

## Changes made to the 2018 Faculty Handbook

### Added ~~Removed~~

Removed all footnotes referencing changes/additions from 2013 (example\*Amended 8/1/13)

Table of Contents updated

Organizational Charts updated

Organizational Units of Instruction, Research and Public Service updated

AHECB Approved Degree Program updated

*Faculty Salary, Benefits and Awards Committee* changed to *Faculty Salary and Benefits Committee* throughout handbook.

Sexual Misconduct Policy and Procedures revised by Student Affairs

Section II: Relation of the Faculty Member to the University revised by Faculty Senate

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### 1 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 Higher Learning Commission of the North Central Association of Colleges and Schools since 1930.

### 3 Management and Control of the University

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, **one chancellor**, and five vice presidents. **Two campuses are located in Russellville and Ozark, respectively.** Academically, the **Russellville campus** University is organized into seven colleges consisting of twenty-three departments. Each college 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 9-12 reflect the University's administrative and student government organization and the committee structure for policy determination. Up-to-date organizational Charts are maintained at the following link: <http://www.atu.edu/academics/docs/organizationalcharts.pdf>

#### **49 ~~Outside Employment~~** (Removed from Handbook 8/21/18)

~~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.~~

#### **49 External Employment Policy** (Added to Handbook 8/29/18)

External employment is defined as any paid activity for any non-university entity or person, whether or not such work is performed on campus, and also includes self-employment such as, but not necessarily limited to, consulting, advising, workshops, seminars, conferences, or similar work performed in addition to the official responsibilities of a full-time employee.

Arkansas Tech University employees are expected to fulfill their duties and responsibilities assigned to their particular position or job. External employment should not interfere with university employment. External employment must not create or result in a conflict of interest.

External employment is subject to the following expectations:

1. To avoid any conflict of interest, notification of external employment must be provided to the appropriate Vice President or Athletic Director.
2. The external employment may not interfere with the obligations of the employee to the university or create any conflicts of interest;
3. For employees who accrue annual leave, annual leave must be taken if the external employment would overlap with regularly scheduled work hours of the employee;
4. As a general rule, university resources (including facilities, supplies, and equipment) shall not be used for personal gain. However, in certain projects which accrue to the mutual benefit of the university and the individual faculty member, a Memorandum of Understanding for reimbursement to the university may be entered into in order to provide access to university resources.
5. Employees performing external employment are solely responsible for work performed in the course of external employment, and the university is not responsible for such work;
6. All external work is performed in the employee's individual capacity;
7. Employees engaged in external employment do not officially represent the university, will not receive legal representation from the university, and are not an agent of the university when acting in that capacity; and

8. The view, thoughts, and expressions of the employee during the external employment do not represent the views or position of the university.

**52 Faculty/Staff Aid for On-Campus Study (Removed from Handbook 8/29/18)**

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 credit classes.~~

## 52 ATU Tuition Benefit Policy (Added to Handbook 8/29/18)

### I. Eligibility

All full-time, active ATU employees, their spouses, and their dependents (as defined by the Internal Revenue Service Qualifying Child Test: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit/qualifying-child-rules>) are eligible. Employees on workers' compensation, military or family medical leave are eligible. Employees on leave without pay are not eligible.

### II. Extent of Benefit

#### a. Employee

i. For employees hired after July 1, 2018 and for current employees on June 30, 2018 who earn hours after July 1, 2018, employees may take up to a lifetime total of 144 undergraduate and/or 40 graduate master's level, semester credit hours at ATU with a 100% tuition and fee waiver benefit (excluding course specific fees). For purposes of clarity, hours already earned by existing employees on June 30, 2018 will not count against the lifetime total caps that begin on July 1, 2018.

ii. Employees must have the permission of their immediate supervisor and appropriate dean or vice president to take courses. Employees may not take classes during regular duty hours without permission from their supervisor. The sole exception to this is that with their supervisor's permission, an employee may take a course in lieu of their lunch hour.

iii. Employees' semester credit hours may not exceed 18 hours total in any fiscal year (July 1 through June 30) unless approved by the Vice President for the employee's specific unit.

iv. Tuition and fee waiver will cover audited courses provided the employee initially registers to audit the course.

