; and (4) Communication.

\*Added 6/18/98

\*\*Added 10/97

The evaluation process is outlined as follows:

A. Procedure:

The Office of Academic Affairs sends out the survey form to faculty members and collects and tabulates the responses. The results are forwarded to the dean and a copy will be maintained by the Office of Academic Affairs.

B. Evaluators:

Deans

Faculty, tenured and tenure track, and department heads will be asked to participate in the survey. The dean will also be asked to provide a self-evaluation.

The Vice President for Academic Affairs will use the results of the review process and a separate set of criteria to evaluate the dean. The Academic Vice President will evaluate the deans on a yearly basis.

Department Heads and Associated Staff

Faculty, tenured and non-tenured, will be asked to participate in the survey. The department head will also be asked to provide a self-evaluation.

The Dean will use the results of the review process and a separate set of criteria (including teaching) to evaluate the department head.

C. Deadlines

Forms are sent out to all eligible faculty on October 15. Deadline for return is November 15. Forms are tabulated and results sent to the academic administrator and the Vice President for Academic Affairs by January 15. The Vice President for Academic Affairs evaluates academic deans by April 15.

**\*HONORARY DEGREE POLICY**

Honorary degrees are only awarded to persons of acknowledged eminence in the arts, letters or sciences, in the professions, or in public service whose contributions are so significant that benefits are recognized and acknowledged on a state, national, or international level.

As a general policy, honorary degrees shall not be awarded to active members of the University faculty or staff, or to retired faculty members for career distinction achieved solely at Arkansas Tech University.

Arkansas Tech University will grant no more than one honorary degree to an individual. Names of previous honorary degree recipients, along with any other consideration, are on file in the Office of Academic Affairs.

The authority to award honorary degrees rests with the Board of Trustees.

\*Added 10/15/98

## **General Guidelines:**

1. Faculty members and academic administrators holding regular faculty rank may submit names of persons considered worthy for an honorary degree from Arkansas Tech University to a committee made up of the Promotion and Tenure Committee, three representatives from the Dean's Council, and the Vice President for Academic Affairs.
2. Those wishing to nominate a candidate should submit the following:
  - a. Letter of nomination citing the field in which the nominee has achieved eminence and describing the significance of the nominee's contribution to the field and, if appropriate, to Arkansas Tech University.
  - b. In cases where the candidate is not as well known outside his or her discipline as within it, at least three letters by eminent persons in the same field endorsing the candidate's nomination.
  - c. Any other information illustrating the candidate's eminence and contribution to Arkansas Tech University.
3. After preparing its recommendations the Committee shall present them to the President by February 1 for spring commencement. The President will forward the names of the nominees to the Board of Trustees for final approval.
4. After final action by the Board of Trustees, the President informs the nominees.

Prior to public announcement by the President and the Board of Trustees, all matters relating to honorary degrees are treated as confidential.

Any honorary degree shall not be awarded in absentia unless specifically recommended by the Committee and approved by the Vice President for Academic Affairs, the President, and the Board of Trustees.

## **EMPLOYMENT AND RETIREMENT POLICIES**

### **Salaries**

The University does not have a fixed salary schedule; however, acting within the limitations of the budget and in response to definite needs and demands, it does undertake to maintain a well-defined pattern in establishing salaries. This salary pattern represents the considerations given to education, experience, special needs, and the relative value of the individual to the University.

### **Payroll Information**

Immediately upon arrival on the campus, new faculty members will need to schedule a formal orientation with the Human Resources Office. The orientation process will include completion of personnel data information, employee insurance and retirement election.

New faculty members who are or have been members of the Arkansas Teacher Retirement System or the Teachers' Insurance and Annuity Association will need to give the Human Resources Office their membership or contract number, whichever is applicable.

## **Summer Teaching Appointments**

Summer teaching assignments are separate from academic year appointments and are based on curricular need. Employment during the academic year does not imply an obligation for teachers to accept summer teaching assignments unless they so desire. If in any department curricular needs and the number of available qualified teachers do not coincide, the priority of assignments is, first, to teachers who have accepted appointment for the ensuing year (this priority may extend to teaching both summer terms if the need exists), and second, to teachers who have chosen not to accept reappointment. Existing faculty with regular appointments will receive priority consideration for summer teaching assignments; however, as a means of providing for the instructional needs in graduate, continuing education, or other special programs, adjunct, part-time, visiting, and consultant faculty may be employed.

## **Outside Employment**

The following policy concerning outside employment was approved by the Board of Trustees on February 21, 1980:

Certain outside employment situations may provide needed services to the community, as well as supplemental income to faculty members, without impeding the fulfillment of the faculty member's contractual agreement with the University. However, full-time faculty personnel are expected to discharge all professional responsibilities and time obligations related to their position at Arkansas Tech. Outside employment, whether self-employed, managerial, or employee status, should not interfere with the faculty position.

## **Resignations**

A teacher who does not wish to return for the ensuing school year should so inform the head of the department and should submit a formal letter of resignation to the Vice President for Academic Affairs for future protection in the event inquiries are made as to the reasons for leaving. After receiving a notice of appointment, a teacher who decides not to accept the appointment should return the unsigned employment notice on or before the date indicated. In this case, the above resignation procedures shall be followed. After employment has been accepted and the agreement signed, teachers should consider themselves bound by the code of ethics of the teaching profession to fulfill the commitment.

For further information concerning resignation policies, please refer to Section C of the "Regulations on Academic Freedom and Tenure."

## **Retirement Policies**

Arkansas Tech University complies with the Federal Age Discrimination in Employment Amendments of 1986 which prohibit the mandatory retirement of any employee. All exemptions applying to higher education were repealed as of December 31, 1993, eliminating compulsory retirement for all faculty.



## FACULTY BENEFITS AND PRIVILEGES

Detailed descriptions of the following benefits are available from the Human Resources Office located in Bryan Hall.

### **\*American Express Card**

Full-time employees whose salary is at least \$15,000 per year are eligible to apply for an American Express Credit card to be used toward travel-related business for Arkansas Tech University. Application forms can be obtained in the Human Resources Office.

### **Arkansas State Employees Association**

ASEA is an independent, non-profit organization which works to make conditions better for state employees. The association works with the legislature, agencies and institutions of state government, and employees of the state. Information is available in the Human Resources Office. Dues can be payroll deducted.

### **Bookstore Discounts**

Full-time faculty members making purchases at the Bookstore are entitled to discounts on purchases of \$2.00 or more. The discount allowed is list price less ten percent on new and used books and supplies.

### **Business Discounts**

Occasionally, all employees and members of the immediate family are eligible to receive discounts from area businesses. Information may be obtained in the Human Resources Office.

### **Campus Health Services**

Minor health services are available to employees at no cost upon presentation of the I.D. Card. Employees requiring services of a physician will be referred to a full-service medical facility.

### **Credit Union**

Employees may participate in the Pope County Educators Credit Union through payroll deduction of at least five dollars per month. Additional information is available in the Human Resources Office.

### **Faculty Identification Card**

Each faculty member may obtain without charge from the Student Accounts Office a photo-identification card.

\*Revised 8/1/98

The swimming facilities may be utilized during designated hours by employees and members of the immediate family members upon presentation of the employee I.D. card or swim pass.

Other facilities may be used when not in use by students.

Library materials may also be checked out upon presentation of the employee I.D. Card.

### **Faculty/Staff Aid for On-Campus Study**

The Board of Trustees, on May 13, 1978, approved a plan of aid for on-campus study to assist and encourage Arkansas Tech University faculty/staff and members of their immediate family to make greater use of the University's educational facilities. Provisions of the plan, as revised, are as follows:

- A. A faculty member on an annual contract will be permitted, with the approval of the Department Head and Vice President for Academic Affairs, to enroll at no cost in undergraduate or graduate courses.
- B. A classified staff member will be permitted, with the approval of the immediate supervisor and appropriate vice president, to enroll at no cost in undergraduate or graduate courses that meet at times other than regular duty hours.
- C. Approval of class enrollment for classified staff members during working hours is made by immediate supervisor and appropriate vice president for one class per semester. The employee's lunch hour and/or other time approved by the immediate supervisor shall be worked to compensate for the time spent in class.
- D. If a department deems it necessary for an employee to take a class to enhance skills for the particular job the employee is working in, annual leave or compensatory application will not be necessary. However, in all instances, written approval must be made by the appropriate vice president and kept on file in the Human Resources Office.
- E. Members of the immediate family (spouse and/or children) of the above defined faculty/staff will be permitted to enroll in undergraduate courses with a discount equivalent to tuition for three semester credit hours or one-half of total tuition cost, whichever is greater. This benefit will be allowed for the fall semester, spring semester, and each summer term. In addition to their part of the tuition payment, students will be assessed the normal student fees. The maximum graduate course discount is equivalent to three semester credit hours per term. For summer terms, the benefit will be the greater of the three hours or one-half of total tuition cost during a five-week term, and the benefits may not be received for both a "mini" or short course and the appropriate summer term. Students will receive a maximum discount per term equivalent to one-half the total tuition charged for three undergraduate hours plus three graduate hours. To qualify, dependent children must be unmarried and must not have reached their twenty-third birthday. Grandchildren and step-children are eligible if fully supported by the employee and claimed as a tax exemption.
- F. When the amount available under the reduced-fee policy is added to any other scholarship provided with institutional funds, the total should not exceed the total tuition fees charged

for the semester. It is not intended that a cash refund will be generated to the student due to Arkansas Tech University provided scholarships, and the reduced-fee discount, in total, exceeding the total charges for the semester.

- G. Appropriate forms for this benefit can be obtained from the Human Resources Office and are to be completed and approved during registration/classification.
- H. Arkansas Tech Employees who are actually employed in a satellite office location, will be afforded the same tuition waiver benefit for themselves and their dependents for Arkansas Tech credited classes.

### **Faculty/Staff Tickets for Athletic Events**

Faculty/staff members, their immediate family, and one guest will be admitted to most athletic events on the presentation of the identification (ID) card.

### **Group Insurance**

Group insurance is mandatory for all full-time employees. The plan includes hospitalization, accidental injury, and major medical insurance. Life insurance with accidental death provisions and long-term disability insurance is available on an elective basis.

The University participates in the cost of hospitalization, accidental injury, major medical, and life insurance. Contribution to the long-term disability insurance program is related to sick leave as outlined in this section.

### **Retirement Benefits**

State law requires that all full-time faculty participate in an approved retirement system. The two systems available are the Arkansas Teacher Retirement System and the Teachers' Insurance and Annuity Association. A choice may be made on initial employment. Basic information on these plans will be furnished in faculty orientation sessions.

Benefits specific to retirees include the following:

1. Retirees are issued an Arkansas Tech University identification card free of charge.
2. Retirees are admitted free to most conference athletic events by showing the Tech identification card.
3. Discounts at the Tech Bookstore are given to retirees.
4. Retirees are allowed to use the swimming pool located in the Hull Building when it is open for faculty/staff use.
5. The Tech identification card allows retirees the use of the Library when it is open.
6. Retirees may use Tucker Coliseum and the track at Buerkle Field for exercising.

7. Retirees are invited to special social events on the campus which are for the purpose of entertaining faculty and staff.
8. Retirees with official campus business may request one complimentary automobile decal with additional decals issued at the regular price.

### **Savings Bonds**

Savings Bonds are available to employees and are payroll deductible. Information is available in the Human Resources Office.

### **Sick Leave**

The following policies concerning sick leave were approved by the Board of Trustees on February 21, 1980:

Academic personnel, including faculty, deans, directors, and librarians, are provided sick-leave protection up to ninety calendar days per academic year for illness or disability. The University is able to provide this liberal sick-leave policy through the cooperation of fellow faculty members who, to the extent possible, assume the instructional responsibilities of those on sick leave.

For those who have long-term disability insurance, the ninety-day provision enables continuous compensation until the insurance becomes effective.

Maternity leave shall be treated as any other leave for sickness or disability. Additional leave without pay, up to one year, may be granted if requested by the employee.

Part-time faculty may participate in sick-leave benefits in the same proportion as their teaching assignment is to a full teaching load on a nine-month basis.

Faculty may utilize sick leave for absences due to illness, injury, emergency dental or doctor appointments, or death or serious illness in the employee's immediate family.

### **Social Security**

The University pays the maximum as specified by law.

### **Unemployment Insurance**

All regular employees of the University are covered under the Arkansas Employment Security Law.

### **Vacation with Pay**

The following policies on vacation with pay were approved by the Board of Trustees on February 21, 1980:

Academic employees on a nine-month basis will not be granted separate vacation periods with pay due to the academic breaks at Thanksgiving, Christmas, and Spring holidays.