#### b. Dependents

i. Employee's spouses and dependents may take up to a lifetime total of 144

undergraduate<sup>1</sup> and/or 40 graduate master's level, semester credit hours at ATU with a 50% tuition only waiver benefit. Dependents may receive a full discount of tuition for three semester credit hours or 50% of total tuition for the semester, whichever is greater. Reduced tuition for dependents applies only to tuition not otherwise covered by scholarships and the total should not exceed the total tuition charged for the semester. The maximum graduate course discount is equivalent to three semester credit hours per term.

- ii. Tuition waiver benefit does not cover audited courses for dependents.

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<sup>1</sup> Total number of undergraduate hours equals the maximum number of hours for which students may receive federal aid.

### III. Failure and Withdrawal guidelines

- a. Failure

- i. Employees who receive failing grades, F in undergraduate level courses and D or F in graduate level courses, must repay 100% of the total tuition and fee benefit for each course in which they receive a failing grade.

- b. Withdrawal

- i. Employees and dependents who withdraw or change the status of their course(s) to audit after the last day to withdraw with a full reduction of tuition and fees and before the last day to withdraw with an 80% reduction of tuition (as indicated by the Academic Calendar) will be required to repay the University 20% of the total benefit.
- ii. Employees and dependents who withdraw or change the status of their course(s) to audit after the final day for an 80% reduction in tuition (as indicated by the Academic Calendar) will be required to repay the University 100% of the total waiver benefit.

### IV. Appeals for reduction of tuition/fees:

- a. Employee or Dependent, hereafter referred to as Student, requests reduction due to a critical medical condition preventing them from returning to Tech:
  - i. Student or guardian contacts the Student Affairs office to process request.
- b. Student requests reduction that does not include a critical medical condition.

i. Student writes a request:

- State details for withdrawal and reason the reduction dates were missed.
- Attach any pertinent backup such as doctor's letters, advisors notes, etc.
- Emails the Student Accounts Office at [business.office@atu.edu](mailto:business.office@atu.edu).

ii. Student Accounts:

- Reviews request to determine what term and class/classes in which the student is requesting a refund.
- Reviews SFAREGS and TSAAREV to verify enrollment and charges in request. (Occasionally course has already been reduced for non-attend, etc.)
- Completes memo with details of request (example: Student requests 100% reduction of ENGL 1003 for term 200920.)
- Copies appeal memo, request and documentation for open file.

iii. Committee appeal decisions are returned via email to Student Accounts:

- Once fully reviewed a letter is sent to student with decision.
- Final decision information is distributed to the Registrar's Office to be scanned to student file.
- If decision is "yes"-Student Accounts will post the reduction to the student's account.

## 53 Group Insurance

~~Group insurance is available 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.~~

Arkansas Tech University provides full time faculty/staff an opportunity to participate in medical, dental, vision, life insurance, disability products, hospitalization, accidental injury, and major medical insurance on an elective basis. Changes can only be made during the year due to a qualifying life event, otherwise any additional changes cannot be made until Open Enrollment for the next plan year.

The University participates in the some cost of the medical, dental, and group term life insurance, please reach out to a member of Human Resources for the specific amounts.

## 56 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 \$2,000 has been designated as the maximum 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 an explanation of each item of expenditure. Plans for dissemination of the results are to be included. Applications may be submitted at any time, but 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~~ **Office of Sponsored Programs and University Initiatives** for subsequent transmittal to the ~~Faculty Salary, Benefits, and Awards~~ **Professional Development** 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 faculty member's 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 termination of employment.

### **63 Management (Private Gifts for Arkansas Tech University)**

The Foundation is governed by the ATU Foundation Board of Directors. Designation of membership is ~~done through a selection process~~ **coordinated by the Nominations Committee and approved by the full board**. The volunteer members of the Foundation Board provide prudent and sound investment management. They also work closely with the Advancement Division to raise funds from corporations, foundations, and individuals.