Academic administrators, including deans, directors, librarians, and heads of departments on twelve-month contracts, are provided vacation leave in accordance with the Uniform Attendance and Leave Policy Act, State of Arkansas (Act 567 of 1975, as amended), with additional provisions as approved by the Arkansas Tech University Board of Trustees on December 20, 1979.

### **Worker's Compensation Insurance**

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.

## **PROFESSIONAL GROWTH AND DEVELOPMENT**

At Arkansas Tech University professional growth and development are critical individual and instructional concerns, for a major component of the University's efforts is to maintain and improve the quality and scope of the instructional program.

Each administrative sub-unit of the University encourages professional growth and development through the expenditure of its regular budget for such activities as professional travel, utilization of resources external to the University, and participation in professional societies. Additionally, faculty development funds administered through the offices of the school deans and Vice President for Academic Affairs support sabbatical leaves, research grants, advanced graduate study, and special growth/development opportunities. The Faculty Salary, Benefits, and Awards Committee assists the academic administrators by providing peer review and recommendations, and by promoting and processing faculty development activities. The committee encourages faculty to submit proposals, evaluates the proposals, and recommends in priority order those which show particular developmental promise. Qualified proposals may be resubmitted if not funded during the budget year for which they were originally approved.

The following programs have been established at Arkansas Tech University to enhance individual and departmental efforts for professional growth and development:

### **ATU Faculty Research Fund**

Each year the University allocates funds to stimulate activity in research through mini-grants for small or pilot research projects. The amount of \$500 has been designated as the average amount per project. Applications must describe the project in detail, identifying the problem and purpose of the study, and specifying separately the amounts requested for equipment, travel, materials, clerical or laboratory assistance, and, when applicable, reduction of teaching load, with explanation of each item of expenditure. Plans for dissemination of the results are to be included. Applications may be submitted at any time, except that a project proposing relief from teaching duties for a semester or more must be submitted in time for committee action at least six months in advance of the effective date.

Applications should be submitted to the Academic Affairs Office for subsequent transmittal to the Faculty Salary, Benefits, and Awards Committee. The committee reviews all applications and submits to the Vice President for Academic Affairs those it recommends for approval in whole or in part. Expenditure of funds is processed through the Business Office according to established purchasing and accounting procedures. All equipment purchased through a faculty research allocation becomes the property of the University for instructional use by the department upon completion of the project. The terminal report, including findings and data, is to be submitted within twelve months of project completion or upon completion or upon termination of employment.

Guidelines describing proposal development and evaluation procedures are available in the Office of Academic Affairs and in school/departmental offices.

### **Sponsored Programs and Projects**

Sponsored research projects and grants are coordinated through the academic units. To establish an orderly procedure for handling the increasing number of University projects financed in part or in whole by outside agencies, the Board of Trustees has approved the following policies:

All projects for institutes, workshops, or research contracts and grants, financed in part or in whole by funds from outside agencies, shall be cleared through normal administrative channels prior to the initiation of a proposal. In general, those projects are encouraged which have their inception in the interests of individual faculty members or groups of faculty members working within the framework of the overall instructional purposes of their department or school.

The preparation of a proposal, after preliminary institutional approval of the project, is the responsibility of the staff member or members initiating the project. Normally, the individual with primary responsibility for drafting the proposal will be the person designated as supervisor or director of the project if the grant should be obtained. Proposals must be prepared following the guidelines of the "Grants Handbook, 1983" or any current revised version of this document.

When a proposal is in final form, it will be submitted for review and final approval by the appropriate Department Head, School Dean, and Vice President for Academic Affairs. The proposal is submitted to the contracting officer for the University (Vice President for Administration and Finance) for approval of the budget. After approval by the Vice President for Administration and Finance, the proposal is forwarded to the Vice President for Academic Affairs, and the President for approval. Appropriate forms for securing signatures are available in the Office of Academic Affairs.

In proportion to the amount of an individual's time to be devoted to a contract involving outside funds, the staff member is to be relieved of other duties during any period of obligated full time service to the University. Compensation for contracts or grants must be approved by the Board of Trustees. If, however, a part or all of the individual's duties under a project are to be performed during any part of the summer, when a teaching contract is optional, the University will execute a separate contract for his/her services at an appropriate salary. A staff member under a twelve month contract may receive additional compensation only for any part of the services which may fall within his/her normal vacation time.

Any deviation from the above policies shall require the specific approval of the Board of Trustees.

### **\*Faculty Development Grants**

Each year the University allocates funds for faculty development activities. These funds are coordinated through the various academic units. Applications for faculty development grants should include information on how the proposal correlates to institutional goals, priorities, and constituencies. Some of the items eligible for funding include (but are not limited to):

- Travel to professional conferences for the purpose of making a presentation or serving in a significant official capacity.
- Travel to professional conferences for the purpose of updating discipline specific knowledge or other similar activity.

Applications, along with supporting documentation, should be submitted by the faculty member to their department head for initial review. The department head reviews the proposal and forwards the request along with the recommendation to the dean. The dean convenes the Faculty Development Grant Committee to evaluate all proposals and make a recommendation to the dean. The dean informs the department head of the decision.

More detailed guidelines describing the Faculty Development Grant request procedure as well as the evaluation criteria and grant limitations are available in the Office of Academic Affairs and in school/departmental offices.

### **Professional Societies**

The University supports membership in professional organizations. Each school is allocated funds to pay for transportation, lodging, meals, and registration fees of faculty members to attend national, state, and regional professional meetings. School Deans are responsible for the authorization of travel allocated to their school.

### **Leave**

The sabbatical assignment, leave with pay, or leave without pay are benefits available to faculty members.

1. A faculty member granted a sabbatical assignment, leave with pay, or leave without pay must be given a written statement, signed by the proper administrators, specifying whether or not Arkansas Tech University is committed to employ the faculty member at the end of the leave period.
2. A faculty member returning to the University from a sabbatical assignment, leave with pay, or leave without pay will be given the same consideration for a salary raise, promotion, or tenure that he/she would receive if not on leave.
3. A faculty member's fringe benefits will continue while he/she is on sabbatical assignment, leave with pay, or leave without pay.

\*Approved Deans Council 7/25/00

4. Recipients of sabbatical assignment or leave with pay are obligated to return to their duties at the University for at least one academic year or refund sabbatical or leave pay to the University, unless mutual agreement is reached otherwise.
5. Recipients of sabbatical assignments or leave with pay are under contract to the University and may not accept any other employment, unless prior written approval has been granted by the University.
6. Recipients of leave with pay and sabbatical assignments will be required to submit a final report of activities within the first semester upon their return to the respective Department Head and the Vice President for Academic Affairs.

#### A. Sabbatical Assignment

The sabbatical assignment is a benefit available to outstanding, tenured professors at Arkansas Tech University, to support their ability to engage in research, scholarship, artistic and creative pursuits. The purpose of the sabbatical assignment is to promote professional growth of faculty members, better teaching, and the overall intellectual environment of the University. Sabbatical assignments are not for the purpose of obtaining additional course work or a terminal degree.

1. Sabbatical assignments may be awarded for:
  - a. the fall semester, the spring semester, the summer term, or any combination thereof, not to exceed one academic year;
  - b. with full pay, if supporting documentation warrants it, not to exceed one academic year;
  - c. with partial pay, not to exceed one academic year.
2. Any tenured faculty member employed by the University for a period of six years or more will be eligible for a sabbatical assignment.
3. Any faculty member on sabbatical assignment will be paid at the agreed upon rate regardless of paid income from other sources.
4. A faculty member who receives a sabbatical assignment shall be given the same consideration for salary raise and promotion which he/she would receive if not on assignment.
5. The Sabbatical Committee shall be a Subcommittee of the Faculty Salary, Benefits, and Awards Committee. It will consist of six faculty members, three members from the Faculty Salary, Benefits, and Awards Committee, and three members appointed by the Vice President for Academic Affairs. The membership of the Sabbatical Committee shall be representative of the University, with at least one member from each School and one member at large. Members of the Sabbatical Committee shall serve staggered terms.



6. Sabbatical assignment will be awarded according to merit, on a university-wide competitive basis. Faculty members requesting sabbatical assignments must follow a formal application process.

Each faculty member will:

- a. Submit a plan of the proposed activities and a salary request, along with a rationale for the salary request, to the Department Head and the Dean of the School for approval.
  - b. Submit a detailed proposal to the Sabbatical Committee which shall include:
    - (1) supporting letters from the Department Head and the Dean of the School;
    - (2) an abstract of the proposal activities;
    - (3) a rationale for the requested salary level, including a budget;
    - (4) a detailed plan, including a time table, of the sabbatical activities;
    - (5) a plan for dissemination.
  - c. The Sabbatical Committee will consider proposals submitted by September 15. Proposals may be considered up to one year in advance.
  - d. The Sabbatical Committee will meet within seven days after the deadline, consider all proposals and recommend the most meritorious proposal(s) to the Academic Vice President and to the President of the University for approval.
7. Specific instructions on making application for sabbatical leave are available from the Office of Academic Affairs.

#### B. Sabbatical Replacement Cost Fund

In order to support the professional development of faculty on sabbatical assignment, Arkansas Tech University should maintain a sabbatical replacement cost fund.

1. The sabbatical replacement cost fund should cover the costs incurred by a department replacing a faculty member on sabbatical assignment.
2. The sabbatical replacement cost fund shall be part of the budget of the Vice President for Academic Affairs.
3. The sabbatical replacement cost fund should be maintained at one full-time faculty position per year.

#### C. Leave with Pay

Leave with pay is a benefit available to tenured and untenured faculty members to assist them in obtaining additional training, advanced course work, a terminal degree, scholarship and research.

1. Leave of absence with pay may be granted to faculty members who have a minimum of three years of service to the University.

2. Generally, remunerations will be one-half pay for one semester or one-fourth pay for two semesters.
3. Exceptions may be made in minimum years of service and rate of remuneration when leave is taken at the request of the University. An example would be a leave of absence granted for advanced study as agreed to during the hiring process.
4. A faculty member applying for leave with pay should submit a plan of the proposed activities to be undertaken during the leave for approval to his/her Department Head, the Dean of the School, the Vice President for Academic Affairs, and the President of the University.

#### D. Leave without Pay

All faculty members, tenured or untenured, are eligible for a leave of absence without pay. Requests for leave without pay should follow the same procedure as requests for leave with pay.

#### **Summer Faculty Fellowships**

As an aid in the professional growth of the faculty, the Board of Trustees has authorized the annual award of a limited number of faculty fellowships for summer study and for other faculty development activities, as recommended by appropriate academic administrators, that would enhance the effectiveness of the faculty member. Generally, the amount for each fellowship will be equivalent to the salary which the grantee would have received for teaching one summer term. The fellowship award becomes an integral part of the faculty member's contractual agreement with the University.

Applications are to be submitted in letter form by February 1 through the Department Head and Dean of the School to the Vice President for Academic Affairs. The application is expected to outline the applicant's summer plans and, in instances where the activity is other than summer study, should include a statement of how such activity is expected to benefit the University and enhance the requester's effectiveness as a faculty member. Applications for summer study should include the institution to be attended, the dates of enrollment, nature of the projected summer courses or other studies, and the relationship of this study to the applicant's teaching and graduate program. The Department Head and School Dean, in their endorsements, will submit their recommendations and add any pertinent information, including the effect upon staffing the University's summer session.

The Vice President for Academic Affairs will submit applications to the Faculty Salary, Benefits, and Awards Committee for its recommendations and endorsements prior to making final recommendations to the President. The President will submit his/her nominations, with the appropriate amount of each grant, to the Board of Trustees for final approval.

#### **On-Campus Study**

Faculty members may enroll for credit or for audit, at no cost, in undergraduate and graduate courses. Procedures for utilizing this aid for on-campus study are listed in the "Faculty Benefits and Privileges" section of this handbook. A faculty member may participate in the learning activities of classes offered through class visitation, upon approval of the class instructor.

## **Other Opportunities for Professional Growth and Development**

Requests of funding for developmental activities not listed in this section and for activities requiring support in excess of that available through departmental budgets should be made in consultation with the Department Head/Dean to determine the appropriate method of application.

### **PRIVATE GIFTS TO ARKANSAS TECH UNIVERSITY**

Securing private gifts for Arkansas Tech University is a team effort. Faculty, staff, and administrative personnel are considered to be the principal members of the fund-raising team at Arkansas Tech University. The contacts and communication each employee at Tech has with the students throughout their college careers, and afterwards, is an important first step in developing alumni who care enough about their alma mater to contribute to its support. The Arkansas Tech University Foundation serves as a channel for all private gifts which benefit Arkansas Tech University.

#### **Purpose**

The Foundation partners with Arkansas Tech to strengthen and further the University's mission. The Arkansas Tech University Foundation is recognized by Arkansas Tech's Board of Trustees as a private partner, tax exempt, and an independent organization to receive and manage private gifts. The Arkansas Tech University Foundation maintains accounts for many of the academic departments and collegiate programs, as well as scholarship accounts. These accounts receive contributions from donors who direct that their gifts be used by a particular department, or to support the Alumni Association, the Green and Gold Booster Club, or any of the other student programs on campus. The appropriate dean, department head, or other program advisor may request expenditures from these funds, to support travel, professional meetings, luncheons, general supplies, or other discretionary spending needs.

Private gifts may be from individuals, corporations, and other foundations. Gifts received may be in the form of any of the following:

1. Gifts
2. Stocks or other securities
3. Real estate
4. Tangible personal property such as art, books, equipment, etc.
5. Trusts
6. Interest income from trusts
7. Cash value of life insurance when all incidents of ownership have been given to the Arkansas Tech University Foundation
8. Transfer of ownership in a residence, farm, or business
9. Funds from private foundations, corporations, and businesses; and
10. Corporate matching gifts

#### **Management**

The Foundation is governed by a volunteer Board of Trustees. Designation of membership is done through a selection process. The volunteer members of the Foundation Board provide

prudent and sound investment management. They also work closely with the Office of Development to raise private funds from corporations, foundations, and individuals.

### **Faculty and Staff Payroll Deductions**

Through a program of payroll deductions, faculty and staff members may authorize a contribution withheld from their monthly paycheck, to be used specifically by the academic department or program of their choice. Because the Foundation is a separate, non-profit organization, all contributions received are qualified tax deductible charitable contributions. Necessary forms can be obtained from the Office of Development in Administration 212, by phone at 0895, or by E-mail to [Laura.Dobbins@mail.atu.edu](mailto:Laura.Dobbins@mail.atu.edu).

### **A Strong Partnership for Leadership**

The strong partnership between Arkansas Tech University and the Arkansas Tech University Foundation has enhanced private giving through the years. This partnership will also serve as the catalyst that will allow Arkansas Tech to maintain its educational leadership and academic excellence into the next century.

### III

#### RELATION OF THE FACULTY MEMBER TO ACADEMIC GOVERNANCE

Faculty committees facilitate the orderly functioning of the institution by employing the many talents of the faculty, students, and administration working together. There are two general types--the elected standing committees which deal with areas which require recurrent study or action and appointed standing committees which are appointed through administrative channels for specific institutional tasks or research or to develop special projects.

Membership on elected committees is achieved through election by the entire faculty, and representation of each of the schools is assured. The normal tenure is one academic year except in the Faculty Senate, Curriculum Committee, Faculty Salary, Benefits and Awards Committee, Faculty Welfare Committee, and Graduate Council where longer, staggered positions are provided.

Many of the major committees have student representation, a procedure which the University considers valuable not only because of the formal opportunity to obtain student views, but also because of the values that these assignments may have for the type of students selected for these responsibilities.

Chairpersons and secretaries of all standing committees are responsible for keeping minutes of each meeting. After each meeting, copies of the minutes are to be sent to the administrative officer to whom the committee is directly responsible and as directed by official action of the Faculty Senate.

In the fall of 1989 the Faculty Senate adopted Roberts' Rules of Order as a method of disciplinary action against a committee member, subject to review by the Senate. Additionally, the Senate approved the following statements as an addendum to Roberts' Rules of Order for dismissal of a committee member and to serve as guidelines for the review process:

Removal of a committee member is an extreme measure. The process denies a school or, in the case of appointed members, an administrator, representation on the committee taking such action. If a committee votes to remove a member, the decision will be considered a recommendation for action. Under such circumstances the Faculty Senate, as the committee on committees, will review pertinent data and consider if two conditions have been met: due process was followed and the action had merit. If the Senate concurs via a two-thirds (2/3) majority of the full Senate, a special election for that specific committee member's position will be called. In the case of an appointed member, the appropriate administrator will be asked to appoint a new member.

## ELECTED STANDING COMMITTEES

### **Faculty Senate (Committee on Committees)**

*\*Membership:* Fifteen faculty members--four elected by the School of Liberal and Fine Arts, one elected by the School of Business, two elected by the School of Education, three by the School of Physical and Life Sciences, three by the School of Systems Science, and one appointed by the President of the University and one by the Vice President for Academic Affairs. For a full description of membership and terms of office, please refer to "The Constitution of the Faculty Senate" section of this document.

*Function:* Serve as a committee on committees and 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; serve as an advisory body to the faculty on matters involving academic policies and to the administration or the faculty, as appropriate, on any other matter of general concern to the University.

### **Admissions, Academic Standards, and Student Honors Committee**

*Membership:* Six elected faculty members (at least one from each school), Registrar, Director of Admissions, and two students selected by the Student Government Association.

*Function:* Recommend policy concerning the admission and retention of students, including standards for probation, suspension, and re-admission of students whose academic performance falls below the required level; recommend policy concerning advanced placement and award of academic honors; study and propose methods for improvement of instruction.

### **\*\*Athletics Committee**

*Membership:* Three faculty members elected at large, two faculty members and the Gulf South Conference representative appointed by the President, and two students selected by the Student Government Association.

*Function:* Promote and foster the athletics interests of Arkansas Tech University in a manner that is consistent with the educational standards of the institution, help provide additional oversight of the institution's intercollegiate athletics program, and serve as an advisory body for the faculty on matters concerning the intercollegiate athletics program.

### **Convocations and Programs Committee**

*Membership:* One faculty member elected from each school, faculty advisor of Student Government Association, president of Student Government Association, and four students selected by the Student Government Association.

*Function:* Make recommendations concerning all University commencements, convocations, and programs supported by the student activity fund and other sources, and promote a University forum involving members of the resident faculty and/or visiting speakers. Committee is not responsible for the operational aspects of any program.

\*Updated 8/1/01

\*\*Revised 6/17/99

## **Curriculum Committee**

*Membership:* Eleven tenured faculty members elected by faculty with each school being represented by at least two members, two students selected by Student Government Association, with registrar serving as ex officio member. Nominations will be made annually for one two-year term per school plus a one-year position from faculty at large.

*Function:* Monitor the total undergraduate curriculum and all proposed course changes, and evaluate program change proposals and forward recommendations to Faculty Senate for consideration prior to transmittal to the Vice President for Academic Affairs.

## **Faculty Salary, Benefits, and Awards Committee**

*Membership:* Five tenured faculty members (one from each school to serve two years) and one untenured faculty member elected from faculty at large. Members from Schools of Business, Physical and Life Sciences, and Systems Science to be elected in even-numbered years and members from School of Liberal and Fine Arts and from School of Education to be elected in odd-numbered years; untenured member to be elected for one year.

*Function:* Recommend faculty fellowships, institutional research grants, and academic leave; establish criteria for and recommend award of emeritus rank; work with such officials of the administration as appropriate to its function.

## **Faculty Welfare Committee**

*Membership:* One tenured and two untenured elected from faculty at large to serve a one-year term. One tenured faculty member elected each year from each of the five schools to serve a two-year term as committee member followed by a one-year term as an alternate. Alternates will serve in case adjudication proceedings involve a conflict of interest or a challenge to a regular committee member. Only faculty members teaching at least six hours and whose duties are primarily in teaching and research are eligible. In the event that all members of the Faculty Welfare Committee from a given school are excluded from consideration of an issue, the chairperson of the Faculty Welfare Committee shall notify the Faculty Senate. Upon this notice, the Faculty Senate will supervise the election of an ad hoc member from that School in an election conducted by that School. This person will represent the School for only the specific issue.

*Function:* Provide a forum in which matters involving all concerns of faculty members can be considered. Primary function is to maintain and foster a high level of faculty morale by providing an agency for receipt and evaluation of suggestions and for recommendation of implementation of those deemed meritorious. In cases involving disagreements and considerations set forth above, including dismissal, this committee will appoint from its body an ad hoc grievance committee of at least three members to attempt informal reconciliation of differences and to report its conclusions and recommendations to the Faculty Welfare Committee. No member of the ad hoc grievance committee can sit in adjudication proceedings involving matters in which the grievance group has initial interest. The Faculty Welfare Committee will serve as an adjudication body in cases involving academic controversy, including, but not limited to, such matters as salary, rehiring, promotion, tenure, teaching assignments, professional ethics, performance, and alleged violations of academic freedom. Committee will urge resolution of differences between contending parties prior to implementation of grievance procedure; committee action can be requested by faculty or administration. Faculty Welfare Committee functions as an appellate agency under the

relevant provisions of Arkansas Tech University's "Regulations on Academic Freedom and Tenure." Its conclusions and recommendations will be forwarded in writing to the President of Arkansas Tech University, following procedures described in the "Regulations on Academic Freedom and Tenure."

#### **Library, Instructional Materials, and Equipment Committee**

*Membership:* Six faculty members with at least one elected from each school and not more than one from a single department, \*Director of Library, Director of Instructional Technology, and two students selected by the Student Government Association.

*Function:* Recommend policy with regard to the library and instructional service and equipment.

#### **Student Affairs Committee**

*Membership:* One faculty member elected from each school, two faculty members elected at large, and three students appointed by the Student Government Association president.

*Function:* Study and recommend regarding the operation of the Student Services Office.

### APPOINTED STANDING COMMITTEES

#### **\*\*Academic Appeals Committee**

*Membership:* Fifteen members -- five faculty members appointed by the dean of each school, five faculty members appointed by the Faculty Senate representing each school, and five students appointed by the Student Government Association. The faculty on the committee will elect a chair.

*Function:* Formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals.

\*Revised 8/1/98

\*\*Approved Board of Trustees 2/20/03



## **Assessment Committee**

*\*Membership:* The Associate Vice President for Academic Affairs (AVPAA), who serves as chair, 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 Dean of Graduate Studies, the Director of Institutional Research and Assessment, the Registrar, faculty representing each of the schools, and a student appointed by the VPSS.

*\*Function:* To develop, implement, oversee, and maintain assessment procedures in line with criteria set forth by the state, the North Central Association of Colleges and Schools, and various specialized accrediting agencies.

## **Budget Advisory Committee**

*Membership:* President of the University who serves as chairperson, vice presidents, deans, Executive Assistant to the President, Athletic Director, Director of Library, and Chairperson of Faculty Senate or his/her designated representative.

*Function:* Recommend policies relating to the development and administration of budget, the submission of appropriation requests, and the determination of fee structure.

\*Revised 8/1/02

## **Campus Planning Committee**

*Membership:* President of the University who serves as chairperson and his appointed representatives from Administration and Finance, Student Services, Student Government Association, Physical Plant, and Academic Schools.

*Function:* Recommend policies and practices for comprehensive campus planning, parking, campus beautification, and landscaping.

## **Commencement Committee**

*Membership:* Representative of Student Services, registrar, head of music department, plant maintenance superintendent, two faculty members appointed by the President (one of whom serves as marshal of the University), president of the senior class or senior class senator, and manager of the coliseum.

*Function:* Plan and coordinate commencement activities.

## **Graduate Council**

*\*Membership:* Fifteen members--three elected from each of the Schools of Education and Liberal and Fine Arts; two elected from each of the Schools of Physical and Life Sciences and Systems Science; and one elected from each of the Schools of Business and Community Education and Professional Development; one graduate student appointed by Dean of Graduate Studies; the Registrar, who serves as secretary; and the Dean of Graduate Studies, who serves as chairperson. Faculty membership is limited to full members of the graduate faculty; student membership is limited to graduate students who have been admitted to candidacy.

*Function:* Responsible for determining policy and establishing standards, criteria, regulations, and procedures for graduate study in accordance with policies of the Board of Trustees.

## **Guidance and Counseling Committee**

*Membership:* Five faculty members and two staff counselors appointed by the Vice President for Student Services; three students appointed by the Student Government Association.

*Function:* Study and make recommendations concerning the total counseling program of the University.

## **Honors Council**

*Membership:* A director appointed by the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, the Director of Recruitment, faculty representing each of the schools, and two student representatives.

*Function:* Responsible for development and revision of procedures and policies pertaining to the Honors Program.

\*Updated 8/1/01

## **Human Relations Committee**

*Membership:* The affirmative action officer, three faculty, one counselor, Vice President for Student Services, Director of Admissions--all appointed by the President, and two students appointed by the Student Government Association and two students appointed from the Association of Black Students.

*Function:* Monitor compliance with Title VI, Title VII, and Title IX; produce state and federal desegregation reports annually.

## **\*Human Subjects Committee**

*Membership:* Eight members - one representative from each school appointed by the school deans, Dean of Graduate Studies and Assessment (chair), faculty member appointed by the Vice President for Academic Affairs.

*Function:* Review requests on research involving human subjects. Conduct periodic reviews of human subject policies and procedures.