### **73 Affirmative Action**

Arkansas Tech University will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Arkansas Tech University will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

Arkansas Tech University will have an Affirmative Action Plan that contains a set of specific and result-oriented procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the **Director of Human Resources and Affirmative Action officer, ~~Ms. Jennifer Fleming~~ Mr. Robert Freeman** who can be reached by emailing [rfreeman18@atu.edu](mailto:rfreeman18@atu.edu) or [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu) or by calling 479-968-0241.

### **74 POLICY ON SEXUAL HARASSMENT**

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, including 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.

Sexual harassment by any faculty, staff or student is a violation of both law and University policy and will not be tolerated at ~~Arkansas Tech University~~. The University considers sexual harassment to be a very



serious issue and shall subject the offender to dismissal or other sanctions following the University's investigation and substantiation of the complaint and compliance with due process requirements.

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

EEOC Guidelines define sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the University or a factor in the educational program of a student; and/or
2. Submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individuals; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty-faculty, staff-staff, student-student). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.

Because of the unique situations which exist between students, faculty, supervisors and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty members are encouraged to remain professional in all relationships with students. As teachers, professors encourage the free pursuit of learning by their students. They hold before them the best scholarly standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflects each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It is manifested by verbal or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. A person who ~~consents~~ **is subject** to sexual advances may nevertheless be a victim of sexual harassment if those advances were unwelcome.

If a professor's speech or conduct takes place in the teaching context, it must also be persistent, pervasive and not germane to the subject matter. The academic setting is distinct from the workplace in that wide

latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Examples of sexual harassment may include, but are not limited to the following:

- Verbal abuse of a sexual nature, which is considered to include, but is not limited to epithets, derogatory comments, sexual advances, invitations, propositions, comments, or requests for sexual favors;
- Intimate unwelcome physical contact;
- Repeated unwanted discussions of sexual matters;
- Use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation;
- Ogling, leering, or prolonged staring at another person's body;
- Display or use of sexual graffiti or sexually-explicit pictures or objects;
- Sexually suggestive jokes, comments, e-mails, or other written or oral communications;
- Condition, explicitly or implicitly, academic or employment decisions upon an individual's submission to requests for sexual favors or conduct.

Individuals who are aware of or have been subjected to sexual harassment are encouraged to promptly contact the ~~Affirmative Action Officer~~ **Title IX Coordinator, Amy Pennington, Associate Vice President for Student Affairs/Dean of Students and Title IX Coordinator, Doc Bryan Student Services Center, Suite 233, (479) 968-0407, [apennington@atu.edu](mailto:apennington@atu.edu).**

### **Resolution Options**

The University provides two options for reporting and resolving matters involving sexual harassment: an informal resolution process and a formal complaint process. An individual who believes that he or she has been subjected to sexual harassment and seeks to take action may use the informal resolution process, the formal complaint process, or both. First use of the informal resolution process will, in most cases, be consistent with fairness and correcting an undesired circumstance with a minimum of emotional and professional damage. The informal resolution process and formal complaint resolution process are not mutually exclusive and neither is required as a pre-condition for choosing the other; however, they cannot both be used at the same time.

## **Informal Resolution**

An individual who believes that he or she has been subjected to sexual harassment should contact the ~~Affirmative Action Officer~~ **Title IX Coordinator** who will review the facts presented. The individual, if they are a faculty member, may additionally contact the Faculty Welfare Committee representative. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

Informal resolution may be appropriate when the conduct complained of is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. As there is no formal investigation involved in the informal resolution process, there is no imposition of discipline. University methods for resolving complaint informally include, but are not limited to:

- Mediating between the victim and the individual who is engaging in the offensive conduct;
- Aiding in the modification of the situation in which the offensive conduct occurred;
- Assisting a department or division with the resolution of a real or perceived problem; or
- Arranging for a documented meeting between the person allegedly engaged in the offensive conduct and a University official that involves, at a minimum, a discussion of the requirements of the Sexual Harassment policy.