## **Pre-Medical Committee**

*Membership:* Five faculty members selected from biological and physical sciences.

*Function:* Assist students who wish to enter health science professional schools.

## **Publications Committee (Student Publications)**

*Membership:* Faculty/staff advisor to Arka Tech who will serve as chairperson, faculty/staff advisor to Agricola, Alumni Director, faculty member, the Purchasing Director, Vice President for Student Services, student editors of the newspaper and yearbook, and Student Government Association President or representative.

*Function:* Monitor the operation of the two institution-wide student publications and screen candidates for the student editorship.

## **Strategic Planning Committee**

*Membership:* President of the University who serves as chairperson and his/her appointed representatives from designated constituencies throughout the university community.

*Function:* Provides a blue print that encompasses all campus planning.

## **Student Aid Committee**

*Membership:* Director of Student Financial Aid and six faculty or staff representatives selected by the Vice President for Student Services, who also serves as an ex officio member.

\*Approved Deans Council 7/25/00

*Function:* Select scholarship recipients according to established criteria and recommend student aid policy and procedures.

### **Student Personnel Committee**

*Membership:* Five faculty selected by the Vice President for Student Services and four students selected by the Student Government Association.

*Function:* Serve as the appellate body for student grievances and discipline.

### **Teacher Education Council**

*\*Membership:* Seventeen (17) members – Thirteen (13) appointed annually by the Vice President for Academic Affairs in consultation with the Dean of Education, who serves as chairperson, the head of the Department of Curriculum and Instruction, who serves as vice chairperson; and the Director of Teacher Education Student Services who serves as secretary. The thirteen (13) members appointed annually shall be comprised of seven (7) faculty representatives [three (3) from the School of Education and one (1) from each of the Schools of Systems Science, Physical and Life Sciences, Business, and Liberal and Fine Arts]; a public school administrator; three (3) K-12 teachers; one (1) undergraduate student; and one (1) graduate student. The Dean of Graduate Studies serves as an ex-officio member.

*Function:* Serve as an advisory body to the Dean of Education; review and recommend changes in the teacher education programs; approve course additions and deletions; study and recommend changes related to policies and admission standards.

### **Technology Committee**

*\*\*Membership:* The Associate Vice President for Academic Affairs (AVPAA), who serves as chair, the Dean of Graduate Studies, the Assistant Director of Computer Services for Networked Systems, the head of the Computer Science Department, the Director of the Library, representatives from each school, and the Director of the Virtual Learning Center.

*\*\*Function:* (1) To advise the Associate Vice President for Academic Affairs (AVPAA) by recommending enhancements to the technology infrastructure from funds generated by the technology fee and to assist in the development and maintenance of a technology plan for the university. (2) At such time as a portion of the technology fee can be reasonably set aside for the competitive awarding of funds for special university, departmental, individual, or programmatic needs associated with technology, the committee will develop a mechanism for making requests and oversee the review and awarding of those funds.

## **ACADEMIC ADVISING**

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.

\*Revised 8/1/03

\*\*Revised 8/1/02

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.)

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.

It is the responsibility of the University, through the Deans of the Schools, Department Heads, and the Academic Advising Center, to provide academic advisors actively interested in the guidance of students and adequately informed in University requirements and advising procedures.

### ACADEMIC ADVISING CENTER

The Academic Advising Center is administered by a \*Director, who is directly responsible to the \*Director of Enrollment Management. Policies governing the program are developed in coordination with the Office of Academic Affairs.

Arkansas Tech University views academic advising as a necessary and critical mediation in the education of our students. The Academic Advising Center assists students in determining goals and reaching their academic and professional objectives. The Center holds an interest in all students, focusing on incoming freshmen, transfer students, and undeclared majors. The Center will support and facilitate programs to enhance academic advising campus-wide.

### \*\*DISABILITY SERVICES FOR STUDENTS

Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in the Affirmative Action Office in Dean Hall, Room 110, and may be contacted by calling (479) 968-0318, (479) 968-0844 (TDD), (479) 968-0205 (FAX), or by e-mail at [disabilities@mail.atu.edu](mailto:disabilities@mail.atu.edu).

### STUDENT SCHEDULING

#### **Registration**

Arkansas Tech utilizes an on-line student registration system. Registration in classes during August and January as well as for summer sessions is conducted on a rotating alphabetical schedule. Pre-registration for fall and spring semesters is conducted by hours earned with upperclassman first. Generally, students must be cleared through the offices of Admissions, the Registrar, Student Services, and Student Accounts prior to official enrollment in classes.

\*Revised 8/1/98

\*\*Added 8/1/98

The Registrar's office distributes official class rosters to faculty to reflect enrollments as of the first day of class, the last day to enroll, and the eleventh day of classes. In accordance with Federal financial aid regulations, class attendance must be accounted and reported, using the announced procedure. The eleventh-day-of-class roster is the official class roll. Faculty should check this roster and report immediately to the Registrar any discrepancies between it and the students actually attending class. The official roster is kept current by distributions from the Registrar's office.

### **Procedure for Changing Class Schedule**

Students may drop, add, or change sections of courses only by following the official procedure, which involves these steps: (1) obtaining from the Registrar's office the official course change form on which the student lists the reason for the change and itemizes all changes in classes or sections; (2) obtaining the advisor's approval for the change; and (3) returning the required form to the Registrar's office. A fee is charged unless the change is for University convenience, such as section adjustments or course cancellations. Changes in class schedules made prior to the eleventh-day-of-classes are reflected on the class rosters distributed through the Registrar's office. Thereafter, changes are distributed by the Registrar's office through the official campus mail to the instructor concerned.

The deadline for adding or changing sections of courses is approximately one week after registration. Thereafter, students may drop courses according to the procedure outlined in the "Regulations and Procedures" section of the University catalogs.

## **ASSEMBLY PROGRAMS/SPECIAL DAYS**

### **Assembly Programs**

Each semester a few day-time assembly programs are held. Some are planned by the Convocations and Programs Committee; others are held in response to various contingencies that arise. Except for programs of unusual significance, there will be no campus-wide dismissal of classes for assembly programs. However, faculty members have the option of dismissing a class to attend a program which promises to be of special interest or value to them or their students.

### **Special Days**

Family Day and Homecoming are special days for Arkansas Tech University. Members of the faculty cooperate in making each of these days a successful occasion by assisting in the planning of programs and by attending assemblies and other events incident to these days.

## IV

### RELATION OF THE FACULTY MEMBER TO STUDENTS

The primary relationship of a faculty member to students is most relevant in matters pertaining to instruction. The following standard operating procedures are set forth as guidelines for meeting conditions which arise from ongoing classroom activities.

#### FACULTY TEACHING WORKLOAD

It is the policy of the University to hold the normal teaching load to approximately twelve semester hours, with some variations because of differing teaching problems in certain departments. The normal twelve-hour load is intended to provide the instructor with the time and opportunity for the most effective instruction and for some research.

##### **General Statement of Policy/Procedure**

The standard workload for the faculty during each fall or spring semester is twelve semester credit hours of classroom instruction or the equivalent. Reductions in the workload of twelve semester credit hours may be approved by the Vice President for Academic Affairs (VPAA) for conditions including, but not limited to, chairing an academic department; supervising special instructional laboratories; supervising directed study; conducting internships and student practicums; coordinating special instructional programs; developing new institutional programs; and engaging in significant creative activities. Only with approval of the Vice President will full-time faculty members who are not department heads be permitted to teach fewer than 12 semester hours or the equivalent each fall or spring semester.

##### **Guidelines/Principles**

The following principles and guidelines are adopted by this policy to facilitate more effective teaching, increasing professional development, improved academic quality, and appropriate response to enrollment trends at Arkansas Tech University.

- A. Faculty members may be granted release time for administrative duties, special assignments, and significant creative activities. This last category includes the case of sponsored research when the sponsor provides funds for released time and/or a salary. In all cases, the granting of release time requires the recommendation of the Department Chair and the Dean, and approval of the VPAA.
- B. The Department Head will regularly monitor each faculty member's student teaching load to ensure its consistency with sound pedagogical practices and the best interests of the department and the University.
- C. The Department Head, in consultation with the Dean and the VPAA, determines specific course equivalencies for those courses whose contact hours exceed their assigned credit hours.

## ASSIGNMENT OF INSTRUCTIONAL DUTIES

Course assignments for each faculty member are made by the Department Head in consultation with the Dean of the school, subject to the approval of the Vice President for Academic Affairs. The schedule of courses for each term is prepared and published by the Academic Affairs office. To identify problems and reduce conflicts for students, the Academic Affairs office prepares a tentative schedule and distributes it to the faculty two or three weeks prior to the publication of the official schedule of course offerings.

Faculty members may also be assigned to assist with "special problems" courses. These courses, which carry variable credit, are intended to provide the more able and advanced students with the opportunity for independent study and research. For admission to a "special problems" course a student must obtain the approval of the Department Head and the instructor who will supervise the study. The Department Head and the instructor also determine, prior to the student's enrollment, the amount of credit to be assigned on the basis of the complexity of the problem. Within the first two weeks of the semester the instructor will submit to the Department Head, with a copy to the Dean of the School, a report of the problem to be studied, the hours of credit assigned, and a brief statement of the work outlined for the student. It is emphasized that "special problems" courses are not intended for credit convenience or informal completion of another departmental course. Instructors should accept the responsibility for such courses only if they believe that the quality and preparation of the student, the nature of the problem, and the purpose to be served fully justify the expenditure of instructional effort required.

## CLASS ROLL--CLASS ATTENDANCE

### **Grade Books**

It is the responsibility of the instructor to maintain class books and adequate records necessary for class attendance control and grading. At the beginning of each semester it is important that faculty members check immediately with the Registrar concerning students on class rolls who have not reported to class. Class rolls and records are the property of the instructor and are retained by the faculty member. Grade books are available at no expense to the instructor.

### **Class Attendance**

**Faculty.** Any time that a faculty member must miss a class, the students are entitled to advance notice or, if the absence is due to a last minute emergency, to notification at the time they report to class. Absence by a faculty member must have the prior approval of the Department Head or the Dean of the School, as appropriate.

**Students.** The policy of the University in regard to class absences may be stated as the considered belief that regular class attendance is essential to the maximum growth and development of the student, and that students, in their own interest, are therefore responsible for attending all classes for which they are enrolled. Absence policies and procedures are applicable both to the regular terms and to the summer sessions.

The procedure for implementation of this policy (as adopted by the faculty on September 9, 1966, and as amended by the Faculty Senate on September 27, 1990) is as follows:



1. Control of class attendance is vested in the teacher who has the responsibility for clearly defining in each course, early in the semester, the standards and procedures in regard to regularity and punctuality of class attendance.
2. Students will not be penalized by their instructors for class absences that result from participation in officially sanctioned University activities. It is the responsibility of students to present to their instructors notice and verification of authorized participation in such activities. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences.
3. Before invoking the most severe penalty for unsatisfactory class attendance--dropping a student from a course with a grade of "F"--the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty.
4. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor.
5. The action of dropping a student from a course for excessive absences becomes final when the instructor reports this action in writing to the Vice President for Academic Affairs. The student who chooses to protest such action as unjustified has recourse through the grievance procedure for appeal of an academic grade as outlined beginning on page 65.

The following comments and suggestions may be of some value to the faculty in the discharge of their responsibility for student class attendance:

1. Individual instructors have the option, and may find it advisable in some cases, to prescribe different class attendance requirements for different classes; i.e., between freshman and upper-level classes, or between class and laboratory requirements for a single course.
2. Certain departments may find it desirable to establish uniform absence policies within the department, particularly in those departments with multi-section courses.
3. In general, students who miss classes should be held responsible for making up the work through written reports or other appropriate means.
4. Each instructor is fully justified in requiring student promptness and in barring from class any student who persists in being tardy.

## GRADING--POLICY AND REPORTING

### **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 last 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.

## **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 the appropriate Dean's office to the Registrar's office at the conclusion of each semester or term on forms provided by the Registrar's Office. Mid-term grades are reported for freshmen 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 has been erroneously reported. In such instances the instructor may correct the grade by submitting a Grade Change Request form with an explanation of the change to the Vice President for Academic Affairs.

## **Grade Reports**

Grades are to be reported at mid-term (for freshmen only) and the end of a semester on grade report forms distributed by the Registrar's office. Only final grades are reported in each summer term. Faculty members are obligated to prepare grade reports on schedule as requested by the Vice President for Academic Affairs.

\*\*Immediately after mid-term and the end of the semester, student grade mailers will be prepared for freshmen and students in academic jeopardy by the Registrar for distribution to the student or student's parents (as designated). A copy is retained in the Registrar's office.