The University will document any informal resolution. The documentation will be retained by the ~~Affirmative Action Officer~~ **Title IX Coordinator** and, if a faculty member is involved, and so requests, the Faculty Welfare Committee representative. The documentation will be kept confidential to the extent permitted by law. If a complaint is filed in a faculty or staff's permanent record, the faculty or staff member must be notified. An informal resolution meeting is not a precondition for filing a formal written complaint.

## **Formal Complaint**

An individual who believes that he or she has been subjected to sexual harassment may submit a written formal complaint setting forth all pertinent facts to the ~~Affirmative Action Officer~~ **Title IX Coordinator** who will ~~review and investigate~~ **assign a Title IX investigator to review** the facts presented. The individual, if they are a faculty member, may also request that a copy of the complaint be sent to the Faculty Welfare Committee representative. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

## **Investigation**

A formal investigation will be initiated if the complaint articulates sufficient specific facts which, if determined to be true, would support a finding that the University's policy was violated. ~~The Affirmative Action Officer~~ **The Title IX Coordinator, or designated Title IX investigator**, will give the alleged offender a copy of the complaint. The alleged offender is also provided with an opportunity to respond to it within five (5) ~~working~~ **business** days (ten ~~working~~ **business** days if school is not in session) of receipt by the alleged offender. The letter will include a statement advising the alleged offender that retaliation against the individual who filed the complaint is prohibited and will subject the alleged offender to appropriate disciplinary action if retaliation occurs.

Both the individual submitting the complaint and the alleged offender will be individually interviewed as a part of the official investigation as will any witnesses or persons who have information related to the complaint. Documents relevant to the complaint will also be examined. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. In the course of a complaint investigation, the University will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.

Findings will be based on the totality of the circumstances surrounding the conduct complained of, including, but not limited to:

- the context of the conduct;
- the severity;
- the frequency; or
- whether the conduct was physically threatening, humiliating, or was simply offensive in nature.

### **Representation**

During the complaint process, the individual making the complaint and the alleged offender may designate and thereafter be accompanied by an advisor of his or her choosing at meetings and interviews at which he or she is present; however, no representative may examine witnesses or otherwise actively participate in a meeting or interview.

## **1. Report of Findings and Recommendation – Complaints Against Non-Students**

The ~~Affirmative Action Officer~~ **Title IX Coordinator, or designated Title IX investigator**, will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the appropriate vice president within ten (10) ~~working~~ **business** days (twenty ~~working~~ **business** days if school is not in session) of receipt of the statement from the person whose conduct was complained about.

The appropriate vice president will promptly notify the individual bringing the complaint and the alleged offender that the investigation has been completed and attach a copy of the proposed statement of findings. A student's identifiable information, if any, which is confidential by law, will be redacted. Within five (5) ~~working~~ **business** days (ten ~~working~~ **business** days if school is not in session) from the date of notification, the individual bringing the complaint and the alleged offender may each submit, for consideration by the appropriate vice president, such comments and corrections as they may have. Within ten (10) ~~working~~ **business** days (twenty ~~working~~ **business** days if school is not in session) from the date of notification, the Vice President shall take one of the following actions:

- Dismiss the complaint if the result of the completed investigation is inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or
- Find that the Sexual Harassment policy was violated.

If the Vice President determines that this policy was violated, he or she shall determine a disciplinary action that is appropriate for the severity of the conduct. The Vice President shall inform the individual bringing the complaint, **the** accused individual and the appropriate dean or department head of his or her decision,

and shall attach a copy of the final statement of findings. Copies of the Vice President's letter, the attached statement of findings, and relevant documents shall also be sent to the ~~Affirmative Action Officer~~ **Title IX Coordinator**.

Disciplinary action may be appealed by the employee who is disciplined. Appeals for faculty shall be made, pursuant to the *Faculty Handbook*, to the Faculty Welfare Committee. Appeals for non-faculty shall be made, pursuant to *Classified Employee Handbook*, in the form of a formal grievance hearing.

## **2. Report of Findings and Recommendation – Complaints Against Students**

~~The Affirmative Action Officer~~ **The Title IX Coordinator, or designated Title IX investigator**, will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the Vice President for Student Services for a determination pursuant to Article ~~IV~~ **III** of the Arkansas Tech University Student Code of Conduct.

### **Filing of a False Complaint**

Individuals whose complaint is found to be both false and have been made with malicious intent will be subject to disciplinary action, which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

### **113 Non-discrimination Policy**

Arkansas Tech University does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of its practices, policies, or procedures. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates, or financial aid.

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, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991.

Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to ~~Jennifer Fleming, Affirmative Action officer who can be reached by emailing [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu) or calling 479-498-6020~~ **Bob Freeman, Director of Human Resources and Affirmative Action officer who can be reached by emailing [rfreeman18@atu.edu](mailto:rfreeman18@atu.edu) or calling 479-968-0396.**

### **118 Equity and Diversity Committee**

*Membership:* Coordinator for Affirmative Action/**Equal Employment Opportunity (chair) and Coordinator for Title IX (Chair)**, Deputy Title IX Coordinator **(s) (also serving athletics)**, Associate Dean For Student Wellness (or designee), Director of Health Services, Chief of Public Safety, **Assistant Associate Dean of Diversity and Inclusion**, ~~Dean of Students (or designee), Associate Dean for Diversity and Inclusion~~, three students appointed by the Student Government Association, three faculty members appointed by the Vice President for Academic Affairs in collaboration with the President of the Faculty Senate, and a Human

Resources Representative. Appointed faculty members should not serve more than three successive terms. A term equals one year.

*Function:* The committee will serve the campus by leading efforts to create an environment that respects, celebrates, and cultivates diversity and inclusion. This will be accomplished by formulating recommendations, reviewing policy, and identifying steps to implement recommendations. The committee will also assure compliance with all applicable federal and state laws that will foster Arkansas Tech University's commitment to building and sustaining an all-inclusive campus community.

#### **119 General Education Committee**

*\*Membership:* One faculty member elected from each college including the supernumerary voting block, one from the Ozark Campus, one faculty member appointed by the Vice President for Academic Affairs, one faculty member appointed by the Chair of the Faculty Senate, one faculty member appointed by the Chair of the Assessment Committee, **the Director of Assessment and Institutional Effectiveness as an ex officio member**, and one ex officio student member selected by the Student Government Association. Faculty membership restricted to regular faculty. Administratively appointed members should not serve successive terms. A term equals three years.

#### **125 Technology Prioritization and ~~Software Review~~ Impact Committee**

*Membership:* The Vice President for Administration and Finance or his/her representative, the Vice President for Student Services or his/her representative, the Vice President for Academic Affairs or his/her representative, the Vice President for Advancement or his/her representative, **the Vice President for Enrollment Management or his/her representative**, the Director of Information Systems who will serve as chair, the Director of Budget, the Director of Procurement, the Director of Institutional Research **and Effectiveness**, one faculty representative from the Faculty Senate **for the Russellville Campus, one faculty representative from the Faculty Senate for the Ozark Campus, the Assistant Director of Computer Services for the Ozark Campus, the Chief Fiscal Officer for the Ozark Campus**, and one staff representative from the Staff Senate.

*Function:* To review and prioritize new and on-going IT projects and review proposed software/hardware purchases for potential impact on multiple areas.

#### **126 ACADEMIC ADVISING**

The Academic Advising Center (AAC) is responsible for the enrollment of all first-time entering freshmen and ~~undeclared~~ transfer and new returning students **who have earned less than 60 hours**. ~~Effective fall 2013,~~ All incoming freshmen complete their first academic advising appointment and register for classes in the AAC. Undeclared, General Education Associates and all Bachelor's degree seeking students, (excluding the College of eTech and all other Associate degrees) continue to be advised by the AAC's professional staff until approximately sixty (60) credit hours.

## 126 ACADEMIC ADVISING CENTER

The Academic Advising Center is administered by a Director, who is directly responsible to the Assistant Vice President for Student Success. 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 AAC holds an interest in all students, focusing on incoming freshmen, ~~undeclared~~ transfer and new returning students **who have earned less than 60 hours**. The AAC will support and facilitate programs to enhance academic advising campus-wide.