\*Approved Deans Council 8/7/00  
\*\*Approved Deans Council 4/23/01


## Examinations

At the end of each fall and spring semester approximately one week is set aside for final examinations. The schedule is published by the Academic Affairs office, with two hours allotted to each examination. Any deviation from the finals schedule must be approved by the school dean. Instructors who wish to administer a single test to multiple sections of a course should submit such a request to the Academic Affairs office at least two months before examination week. In the summer terms there is no separate schedule of examinations--instructors give the examinations during the final meeting or meetings of courses.

Within a semester instructors may schedule a test for multiple sections, normally early in the evening, by submitting such request to the Dean of the School not later than the end of the third week of a semester. For each test the request will specify the number of students involved, the classroom desired, the dates (preferably with alternate dates), and the hours for beginning and ending the test. The appropriate school dean has the responsibility of synchronizing the scheduling of these tests, for checking against activities and with others who may be involved, and for publishing an official schedule of these tests in order that others concerned may plan accordingly.

Any student who has a justifiable reason for missing a test scheduled in the late afternoon or at night is to be excused by the instructor from the test and is to be given the privilege of taking a comparable examination at another time which is suitable to the student and to the instructor.

### \*STUDENT ACADEMIC CONDUCT POLICIES



A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires certain standards of academic integrity and conduct from all students. Arkansas Tech University expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the professor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.

Academic offenses involving dishonesty and misconduct are defined in the Definitions section. These definitions are not all inclusive, and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct.

#### A. Definitions

**Academic Dishonesty.** Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom.

1. Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student, b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source, and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.

2. Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well.

**Academic Misconduct.** Academic misconduct concerns the student's classroom behavior. This includes the manner of interacting with the professor and other students in the class. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

## **B. Academic Appeals Committee**

### **Composition of Committee**

1. The Academic Appeals Committee is an official committee of Arkansas Tech University and will be formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals. At the beginning of fall term, the dean of each school will appoint one faculty member from the school; the Faculty Senate will appoint one faculty member from each school; the Student Government Association will appoint five students. The faculty on the committee will elect a Chair.
2. These faculty and students will form a pool of 15, from which a subset can be drawn to serve on a subcommittee hearing a specific case.
3. When a student appeal of a decision concerning academic dishonesty or academic misconduct is filed with the Chair of the Academic Appeals Committee, the Chair shall select a three-person sub-committee from the pool of 15 composed in the following manner: one faculty member from the school in which the department involved in the appeal is located, one faculty member from the school in which the student is enrolled as a major, and one student.

## **C. Procedure for Charges of Academic Dishonesty**

Since charges of academic dishonesty may have serious consequences, a professor who suspects a student of any category of academic dishonesty must have facts and/or evidence to *support the charge*.

1. The professor will meet with the student and present him or her with a written outline of the alleged academic dishonesty and the evidence supporting the charge. Penalties for various levels of academic dishonesty vary from giving an 'F' on a particular quiz or exam, to giving an 'F' on a term paper or other written work, or giving the student an 'F' or 'W' for the course. The professor may also have different penalties for particular cases of academic dishonesty.
2. The professor will notify his or her department head (or dean if the professor is a department head) of the charge, evidence and penalty.

3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant department head (or dean if the professor is a department head; in which case, skip steps 4 and 5). The student may remain in class during the appeal process.
4. If the student is still dissatisfied after meeting with the department head, he or she should make an appointment with the dean of the school who will seek resolution of the problem.
5. If a resolution is not found, the dean will refer the student to the Academic Appeals Committee.
6. The student should then submit a written appeal to the Chair of the Academic Appeals Committee.
7. If the Academic Appeals Sub-Committee determines that academic dishonesty has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the school from which the appeal originated. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision of the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.
9. If the Academic Appeals Sub-Committee determines that academic dishonesty has not occurred or evidence is insufficient, the sub-committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to facilitate the return of the student to class without penalty. The department head will notify the student of the decision.

#### **D. Procedure for Charges of Academic Misconduct**

1. The professor of a class being disrupted by academic misconduct will speak with the disruptive student. Proper behavior and possible consequences for not modifying the behavior will be discussed with the student. Extreme incidents of academic misconduct, in which the student becomes verbally or physically abusive in class will be dealt with immediately by asking the student to leave the class. If the student refuses to leave, Campus Security personnel will be called to remove the student, and the Dean of Students will also be informed of the behavior.
2. If the student ignores the professor's requests to discuss the behavior, it is considered that the student received an official warning that his or her classroom conduct is inappropriate. If the student continues the disruptive behavior the professor will warn the student a second time to cease the behavior.
3. If the student has refused to respond or has ignored the professor's first and second warning, the student will be suspended on an interim basis from the class where the warnings were given. Within 24 hours of the interim suspension a notification will be sent to the Chair of the Academic Appeals Committee by the department head.

4. The Academic Appeals Sub-Committee will be appointed, and a hearing conducted by the Academic Appeals Sub-Committee will be conducted within three working days after the date of the notification of interim suspension.
5. On the same date that the notification of suspension is sent to the Chair, the student will be advised by the department head that he or she has the right to submit a written statement to the Academic Appeals Sub-Committee addressing the alleged incident of academic misconduct. The student's written statement as well as the professor's written statement shall be delivered to the Chair of the Academic Appeals Committee at least 24 hours prior to the hearing.
6. The Academic Appeals Sub-Committee will consider the written statements of the professor and the student involved in the incident of academic misconduct. The department head will also provide a statement that the warning procedure has been followed and that the student has been suspended on an interim basis from attending the particular class pending the decision of the Academic Appeals Sub-Committee. The Sub-Committee has the right to pursue further information from the professor, department head and student.
7. If the Academic Appeals Sub-Committee determines that academic misconduct has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the school from which the appeal originated. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision from the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.
9. If the Academic Appeals Sub-Committee determines that academic misconduct has not occurred or evidence is insufficient, the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to determine the course of action to be followed and the status of the student in regards to the class in question. The department head will notify the student of the decision.

#### **E. Student Rights**

If a student feels unfairly treated in regard to grades, grading, or treatment by the professor or other students within the classroom, the student should address these concerns in the following manner.

### **Informal Process**

1. Make an appointment to speak with the professor of the class to discuss the problem. Students must begin with the professor of the class, as many problems can be worked out satisfactorily with a simple discussion.
2. If the student is still dissatisfied after discussing his or her problem with the professor of the class, an appointment should be made with the head of the department in which the course is taught. The department head will seek satisfactory resolution of the problem with both the student and professor.
3. If the student is still dissatisfied, an appointment should be made with the dean of the school. The dean will again seek resolution, and failing satisfactory resolution, will point out to the student the appropriate appeals process for the student's complaint.

### **Formal Process**

1. If the student complaint involves an assigned grade, the student will follow the Appeal of Academic Grade procedure as outlined in the Student Handbook.
2. If the student wishes to pursue an appeal based on a grade associated with a charge of academic dishonesty further than the dean of the school, the student may file an appeal within three working days according to the outlined procedure for the Academic Appeals Committee.
3. Final appeals, whether informal or formal, will be passed by the dean of the school to the Vice President for Academic Affairs for final decision, if necessary.

\*Approved Board of Trustees 2/20/03

## STUDENT ACADEMIC GRIEVANCES PROCEDURE

The following regulations apply to the appeal of academic grades and academic program dismissal (grades having been assigned by an instructor and program dismissal having been made by a departmental committee):

### A. Appeal of Academic Grades or Academic Program Dismissal

1. Appeal of a grade must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved (appeal of grade) or immediately following the dismissal decision (appeal of program dismissal). (*Immediately*, here, means before the beginning of another semester or summer term.)
3. \*All appeals of a grade must begin with the student making a written appeal to the instructor involved and explaining the nature of the problem. Upon receipt of a program dismissal decision from a departmental committee, the student wishing further consideration must make a written appeal of the decision to the head of the department in which the academic program is administered. Discussion based upon the written appeals and evidence of attempted resolution in this direct manner must precede any further step.
4. If either appeal is not resolved in Step 3, the student wishing further consideration must take the issue to the head of the department in which the course is taught, or to the Dean of the School if the Department Head should be the instructor involved (appeal of a grade); or the student may appeal to the Dean of the School in which the academic program is administered (appeal of program dismissal). If the appeal of a grade is not resolved at this level, the student may appeal to the Dean of the School (in which the course is taught).
5. If either appeal is not resolved in Step 4, the student may appeal to the Dean of the School and ask for a formal hearing. At the time a student asks for a formal hearing, he/she must submit a written formal presentation of the case, with all related supporting documents, to the Dean. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. \*Each hearing committee will be an *ad hoc* committee sitting for an individual appeal. The committee will be composed of three faculty members from the school, or two from the school and one from the student's major department, if that department is not in the same school as that in which the course is offered (appeal of a grade); or three faculty members from the school in which the academic program is administered (appeal of program dismissal). The committee members will be appointed by the Dean(s) of the School(s) involved. The committee will select its own chairperson.
7. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade, or no change (appeal of a grade); or recommend that the student be retained in the program or confirm the original dismissal decision of the departmental committee (appeal of program dismissal).  
\*Updated February, 2000



8. The committee recommendation will be conveyed to the Dean of the School in which the course is offered. The Dean will seek resolution based on the recommendation (appeal of the grade). The committee recommendation will be conveyed to the Dean of the School in which the program is administered (appeal of program dismissal). In the case of academic program dismissal, the Dean will forward the following to the Vice President for Academic Affairs for review and action: (a) the recommendation of the departmental review committee; (b) a narrative of attempts to resolve the appeal; and (c) the committee's recommendation. Appeal of academic program dismissal ends here upon final action by the Vice President for Academic Affairs.
  9. Failing resolution in Step 8 in the case of appeal of a grade, the issue will be reviewed by the Vice President for Academic Affairs who will initiate action in accordance with provisions in Step 10.
  10. In the case of an instructor who has terminated his/her association with the University, the School Dean shall carry out the recommendations of the committee. Otherwise, a grade will be changed only if a majority of the department members in which the course was offered (not including the faculty member involved with the case) agree with the proposed grade change.
- B. \*Other grievances relating to an instructor will proceed through an appeal to the Department Head, Dean of the School, and Vice President for Academic Affairs. The Vice President for Academic Affairs will evaluate the grievance to determine if the charge and evidence warrants initiating proceedings against the instructor under appropriate provisions in the "Regulations on Academic Freedom and Tenure" approved by the Board of Trustees.

#### \*\*COURSE SYLLABI

The Deans' Council approved guidelines for creating and distributing course syllabi. Syllabi should be distributed in each class during the first week of the semester. The following information should be included:

- A. Course number (e.g., HIST 1503)
- B. Course title
- C. Name of instructor, office hours, contact information (telephone, email)
- D. Catalog description
- E. Text required for course
- F. Bibliography (supplemental reading list)
- G. Justification/rationale for the course

\*Updated February, 2000  
\*\*Added 8/1/99

- H. Course objectives
- I. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
- J. Assessment methods (include grading policy with specific equivalents for A, B, C)
- K. Policy on absences, cheating, plagiarism, etc.
- L. Course content (outline of material to be covered in course).

#### UTILIZATION OF CLASS TIME

Faculty members are to meet their classes at the time and for the period scheduled. Early dismissals or absences for legitimate purposes should be considered only after consultation and approval of the Department Head or School Dean.

#### OFFICE HOURS AND ACADEMIC ADVISING

Each faculty member is expected to schedule adequate and regular office hours \*(i.e., minimum of ten hours per week) for consultation with students and colleagues. The total and spacing of these office hours should be planned to permit adequate student contact. This schedule should be posted and adhered to. Faculty members who expect to be away from the campus during scheduled office hours should notify their Department Head and should post a notice showing the approximate time of return. Ordinarily, the Department Head should be apprised of where the faculty member could be reached.

#### SPECIAL COURSES

##### **Evening Classes**

In order to accommodate the educational needs of residents of the University's service area who, for various reasons, cannot attend regularly scheduled day classes, a variety of evening courses are scheduled each semester during the hours of 5:00 p.m. to 9:30 p.m. All rules and regulations applying to the regularly scheduled day classes also apply to evening courses. Information pertaining to registration for evening courses will be published in the schedule of courses which is promulgated each semester and summer term.

##### **Off-Campus Courses**

Arkansas Tech University endeavors to render an educational service to those persons in every community who cannot, for one reason or another, attend the regular sessions of the University. One of the credit-type programs offered by the University for this purpose is off-campus courses taught in cities and communities in the University's service area.

\*Approved Deans Council 8/28/00

Regular faculty members teach graduate and undergraduate courses at centers in which classes of sufficient size can be organized. Off-campus courses generally carry three hours of credit and are identical in content with the courses offered on campus.