## 127 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 Doc Bryan and may be contacted by calling (479) 968-0302, (479) 964-3290 (TDD), (479) 968-0375 (FAX), or by e-mail at [emeans@atu.edu](mailto:emeans@atu.edu)~~

**The Office of Disability Services serves as the central campus resource for students with disabilities covered by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. This office partners with students, faculty, and staff to enable equal access to programs and services. The Office of Disability Services is located in Doc Bryan Suite 141, and may be contacted in the following ways: Phone: (479) 968-0302; TTY: (479) 964-3290; Email: [disabilities@atu.edu](mailto:disabilities@atu.edu).**

## 141 College of eTech

The College of eTech enhances and supports the delivery of online courses. The College of eTech facilitates faculty development by emphasizing pedagogical foundations and technology integration in the design and delivery of quality, engaging courses. The college can be accessed at <http://online.atu.edu> [www.atu.edu/eTech](http://www.atu.edu/eTech).

Course developers work under the auspices of the university's approved Course Ownership Policy. A copy of the policy is included on page 141 of the *Faculty Handbook*.

The University uses Blackboard as its learning management system. Links are available on the college's **Teaching — Online Resources** site ([http://www.atu.edu/etech/teaching\\_online.php](http://www.atu.edu/etech/teaching_online.php)) (<http://www.atu.edu/eTech/resources>) for the most current version of Blackboard and additional support materials.

The *Faculty Handbook* requires teaching be evaluated by a standard, university-wide student evaluation.

## 149 USE OF COMPUTER

The University's information system network is a continually growing and changing resource supporting thousands of users and systems. Information ~~S~~system's resources are vital for the fulfillment of the academic, research and business needs of the University community. Use of ~~I~~nformation ~~S~~system

resources is a privilege. All users are expected to use Arkansas Tech University resources in a responsible manner consistent with Arkansas Tech University policies, guidelines, and operating procedures. Policies regarding appropriate use of computer resources can be found at

~~<https://support.atu.edu/link/portal/16084/16101/ArticleFolder/60/Policies>.~~

~~<https://support.atu.edu/solution/categories/7000046080/folders/7000071466/articles/7000019369-appropriate-use-of-computer-resources>.~~

## **145 ATU Emergency Notification and Preparedness**

~~The University is committed to the safety and well-being of its faculty, staff, students, and visitors to the campus. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of persons on the campus, the University will immediately notify the community using the Campus Emergency and Outreach Notification (CEON) system and other media outlets to advise of the situation, unless notification would otherwise compromise the effort to assist victims or contain the emergency.~~

~~Emergency messages will be sent out utilizing the following methods:~~

- ~~• Text messaging~~
- ~~• Email~~
- ~~• Phone calls~~
- ~~• Desktop notification~~
- ~~• Digital signage~~
- ~~• ALERTUS notification system for large gathering areas~~
- ~~• University website at [www.atu.edu/emergency](http://www.atu.edu/emergency)~~

~~Outreach messages will be utilized in less urgent, but still important, situations. These outreach messages may include winter weather closings.~~

~~In order to receive these important communications, members of the Arkansas Tech community must register for Campus Emergency and Outreach Notification (CEON). Information on how to register is located at this website, <https://support.atu.edu/link/portal/16084/16101/ArticleFolder/59/CEON>.~~

~~In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year and tests of the emergency notification systems on campus. The bi-annual test of the emergency notification system is designed to assess and evaluate the emergency plans and capabilities of the institution.~~

~~The University publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act. The University emergency response and evacuation procedures can also be located at [www.atu.edu/emergency](http://www.atu.edu/emergency). All University officials, faculty, staff, students, and visitors are directed to this site in an emergency and are encouraged to review the material before an event occurs. Emergency information can be located in every classroom and residence hall on campus in the ATU Emergency Procedure Guide as well.~~

~~Contact the Department of Public of Safety at 479-968-0222 or email [dps@atu.edu](mailto:dps@atu.edu) for more information.~~



### **Law Enforcement Authority**

Department of Public Safety (DPS) Officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission on Law Enforcement Standards and Training. DPS law enforcement authority comes from Arkansas State Statute 25-17-304 which confers upon the President of a state institution or higher education the right to create a University agency with the same powers and authority as any municipal, county, or state police agency in Arkansas. DPS officers have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If any minor offenses involving a violation of Arkansas Tech University rules and regulations are committed by a University student, DPS officers may also refer the individual to the Office of Student Conduct.

### **Law Enforcement Jurisdiction**

All service drives, alleyways, parking lots, any real or personal property owned or controlled by Arkansas Tech University and which is physically located within the Russellville city limits or elsewhere, shall fall under the jurisdiction of DPS. DPS works closely with other federal, state, and local law enforcement agencies including the Russellville Police Department, Pope County Sheriff's Office, Arkansas State Police, Fifth Judicial Task Force, Ozark Police Department, and Franklin County Sheriff's Office. DPS also maintains Mutual Aid Agreements, under the laws of Arkansas, with the Pope County Office of Emergency Management, Russellville Police Department, Pope County Sheriff's Office, and surrounding agencies. This agreement allows each department to provide assistance when necessary, for the purpose of investigating alleged criminal incidents. All members of the campus community are encouraged to cooperate fully with police personnel for their safety and convenience of everyone.

### **Reporting Crime or Emergencies On-Campus**

To maximize safety on campus, DPS strongly encourages anyone with knowledge about any crime, suspicious activity, or unsafe actions or conditions on campus to make an immediate and accurate report to DPS in person or by telephone. Reporting does not mean you must take legal action; however, it may help law enforcement stop further incidents as well as help keep the community informed about criminal activity. All crimes should be reported to DPS to aid in providing timely warnings or emergency notifications to the community when appropriate and for inclusion in the annual crime statistics disclosure.

Call 911 in an emergency if you are the victim of or witness to a crime and need police, fire, or medical assistance. In nonemergency incidents reports can be made in person at the Department of Public Safety, located at 1508 N. Boulder Avenue, Russellville, AR, 72801 or call (479) 968-0222 to speak with an officer. Arkansas Tech University students requiring non-emergency medical care and counseling services may contact the ATU Health and Wellness Center at (479) 968-0329.

### **Emergency Alerts**

The University is committed to the safety and well-being of its faculty, staff, students, and visitors to the campus. Upon the confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or staff occurring on the campus, a notification will be made without delay to the University community. The University initiates the notification to the community using the ATU Alert system. Emergency messages will be sent out via text messaging, email, phone calls, desktop notification, digital signage, ALERTUS notification system for large gathering areas, and RSS feed on the University website at [www.atu.edu](http://www.atu.edu).

## **Security of and Access to Campus Facilities**

The ATU campus is made up of a variety of facilities, primarily student residences and academic/administrative buildings. Academic/administrative facilities are open during normal business hours (8:00 AM to 5:00 PM) to faculty, staff, students, and University guests. After-hours access to locked academic and administrative buildings is restricted to authorized persons holding keys or electronic access cards for the facilities. After-hours access is limited to those who have authorization through their status as students, faculty, staff, or visitors in connection with special events or invitation. This access is granted through the ATU Card Office and/or DPS. Public Safety Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

Residence halls are for the use and enjoyment of the residents of the building and their guests. Students residing in residence halls are given keys and/or an electronic access card to their residence halls. All residence halls, except University Commons, Vista Place Apartments, and Stadium Suites, have an electronic card reader on the exterior entrances. Exterior doors remain locked 24 hours a day. Interior hallway doors are to be locked at all times. Access to the individual rooms is limited to the residents and authorized University employees who must follow procedures established to protect the safety of the residents. Public Safety Officers and Residence Life staff monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity.

## **Security Awareness and Crime Prevention Programming**

The safety awareness programs and crime prevention programs at ATU are based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and the security of others.

DPS in cooperation with other University organizations and departments, is responsible for presenting security awareness and crime prevention programs to the campus community annually and more often depending on the program type. The Department of Public Safety in collaboration with other University departments offer crime prevention programs throughout the year to raise awareness for a variety of topics including, but not limited to, suicide prevention, sexual assault, dating violence, harassment, and hazing prevention.