Requirements for enrolling for credit in off-campus courses are basically the same as those for enrolling in on-campus residence courses for credit. Students must complete an admission application and submit a copy of transcripts of all their previous college work. Transcripts must be sent directly from the issuing institutions to the office of the Registrar at Arkansas Tech University.

Tuition for off-campus residence credit is the same as that for residence credit classes on campus. (Adjustments may be made due to contractual agreements with other academic institutions or entities, e.g., University Center at Westark College and Kingston College, British Columbia, Canada.)

### **Conferences, Institutes, Seminars**

The University assists groups from all professions and vocations by planning and conducting educational activities to help members of those groups to keep informed about new developments in their field of work. Tuition fees vary in relation to the costs of conducting the program, but in all cases the expense for participants is minimal.

Conferences, institutes, and seminars conducted by the University are generally required to meet five basic requirements: (1) the program must be of an educational nature and be planned for off-campus people; (2) it is planned to help participants gain a better understanding of problems related to their professional or personal interests; (3) it is planned and conducted jointly by participants, University faculty members, and conference consultants; (4) it usually absorbs the major part of each participant's time while in session; and (5) the programs can be offered for credit or non-credit depending on the nature and purpose of the activity.

### **Non-Credit Courses**

The University offers informal non-credit courses in a variety of subjects designed to meet the educational needs of adults which are not met by conventional education procedures. These courses generally meet in the evenings and vary in length relative to the subject being taught.

The constituency of non-credit courses represents a social, economic, educational, and ethnic cross-section of the population which the University serves. Adults who are not high school graduates attend classes along with those who hold advanced degrees, and the only requirement for enrolling in these informal courses is a genuine desire to work toward enlightenment and self-improvement. Because these classes are a community-service function of the University, tuition is minimal and is charged only to the degree necessary to make the program self-supporting.

### **\*Virtual Learning Center**

The Virtual Learning Center was established in response to the changing higher education environment. The Center will develop new models for extending instructional programs in this geographical region. These instructional models include the concept of Distance Learning via telecourses, compressed video, the Internet, and the establishment of courses on our web site, virtual variations on traditional courses and degrees that will better meet the needs of an increasingly diverse student population.

### **\*FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

As stated in the Arkansas Tech University catalogs, FERPA legislation seeks to assure confidentiality of the educational records containing information directly related to a presently enrolled student, a former student, or alumni. As a matter of policy, Tech makes every effort to abide within the confines of confidentiality and security of educational records as prescribed in the FERPA laws and regulations.

Questions about specific access to information or the release of information to any third party should be referred to the Registrar's Office or the Student Services Office.

### **SMOKING IN THE CLASSROOM**

Smoking in classrooms or laboratories is prohibited by State law. In accordance with the action taken by the Board of Trustees of Arkansas Tech University at its November, 1993, meeting, smoking in academic buildings on the TECH campus is limited to designated areas. Therefore, smoking is also prohibited in offices, hallways, and rest rooms.

**\*Added 8/1/98**

## 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. Contemplated changes of textbooks in use during a semester are to be submitted through the Department Head to the Dean of the School for use in a report required not later than the eighth week of each semester.

### 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,

using subcode 3915, 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.

## 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.

## 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 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 (i.e. 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.

\*Added 7/15/02



## 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/TravelManual01-02.doc](http://admin.atu.edu/manuals/Travel/TravelManual01-02.doc)

## 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.

\*Updated 8/1/02

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.

**THE CONSTITUTION OF THE FACULTY SENATE  
OF ARKANSAS TECH UNIVERSITY**

**ARTICLE I: NAME AND PURPOSE**

**Section 1: Name** - The name of this organization shall be the Faculty Senate of Arkansas Tech University.

**Section 2: 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 and to the administration or the faculty, as appropriate, on any other matters of general concern to the University.

**ARTICLE II: MEMBERSHIP AND TERMS OF OFFICE**

**Section 1: Elective Membership** - One Senator shall be elected by each of the Schools of the University, except that a School having over twenty faculty members is eligible for one Senator for each twenty full-time faculty members or portion thereof. But a School entitled to multiple Senators may elect no more than one from each department.

**Section 2: Appointive Membership** - The President of the University shall appoint one Senator; the Vice President for Academic Affairs shall appoint one Senator.

**Section 3: Restrictions upon Membership**

Paragraph A: No staff member shall be eligible for elective or appointive membership in the Senate who does not hold the faculty rank of Assistant Professor or above.

Paragraph B: No Dean of a School shall be eligible for membership in the Senate.

Paragraph C: In the event that no member of a School is eligible for elective membership to the Senate under the restrictions imposed by Paragraphs A and B, then the School may elect a faculty member with the rank of Instructor to serve an "emergency" term of one year.

**Section 4: Terms of Office**

Paragraph A: All elective and appointive members of the Senate, except those initial members who draw one- and two-year terms, shall serve for three years.

Paragraph B: The terms of membership of all initial elective and appointive members of the Senate shall be considered as having begun on July 1, 1953.

**Section 5: Vacancies in the Senate**

Any elective or appointive membership in the Senate shall be considered vacant when its incumbent ceases to be eligible for membership according to Article II, Section 4, of this Constitution or when its incumbent is granted a leave of absence from the University. Such vacancies shall be filled temporarily for the period of the leave of absence by School election or Presidential or Academic Vice Presidential appointment, respective to the vacancy, within thirty days from the time of the beginning of their existence.

**ARTICLE III: OFFICERS -- THEIR DUTIES AND MANNER OF ELECTION**

**Section 1: Officers of the Faculty Senate**

Paragraph A: The Senate shall have a chairperson, who shall preside at Senate meetings. He/she may vote upon motions under consideration by the Senate.

Paragraph B: The Senate shall have a vice chairperson who shall preside at any meeting of the Senate which the chairperson may be unable to attend. The vice chairperson may vote upon any matter under consideration by the Senate.

Paragraph C: The Senate shall elect one of its members as secretary except that no member, having so served for a year, shall be eligible again during the same term of office.

**Section 2: Manner of Election of Officers**

At the first fall meeting in 1991, the chairperson, chairperson elect, and secretary will be elected. At the first fall meeting in subsequent years only a chairperson elect and a secretary will be elected, the chairperson position being automatically filled by the chairperson elect. The chairperson elect will additionally serve as vice chairperson.

**ARTICLE IV: MEETINGS**

**Section 1: Called Meetings** - The Vice President for Academic Affairs of the University shall call a meeting of the Senate within three weeks after the beginning of each fall semester to chair the election of officers and to establish a time for the Senate's regular meetings during the academic year. A called meeting of the Senate may be convened at any other time at the request of the chairperson of the Senate or of at least three other Senators.

**Section 2: Regular Meetings** - The Faculty Senate shall meet in regular session each month of the academic year at the time and place designated by the Senate in its first called meeting of each fall semester, except such times as the regularly established meeting date may coincide with a school holiday or with a vacation period.

## **ARTICLE V: RATIFICATION AND AMENDMENT OF THE CONSTITUTION**

**Section 1: Ratification** - This Constitution and attached By-Laws shall be considered as ratified and in force upon their being approved by two-thirds of the elective and appointive members of the Senate, by a majority of those voting in a regular convened meeting of the faculty of the University, and by the Board of Trustees.

**Section 2: Amendment** - The Constitution or the By-Laws of the Senate may be amended in the following manner:

- a. The proposed amendment shall be drafted and presented in duplicated form to each member of the Senate at least ten days before the meeting in which it is to be considered.
- b. The proposed amendment shall be approved by two-thirds of the elective and appointive members of the Senate in a regular meeting of the Senate.
- c. The proposed amendment shall be approved by a majority of those voting in the next regularly convened meeting of the faculty of the University.
- d. The proposed amendment shall be approved by the Board of Trustees of the University.

## **\*ARTICLE VI: AMENDMENTS TO CONSTITUTION OF THE FACULTY SENATE**

### **Section 1: Committee Voting Procedures**

- A. Proxy voting is not allowed for the Faculty Senate or other faculty committees.

\*Added 4/28/98

**BY-LAWS OF THE FACULTY SENATE OF  
ARKANSAS TECH UNIVERSITY**

**ARTICLE I: ELECTION AND APPOINTMENT OF MEMBERS**

**Section 1: Time of Elections and Appointments**

During the last thirty days of the spring term of each year elections shall be held and appointments shall be made to fill the vacancies on the Faculty Senate which shall come into existence on the following July 1.

**Section 2: Conduct of Elections**

In the election of Senators from the different Schools, each faculty member, regardless of rank, shall be entitled to vote for the Senator or Senators of his/her own School. A majority of the votes of the faculty of each School shall be necessary for election. All elections of Senators shall be by secret ballot.

**ARTICLE II: AGENDA**

The chairperson of the Senate shall cause to be duplicated and distributed among the members of the Senate, at least ten days before each regular meeting, an agenda for the consideration of the Senate in that meeting. Absence from this agenda of any matter of concern to the Senate, however, shall not preclude the Senate's consideration of or action upon that matter in the meeting.

**ARTICLE III: CONDUCT OF MEETINGS**

**Section 1: Parliamentary Procedure**

All meetings of the Faculty Senate shall be conducted according to standard parliamentary procedure.

**Section 2: Quorum**

Two-thirds of the Senators shall constitute a quorum and shall have the power to transact business as the Faculty Senate at any regular or called meeting.

**Section 3: Method of Voting**

In presenting a motion before the Senate, any member may stipulate that the motion be voted upon by secret ballot. Otherwise, voting in the Faculty Senate shall be conducted in whatever parliamentary manner may be called for by the acting chairperson. Each elective or appointive member present shall have one vote. Any motion shall be considered as having been passed by the Senate only if it shall have received the votes of a majority of the voting members present.

#### **ARTICLE IV: MINUTES OF MEETINGS**

The Secretary of the Senate shall keep accurate minutes of each meeting and cause them to be duplicated and distributed among the members of the Senate for approval, after which the approved minutes shall be distributed among the entire faculty.



## GRADUATE ADDENDUM

The preceding chapters also relate to the graduate program and graduate faculty; the information delineated in this section of the Faculty Handbook relates primarily to the organizational structure and governance of the graduate program. Academic regulations exclusive to the graduate program and omitted from this Handbook are compiled in the current issue of the Arkansas Tech University Graduate Catalog.

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

## **I. Administration of the Graduate Program**

The graduate program is administered by the Dean of Graduate Studies, who is directly responsible to the Vice President for Academic Affairs. Policies governing the graduate program are developed by the Graduate Council; matters pertaining to the graduate teacher education program are reviewed and approved by the Teacher Education Council before being presented to the Graduate Council. Policies are then approved by the Vice President for Academic Affairs, President of the University, and Board of Trustees.

## **II. Philosophy of the Graduate Program**

Arkansas Tech University holds to the principle that graduate-level scholarship should be based on highly developed habits of critical judgment, independent thinking, creative initiative, and disciplined inquiry. Successful completion of the graduate program signifies that the student has acquired the research skills of an independent scholar, with expertise in a particular field of study.

The student admitted to graduate study at Arkansas Tech University should not expect to acquire these skills and to achieve this expertise through classroom and laboratory instruction alone; rather, the student should expect to draw upon independent resources to collect, organize, and synthesize research data and information in order to achieve scholarly expertise in the chosen field of study. Graduate study, then, aids the student to acquire the skills needed to identify important problems, to establish modes of inquiry, to formulate proposed solutions, and to communicate the interpretation of scholarly and research analysis.

## **III. Statement of Purpose and Goals of the Graduate Program**

Purpose:

The purpose of the master's degree programs at Arkansas Tech University is to provide graduate education opportunities in professional education and in the liberal arts to anyone who seeks, and who is eligible for admission. The University has a particular interest in meeting the professional growth and advancement needs of certified teachers in the service region.

Goals:

The following goals are set forth for the University's graduate program:

- A. To attract quality students well matched to the educational programs and social objectives of the University. These efforts will be without regard to age, race, religion, sex, or ethnic background.

- B. To provide graduate curricula that ensures that the student acquires an understanding of: (1) research and the manner by which research is conducted, and (2) the subject matter, bibliography, theory, and methodology of the field.
- C. To develop an approach to learning and intellectual work which involves familiarity with research and problem-solving methods, the ability to synthesize knowledge from many sources, the capacity for self-directed learning, and a commitment to lifelong learning.
- D. To assure that high intellectual standards are maintained, that students acquire both general and specialized knowledge, and that they are prepared for advanced scholarly study.
- E. To encourage altruism by working toward a respect for diverse cultures, a commitment to world peace, a consciousness of the important moral issues of the time, and a concern for the welfare of mankind in general.
- F. To provide opportunities for the graduate program to enhance the University's contribution by: (1) improving quality of instruction in the University's service area; (2) serving as a center for collecting and disseminating current instructional strategies and techniques; (3) offering consultative services to schools and individual teachers for strengthening existing curricular offerings, implementing innovative programs, and research activities; and (4) providing educational experiences that improve professional competencies of in-service teachers.