DPS conducts the following security awareness and/or crime prevention programs for students each year: Residence Life Staff Training, CRASE (Civilian Response to Active Shooter Events), Emergency Preparedness Month, which includes CPR/AED certification course, weather spotting course, First 15 Minutes course, and Emergency Preparedness Expo, and New employee orientation.

## **The Annual Security and Fire Safety Report**

This report includes statistics for the previous three years (2014, 2015, and 2016) containing reported Clery reportable crimes and fires that occurred: (1) on-campus; (2) in certain off-campus buildings or property owned or controlled by Arkansas Tech University; and (3) on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies about campus security and policies addressing domestic violence, dating violence, sexual assault, and stalking. In accordance with the Clery Act, the Arkansas Tech University Russellville Campus (ATU Russellville) and the Arkansas Tech University Ozark Campus (ATU Ozark) are each defined as separate campuses and the 2017 Annual Security and Fire Safety Report contains information for both campuses (Russellville and Ozark). The complete 2017 Annual Security and Fire Safety Report, can be found as a digital version at <http://www.atu.edu/securityact/>.

## **Drug-Free Schools and Communities Act Amendments of 1989**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, the institution has developed and implemented a program to prevent the unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees. The institution's annual Drug-Free Schools and Communities Act notification includes the items listed below. A complete description of these topics, as provided in the University's annual notification to students and employees, is available online at: <http://www.atu.edu/cslcenter/aod.php>.

## **Parking and Traffic Information**

A complete list of parking and traffic information may be located at <https://www.atu.edu/psafe/park-info.php>. The regulations include information on the following important topics:

**Accessible Parking:** As required, a number of parking slots have been set aside for use by permanently handicapped individuals only. Each space has been marked with signs and or blue and white paint on the space. If these spaces are full, you may park in any color zone, but not in spaces marked as loading zones, timed parking and reserved, as long as you display your valid disability license plate or placard. Vehicles found illegally parked in these spaces are subject to towing and impoundment fees. Only individuals who have been issued, and are displaying, a disability license plate or placard issued by the State of Arkansas are permitted to park in spaces marked with blue and white stripes. Vehicles must also have valid Tech hangtag. License plates, decals and placards may be obtained from the State Revenue Office at 105 South Rochester, Russellville, AR. For information, call (479)968-1526. Transfer of a disability license or placard is a violation of the Arkansas state law. The offender will be ticketed accordingly. Persons requesting temporary disability status for parking must be authorized by the ATU Health and Wellness Center located in Doc Bryan and, if eligible, then obtain a special Temporary hangtag from DPS. You will then be eligible to park in the areas marked RED or handicapped space only for the dates specified.

**Ticket Appeals:** All appeals will be dealt with according to the rules and regulations stated in the Parking Booklet. All appeals must be made within three school days. Appeals made after three school days will not be considered. All faculty, staff and student appeals should follow the stated procedures. Appeals should be done online. Go to Onetech, Purchase Parking permit and the appeal form is on the same page.

## **151 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 on the Tech website: <http://budget.atu.edu>. Click on forms and then Travel Manual. All travel questions should be directed to the Budget Office. Please note that all out of country travel must be pre-approved by the ~~traveler's Vice President~~ ~~President of the University~~.

## **152 Preparation of Operating Budget**

Budget planning and priorities are developed by the Budget Advisory Committee, of which the President is a ~~member~~ ~~the chairperson~~. Other members of the committee are the vice presidents, Chancellor of the Ozark campus, chief officers of the Ozark Campus (i.e., Academics, Finance, and Student Services), academic deans, Athletic Director, Director of Library, Chairperson of the Faculty Senate (or designated

representative), Chairperson of Staff Senate or his/her designated representative, Chairperson of Student Government Association or his/her designated representative, Director of the Arkansas Tech Career Center, and a faculty member elected at large. The Chief of Staff to the President, Director of Budget, Assistant to the Vice President for Academic Affairs, and Director of Institutional Research serve as ex officio members.

**157 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.

**\*\*Section 2: Faculty Handbook Changes**

B. Changes to the Faculty Handbook of a substantive nature shall require approval by two-thirds of the Senate membership.