#### **IV. Dean of Graduate Studies - Job Description\***

The Dean of Graduate Studies:

- A. Shall be appointed by the President of the University upon recommendation by the Vice President for Academic Affairs.
- B. Shall be directly responsible to the Vice President for Academic Affairs.
- C. Shall have university-wide responsibilities to foster and facilitate interdisciplinary and interschool graduate programs and shall serve as permanent chairperson of the Graduate Council.
- D. Shall perform a major role in both academic and budgetary planning and in institutional organization as these functions relate to the graduate program.
- E. Shall be a member of, or be represented on, councils or committees whose actions have an impact on graduate education.
- F. Shall play a significant role in the important academic personnel decisions which are made within the institution as they relate to graduate education.
- G. Shall have joint responsibility with the Graduate Council for granting graduate faculty status.

- H. Shall be responsible for:
1. admitting applicants to graduate student status;
  2. reviewing academic progress;
  3. awarding fellowships and assistantships for graduate students;
  4. supervising research for masters' degrees;
  5. certifying the completion of degree requirements and recommending granting of graduate degrees;
  6. overseeing the adequacy of student services and promoting the welfare of graduate students.
- I. Shall be accessible to graduate students for discussion and resolution of problems.
- J. Shall, along with the Graduate Council, review periodically all of the institution's graduate programs for quality, effectiveness, and consonance with institutional goals and resources.
- K. Shall evaluate proposed new graduate programs in terms of faculty strength, manpower needs for program graduates, adequacy of institutional resources, and compatibility with existing graduate programs and with the academic plan of the institution.
- L. Shall, along with the Graduate Council, participate in decisions regarding program initiation, consolidation, or termination.
- M. Shall be associated actively with the University's organized research effort, and therefore, shall be a member of the University's committees whose actions are significant to the research mission of the institution.
- N. Shall interact closely with other university officials and with legal counsel in complying with laws and regulations affecting graduate education, in developing institutional responses to proposed legislation and regulations which affect graduate education and research, and in reviewing statements in the graduate school catalogs and bulletins about purposes, goals, content, and requirements of graduate programs.
- O. Shall be the institutional representative to national and regional bodies which deal with graduate education.
- P. Shall submit a yearly report to the Vice President for Academic Affairs on the status of the graduate program.
- Q. Shall promote the graduate program and maintain good relations with service area education professionals; i.e., superintendents, principals, and teachers.

The job description of the Dean of Graduate Studies has been developed in accordance with guidelines contained in the booklet, The Organization and Administration of Graduate Schools in the U.S., which is published by the Council of Graduate Schools in the United States.

## V. The Graduate Council

### A. Purpose:

The Graduate Council shall be the body responsible for determining policy and establishing standards, criteria, regulations, and procedures for graduate study in accordance with policies of the Board of Trustees.

### B. Responsibilities of the Graduate Council:

It is the responsibility of the Graduate Council to review all proposals for graduate degree programs and courses and, at its option, existing programs; to establish and review the criteria for membership on the graduate faculty; to establish the minimum admission standards and the standards for continuation of graduate students; to act upon petitions and appeals from the decision of the Dean of Graduate Studies; to consider any other matters relevant to the graduate program; and to authorize, recommend, or instruct the Dean of Graduate Studies to take appropriate actions to effect the results of its decisions.

### C. Membership Qualifications:

Faculty membership on the Graduate Council shall be limited to full and associate members of the graduate faculty. Student membership shall be limited to those graduate students who have been admitted to candidacy for the master's degree. All Council members shall have full voting rights.

### D. \*Membership Composition:

The Graduate Council shall be composed as follows:

1. Each school will have one representative. Any school offering a graduate degree will have an additional representative. A school offering five or more graduate programs will have an additional representative. No school will have more than three representatives.
2. One graduate student appointed by the Dean of Graduate Studies;
3. The Registrar, who shall serve as secretary of the Graduate Council;
4. The Dean of Graduate Studies, who shall serve as chairperson of the Graduate Council.

\*Revised 4/19/01

E. Elections:

Faculty: Only those members eligible to serve on the Council are eligible to vote in its election.

Each school shall, at the time all University standing committee members are elected each year, elect the number of faculty members to fill vacant seats or expired terms allotted to that school. No department in any school shall contribute more than one member to the Council.

F. Term of Office:

All elected members of the Graduate Council shall hold office for three calendar years from August 1 following their election, with the following exceptions:

1. Student membership shall be for a one-year term only.
2. Faculty membership shall be vacated on the date that any member terminates his/her faculty appointment.
3. Faculty membership shall be terminated when a member begins a leave of absence for a period of one regular semester or longer, but shall not be terminated when a leave of absence is granted for a summer term.
4. Membership shall be terminated from the date a member submits his or her resignation from the Council to the chairperson.
5. An elected faculty member of the Graduate Council may succeed himself/herself in office for as many terms as elected.
6. If, for any reason, faculty membership is terminated, a special election shall be held to complete the unexpired term in the school wherein the vacancy occurs. If, for any reason, a student membership is vacated, the chairperson of the Graduate Council shall appoint another qualified student. A graduate student who is appointed to complete an unexpired term is eligible for reappointment.
7. The term of the Registrar, who shall serve as secretary of the Graduate Council, is unlimited.
8. The term of the Dean of Graduate Studies, who shall serve as chairperson of the Graduate Council, is unlimited.

G. Meetings:

There shall be one meeting of the Graduate Council each month of the fall and spring semesters (except May and December) and one meeting during each of the two terms of the summer sessions. The agenda for each regular and special meeting shall be prepared and distributed to each member of the Graduate Council no later than one week prior to each meeting. The time and place of each regular meeting, however, shall be announced to the entire graduate faculty no later than one full week prior to each meeting.

Special meetings of the Graduate Council shall be called by the chairperson of the Council in the following manner:

1. Upon the initiative of the chairperson of the Council.
2. Upon petition of three or more members of the Council.
3. Upon request of the Vice President for Academic Affairs or the President of the University.

H. Quorum:

The presence of a majority of the total membership of the Graduate Council shall constitute a quorum for the transaction of all business.

I. Committees:

The Dean of Graduate Studies shall establish standing committees and such ad hoc committees as are deemed necessary for the operation of the graduate program.

These committees shall be composed of members selected from the total graduate faculty. Chairpersons of all committees, however, shall be members of the Graduate Council.

Standing committees shall be appointed at the first meeting of the Graduate Council each academic year and shall serve one calendar year.

Ad hoc committees shall serve until their final reports are presented and they are dismissed by the Council.

All reports of committees shall be presented to the Council in writing and may also be presented orally if requested by the Council.

J. Officers:

Officers of the Graduate Council shall be the chairperson, the vice chairperson, the secretary, and such other officers as the Council deems necessary.

Chairperson: The Dean of Graduate Studies shall serve as permanent chairperson of the Graduate Council.

Vice Chairperson: The vice chairperson shall be a member elected at the last regular meeting of each academic year, shall take office at the beginning of the following year, shall serve for a one-year term, and shall be eligible to succeed himself/herself.

Secretary: The Registrar shall serve as secretary of the Graduate Council and as a voting member.

K. Duties:

The chairperson of the Graduate Council shall call meetings of the Council, shall preside at all meetings of the Council, shall appoint members to ad hoc committees, shall report to the Council all communications from the Vice President for Academic Affairs, and shall transmit to the Vice President for Academic Affairs and to all graduate faculty members the published minutes of each meeting of the Council or any other published communications as the Council shall direct.

The vice chairperson of the Graduate Council shall call and preside at all meetings of the Council in the absence of the chairperson, or shall preside over the meetings when the chairperson shall vacate the chair and call on him/her to preside.

The secretary shall record the proceedings of Council meetings and perform such other duties as prescribed by the Council.

Duties of other officers designated by the Council shall be determined by vote of the Council.

L. Amendments:

This plan of organization for the Graduate Council shall be amended by a two-thirds vote of the total membership of the Graduate Council.

An amendment adopted shall become effective one month after its adoption unless:

1. held in abeyance for action by the Board of Trustees;
2. disapproved by the President of the University;
3. disapproved by the Board of Trustee.

M. Recommendations for Implementing Changes in the Graduate Council:

1. It is recommended that as a result of the reorganization of the University, if the appointed member of the Council is in a different school from that which he/she was appointed, the term of office automatically terminates. Presently elected members who will be in a different school will represent that school.
2. In those instances where there is a greater number of present members than required under the reorganized structure, positions becoming vacant will not be filled.
3. In schools where representation under the reorganization is less than required, the vacancies shall be filled by election and/or appointment.



## VI. The Graduate Faculty

\*The Graduate Faculty is composed of three categories:

**Full Members:** Tenured faculty who are members of departments that offer the masters degree and who meet the standards for appointment to Full Member status are eligible for appointment to the Graduate Faculty Full Membership.

**Associate Members:** Non-tenured faculty from departments that offer the masters degree and tenured and non-tenured faculty from departments that offer required support courses for a masters degree program and who meet the standards for appointment to Associate Member status are eligible for appointment to the Graduate Faculty Associate Membership.

**Temporary Members:** Part-time faculty and regular faculty not yet eligible for the status above may be appointed to the Temporary Graduate Faculty.

### A. Graduate Faculty Full Membership:

#### 1. Membership Requirements

- a. Tenure on the Arkansas Tech University faculty
- b. \*The doctorate or other terminal degree in the appropriate field or discipline or having a reputation for expertise in the field sufficient to stand in lieu of the degree
- c. Tangible evidence of productive scholarship as normally defined within the discipline concerned, \*i.e., presentation of papers and other research, publications, and other creative products
- d. Actual involvement in the departmental graduate program including either the teaching of graduate courses, advising of graduate students, or serving on thesis committees as a representative of the major department
- e. Recommendation by the Department Head to the Graduate Council via the Dean of the School and Dean of Graduate Studies

#### 2. Responsibilities

- a. To teach graduate level courses
- b. To serve as chair for graduate student thesis committees
- c. To advise and direct research for graduate students
- d. To serve as graduate advisors
- e. To serve on standing and special committees of the Graduate Council

\*Added/changed 2/15/02

B. Graduate Faculty Associate Membership:

1. Membership Requirements

- a. \*The doctorate or other terminal degree in the appropriate field or discipline or having a reputation for expertise in the field sufficient to stand in lieu of the degree
- b. To be actually involved in the departmental graduate program including either the teaching of graduate level courses, advising of graduate students, or serving on thesis committees as a representative of the major \*or support department
- c. To be recommended to the Graduate Council by the Department Head via the Dean of the School and Dean of Graduate Studies

2. Review

Review of the qualifications of the associate member for possible advancement to full membership shall be made by the head of the department with optional assistance of the full members in the department. When an advancement appears to be warranted, the Department Head shall so recommend to the Graduate Council via the Dean of the School and Dean of Graduate Studies and shall include a rationale for the recommendation based on the stated criteria for the higher membership classification.

3. Responsibilities

- a. To teach graduate level courses
- b. To serve as a chair of graduate student thesis committees or a member of such committees
- c. To advise and direct research for graduate students
- d. To serve on \*standing and special committees of the Graduate Council

C. Graduate Faculty Temporary Membership:

1. Membership Requirements

- a. To be a member of the adjunct faculty teaching only on a part-time basis
- b. \*To hold the doctorate or sufficient expertise in the course to stand in lieu of the degree
- c. To be approved by the Dean of Graduate Studies at the request in writing from the head of department in which the course(s) is being taught via the Dean of the School. Appointment is for one year only.

2. Responsibilities

To teach assigned graduate course(s)

\*Added/changed 2/15/02

D. Procedures for Nomination to the Graduate Faculty:

Faculty members are nominated for inclusion on the graduate faculty by department heads according to established criteria of the Graduate Council. The nomination should be made on the form provided for this purpose, "Nomination for Membership on the Graduate Faculty and Request for Approval to Teach Classes for Graduate Credit." Nominations are received by the Dean of Graduate Studies and kept on file. The Dean of Graduate Studies makes periodic reporting to the Graduate Council of current membership in each category.

E. Appeals:

In cases in which any party involved in deliberation related to graduate faculty status feels that an improper decision has been made, he/she may appeal that decision to the Graduate Council.

**VII. Procedures for Approval of Graduate Curricular Matters**

- A. Graduate curricular matters originating in an academic department are approved by the Department Head and School Dean, and are then forwarded to the Vice President for Academic Affairs (VPAA).
- B. The proposal is reviewed by the VPAA and Registrar and concerns are noted (if any). If the proposal is considered to be acceptable, the VPAA forwards the proposal to the chairperson of the Teacher Education Council. If the proposal is not related to the teacher education program, it is routed directly to the chairperson of the Graduate Council.
- C. The Teacher Education Council reviews the proposal and forwards it, with a recommendation, to the Graduate Council via the VPAA. If the proposal is not acceptable to the Teacher Education Council, prior to forwarding to the Graduate Council, the Teacher Education Council may refer it back to the Dean of the School for more information or for revision by the originating department.
- D. Upon receipt of the proposal, the Graduate Council reviews it and makes a recommendation as to approval or disapproval. If the Graduate Council recommends approval of the curricular change, the proposal is forwarded to the VPAA. If the Council disapproves the proposal, it is returned to the originating department via the Dean of the school. The proposal can be revised and re-submitted, but must, again, be submitted through the Teacher Education Council. Actions of the Graduate Council are recorded in Council meeting minutes which are distributed to all graduate faculty members and appropriate administrative officials.
- E. The VPAA is responsible for implementing the new proposal if approved.
- F. The process described above is to be applied to all graduate curricular matters. When 4000-5000 level courses are being considered, two separate proposals will need to be submitted--the 4000-level course will be reviewed by the Curriculum Committee and the Faculty Senate, and its 5000-level counterpart will be reviewed by the Graduate Council after the Curriculum Committee and the Faculty Senate have taken action on the 4000-level proposal.

**APPENDIX**

**CURRICULAR APPROVAL PROCESS**

## CURRICULAR APPROVAL PROCESS

### I. Developmental Stage:

In curricular changes of any significance, early communication is critical to sparing needless effort and later controversy. \*All faculty within a department should be involved in, or at least be made aware of, any departmental curriculum changes. Even prior to departmental approval, intended changes should be communicated to all those likely to be affected, with a request for their input. Those who should be routinely involved or informed in most cases include the following:

- Heads of other departments
- Library and, as relevant, Computer Services and Student Services
- Registrar
- Teacher Education Council
- Dean of Graduate Studies
- Vice President for Academic Affairs (who will be responsible for informing the President and any others who should be informed)

\*\*The Curriculum Committee or Graduate Council deals with all the changes that affect curriculum in the catalog (undergraduate or graduate). The following is a list of changes that would require a curriculum proposal for the curriculum committee and/or graduate council for changes to be made after approval by the Faculty Senate (for undergraduate proposals) or the Graduate Council (for graduate proposals). This list is not inclusive. If you have questions contact the Registrar's Office.

Change catalog description	Upgrade or change program requirements
Adding hours to a course (1001 to 1002)	Add/delete prerequisites
Deleting hours from a course (1002 to 1001)	Add/delete co requisites
Change course name	Cross-listed courses
Change course description	Discontinue degree
Add course to the curriculum	Discontinue program
Delete course from the curriculum	Change (adding/dropping) degree requirements within the department
Change course number	

If changes were made in the curriculum matrix the present matrix would be included in the proposal along with the new proposed curriculum matrix noting the changes.

### II. Approval Stage:

Although curricular development may go on through the year, may be initiated in various ways and for various reasons, and may or may not have a fixed time table, the approval process is considerably more formal and fixed. It is constrained by 1) the need for campus-wide approval; 2) the need for off-campus approval by the Arkansas Higher Education Coordinating Board; and 3) the deadline for catalog copy.

\*Approved Deans Council 8/26/02

\*\*Updated 8/1/03

A. Process:

1. After development and departmental approval, the Department Head will submit proposed changes to the School Dean who shall review the proposal and then submit to the Office of Academic Affairs.
  - a. Proposals for course changes (course changes, deletions, or additions) shall be submitted according to the "Proposal for Course Change" format (Attachment A). Form available on the Tech Website. \*Select Academics, then Academic Services, and then Curriculum Forms. \*\*Each new course proposal must include a short explanation describing how the new course integrates with the assessment process of the department in which the course will be taught.
  - b. Proposals for program changes (program, option, or major additions; program or option deletions; program or option modifications; miscellaneous program change) shall be submitted according to the "Format for Curriculum Change Proposal" (Attachment B). \*\*Each new program proposal must include an assessment plan using the approved University Assessment Form.

(After approval at the University level, new program proposals shall be submitted to the Arkansas Higher Education Coordinating Board according to the "Criteria and Procedures for Preparing Proposals for New Programs in Arkansas" as adopted by the Arkansas Higher Education Coordinating Board on July 25, 1997 and revised in October 2000.)
  - c. Each proposal should be reviewed for completeness according to the "Curriculum Checklist" (Attachment C) before beginning the approval process. Each proposal should also include a "Curriculum Change Form" (Attachment D) summarizing the changes requested.
  - d. Proposals should include a requested effective or implementation date.
  - e. \*\*\*Proposals affecting the required degree plan should include the revised curriculum matrix for inclusion in the next catalog.
2. The Office of Academic Affairs will ask the Registrar to summarily review each proposal for satisfaction of all points listed on the "Curriculum Checklist." Any proposals found to be incomplete or incorrect will be returned to the originating department for correction. The approval process will start over in that instance.

\*Updated 8/1/02

\*\*Approved Faculty Senate 8/19/02

\*\*\*Approved Faculty Senate 10/15/02

3. After review by the Registrar, the Office of Academic Affairs will submit the proposal to the following faculty committees, as appropriate:

Undergraduate Proposal

Teacher Education Council \*\*\*\*

Curriculum Committee

Faculty Senate

Graduate Proposal

Teacher Education Council\*\*\*\*

Graduate Council

\*\*\*\*Proposals affecting the teacher certification and master's programs in Education should be presented first to the Teacher Education Council.

4. After approval through the faculty committees, all program proposals will be submitted to the Vice President for Academic Affairs for approval. When appropriate, the Vice President will submit program proposals to the President and Board of Trustees for approval. If a new program proposal, the Arkansas Higher Education Coordinating Board will have final approval rights.

### III. Catalog Stage:

Once all needed approvals are obtained, the curricular changes must be prepared and submitted for inclusion in the next University catalog. Minor editorial changes in the catalog may be made by those with responsibility for given sections, but any change in substance must have gone through the approval process described above.

Catalog copy is prepared in accordance with instructions provided by Academic Affairs to ensure timely and efficient preparation of camera-ready copy. The timetable is ordinarily as follows:

- A. Academic Affairs forwards catalog copy  
(excluding curricula and course descriptions)  
to Vice Presidents and Deans for editing .....October 15
  
- Edited catalog copy to Academic Affairs  
    for compilation .....November 15
  
- Proof copy to Vice Presidents and Deans  
    for final editing ..... December 1
  
- Final edited copy due in Academic Affairs.....December 15
  
- B. Academic Affairs forwards compiled catalog  
copy to Deans (school curricula and course  
description sections only) for proofing ..... March 1
  
- Final edited copy due in Academic Affairs..... March 15
  
- Catalogs available for distribution ..... May 20

Please note:

- 1) Approved changes may be implemented before they appear in the catalog, but communication with students is then difficult.
- 2) Changes implemented apply to incoming freshmen and thus have a lag time, since students in the pipeline may elect to follow the requirements of the catalog in effect when they entered the University.
- 3) Curriculum changes and program proposals will be accepted in the Office of Academic Affairs only during the time frames listed on the attached schedule (Attachment E).



**PROPOSAL FOR COURSE CHANGE**

Arkansas Tech University

To: Curriculum Committee

From: Initiating Department

Date Submitted:

Request for: Course Addition \_\_\_\_\_ Course Deletion \_\_\_\_\_ Course Change \_\_\_\_\_  
 (Complete section I) (Complete section II) (Complete section III)

Submitted by:

Approved by: \_\_\_\_\_  
 Department Head Dean of School

<p><b>SECTION I: Course Addition</b> Complete section below and provide information requested on page 2.                  Recommended Course ID: (Prefix/number) _____ Effective Term: _____                  Recommended Short Title (24 characters max): Title used in course inventory and reflected on transcript.                  _____</p>	
<p>Catalog Title (if different) _____                  Prerequisite _____                  Co-requisite _____                  Cross-listed with _____                  Does change affect a State Minimum Core course? _____                  Normal grading _____ or Pass/Fail _____                  This course may be repeated for degree credit _____ times for a maximum of _____ hours.                  Variable hrs option _____                  Fees attached to class? Amount _____ Type of fee _____ Normal Maximum enrollment limit _____</p>	
<p><b>SECTION II: Course Deletion</b> Complete this section and attach rationale for deletion.</p> <p>Course ID (Prefix/Number): _____ Last term to be offered: _____                  Catalog Title _____ Does course have a fee attached? _____</p>	
<p><b>SECTION III: Course change</b> Complete this section and attach description and rationale for change.</p> <p>Course ID (Prefix/Number): _____ Effective Term: _____                  Catalog Title _____ Does course have a fee attached? _____</p>	
<p><b>SECTION IV: Reviewed Approvals</b></p> <p>_____</p> <p>Registrar _____ Vice President _____                  Faculty Senate: Approved date: _____ Graduate Council: Approved date: _____                  Disapproved date: _____ Disapproved date: _____</p>	
<p>Office Use:                  Screen 125: Date added _____ Date deleted _____ Date Changed _____ By _____                  Fee? _____ If yes, sent to Student Accounts (date) _____ By _____                  Pass/Fail? _____ Changes made on screen 1G1 _____ and 1G2 _____</p>	

### **Addition of New Course**

Complete section I on cover sheet, fill in the following, and attach a syllabus (syllabus should include course objectives, an outline of the course with sufficient details to illuminate course content, and a bibliography). The Curriculum Committee/Graduate Council does not need evaluation and testing procedural information nor does it need excessively long bibliographies.

I. Catalog description: (AS IT WILL APPEAR IN THE CATALOG)

Description:

II. Justification and feasibility of course:

- A. What is the need for this course? Who will take it?
- B. How does it relate to other work being offered by your department? Is there an overlap with other courses in the department?
- C. Is this course part of any general plan of development within your department? Explain.
- D. How often will the course be offered?
- E. How will the course be staffed?
- F. How will this course affect other departments' students and offerings? With what other departments have you specifically consulted?

## FORMAT FOR CURRICULUM CHANGE PROPOSAL

To: Curriculum Committee or Graduate Council (as appropriate)

From: (Initiating Department)

Date Submitted:

Type of Curriculum Change Requested: (Addition of new program, option or major)  
(Program or option deletion)  
(Program or option deletion)  
(Miscellaneous change)

Submitted By:

Approved By: Department Head:

Dean of School:

Reviewed By: Registrar:

Vice-President for Academic Affairs

- I. Program or curriculum change as it will appear in the catalog.
- II. Course Information
  - A. Rationale for the requested change.
  - B. What impact will the change have on staffing, on other programs, budget, and space allocation?
    1. Within the department requesting the change.
    2. Outside the department.
  - C. Effective date or term.
  - D. When applicable, state with which departments you have specifically coordinated this change?

Note: A syllabus should accompany each course proposal. The syllabus should contain the objectives of the course, a summary of course content, and bibliography of resources.

## CURRICULUM CHECKLIST FOR EDITING CURRICULAR CHANGE PROPOSALS

1. The course number should be checked against the current catalog to see if the course number is currently being used.
2. The course number should be checked against recent catalogs. In general, re-using the course numbers should be avoided for three to five years.
3. The course number selected should be appropriate for the course. The level of the course and the sequencing of the course should be considered.
4. Pre/co-requisites in the course description should be verified as correct by checking the current catalog.
5. The curricular change should be applied to appropriate current programs of study (usually in the current catalog) to ensure proper sequencing of pre/co-requisites.
6. General Education requirements should be checked carefully to ensure compliance.
7. The number of upper division hours should be checked to ensure that 40 or more are required.
8. The number of credit hours required for the degree must be at least 124. Hours required beyond 124 for a new program require a justification.
9. If the number of credit hours in a program of study is being increased, a justification should be included in the proposal.
10. \*The proposal should be made available to departmental faculty and other interested parties via electronic distribution at least five business days prior to submission for approval.

\*All of the above items have been checked.

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Department Head

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Date

\*Approved Deans Council 8/26/02



Typical Time Frames:

Stages	Curriculum Change or Proposal (Requires submission to Teacher Education Council)	Curriculum Change or Proposal (Does <b>not</b> require submission to Teacher Education Council)
Preparation/Approval by Department Head & Dean	January through September	January through September
Academic Affairs/Registrar	October 1	October 1
Teacher Education Council	October 15	
Curriculum Committee (undergraduate proposal) Graduate Council (graduate proposal)	November 1	October 15
Faculty Senate (undergraduate proposal)	November 15	November 1
Vice President for Academic Affairs	December 1	December 1
President and Board of Trustees	December 10	December 10
Arkansas Higher Education Coordinating Board (letter of notification due for new program proposals)	December 20	December 20