Additions, Deletions and Changes for the 2011 Faculty Handbook

~~**Deleted**~~ **Added**

Administrative Chart (page 8-9 both 2010 & 2011 versions)

Centennial Initiative under "President" is changed to *Community Initiatives*, under "Vice President of Academic Affairs", the departments of *English* and *Foreign Languages* were combined into the new *English and World Languages* (under the Dean of Arts and Humanities), the *Math and Science Institute* was deleted (under Dean of Graduate College), the ATU Degree Center at Mid South Community College was added (under Academic Outreach), and under the "Associate Vice President for Academic Affairs", *Veteran Services* and the *Assistant Vice President for Academic Affairs* were added with *eTech* added under the Assistant VP.

Organizational Units of Instruction (page 7 in both 2010 & 2011 versions)

Under Arts and Humanities, the departments of *English* and *Foreign Languages* were combined into the *Department of English and World Languages* and the *Math and Science Institute* was deleted.

***Human Resources Termination Procedures (page 49 2011 version)**

Before an employee's final paycheck will be issued, the following must be completed:

a. Exit interview with the Office of Human Resources
b. Exit interview packet of termination materials completed and returned to the Office of Human Resources.
c. Clearance from the Bookstore, Library, Computer Services, Physical Plant, and Student Accounts offices.

Questions concerning leave (when applicable), conversion of insurance, or retirement will be addressed during the exit interview.

Any keys or University property the employee may have must be returned prior to the delivery of the final paycheck.

After clearance from Human Resources, the employee may pick up the final paycheck from the Payroll Office, unless otherwise arranged. Automatic bank deposit is not allowed for a final paycheck. Additionally, the final paycheck will include all salary due the employee at the time of termination.

~~**Human Subjects Committee**~~ **(page 65 2010 version)**

~~*Membership:* Eight members - one representative from each college appointed by the college deans, Dean of Graduate College (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.~~

***Institutional Review Board (IRB) (page 67 2011 version)**

Membership: Seven members serving three year terms on a rotating basis. One member appointed from the following colleges appointed by the Dean: Applied Sciences, Arts and Humanities, Business, Education, and Natural and Health Sciences; one member from the supernumerary group appointed by the Dean of the Graduate College and the Dean of the College of Professional Studies and Community Outreach; and one member appointed by the Vice President for Academic Affairs. The chair will be elected annually by the committee.

Function: Review requests on research involving human or animal subjects. Conduct periodic reviews of human or animal subject policy and procedures.

Reporting Grades (page 72 2010 version, page 74 2011 version)

~~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.~~

**After grade submission due dates, grades are available on the student's OneTech account. Notification is sent to students in academic jeopardy.

eTech (pages 80-81 2010 version)

~~*eTECH was established in response to the changing higher education environment. eTECH provides Computer-Based Training for faculty and students on computer applications and programming languages and supports models for extending instructional programs. These models include distance learning via on-line courses and web-assisted courses. eTECH will also provide support for other innovative variations on traditional courses and degrees that will better meet the needs of an increasingly diverse student population. eTECH can be accessed at http://etech.atu.edu.~~

~~Arkansas Tech University uses Blackboard as the course management system platform for the delivery of distance education and for web-enhanced face-to-face instruction on campus. The system is supported by a Help Desk and a staff of highly trained network specialists who maintains the software and hardware necessary for success. The Blackboard system has built-in tutorials, and the Help Desk is available for further assistance through email and by telephone. Links are available on the eTECH site to the most current version of Blackboard.~~

~~Faculty are provided with training as needed or requested to allow them to effectively use technology to support course objectives. Help is available for faculty and adjuncts on the eTECH site at http://etech.atu.edu or by calling the Help Desk at 479-968-0646.~~

~~It is important to remember that courses offered through electronic methods to students who are not physically in the classroom are still subject to the same requirements for the provision of syllabi, attendance accounting, and evaluation as traditionally taught courses. The *Faculty Handbook* requires that teaching be evaluated by a standard, university-wide student evaluation. An instrument with the same items and characteristics as the paper-based instrument has been developed using QuestionPro. A link to the on-line instrument must be provided to all students enrolled in the course during the last week of the term. The appropriate link will be provided to all instructors teaching electronically delivered courses for distribution to students. The results will be~~

~~analyzed and distributed by the Office of Institutional Research using the same procedures as those evaluations collected by paper and pencil methods.~~

~~Questions or requests for assistance regarding the Blackboard course management system should be directed to the eTECH Systems Administrator at 479-964-0577 or bbsystem@atu.edu.~~

~~Due to the increase in electronically offered courses and degree programs, the university has developed and approved a Course Ownership Policy that spells out the rights and responsibilities of both parties. A copy of the policy is included on page 87 as the paper-based instrument has been developed using Web Surveyor. A link to the on-line instrument must be provided to all students enrolled in the course during the last week of the term. The Blackboard Administrator will provide the appropriate link to all instructors teaching electronically delivered courses. The results will be analyzed and distributed using the same procedures as those evaluations collected by paper and pencil methods.~~

***eTech (pages 83-84 2011 version)**

eTech is a campus-wide initiative to enhance and support the delivery of online courses. eTech facilitates faculty development by emphasizing pedagogical foundations and technology integration in the design and delivery of quality, engaging courses. eTech can be accessed at http://etech.atu.edu.

The *Faculty Handbook* requires that teaching be evaluated by a standard, university-wide student evaluation. The current student evaluation system is ClassClimate.

Online courses are subject to the same requirements as traditionally taught courses. An online course is evaluated when it reaches 80% completion. At that point, students are sent an invitation email to complete the evaluation. Follow up emails are sent until the evaluation is completed or the survey closes. Results are analyzed and distributed by the Office of Institutional Research using the same procedures as those evaluations used in face-to-face courses.

eTech course developers work under the auspices of the university's approved Course Ownership Policy. A copy of the policy is included on pages 89-90 of the *Faculty Handbook*.

eTech uses Blackboard as the course management system for the delivery of online courses. Links are available on the eTech site (http://etech.atu.edu) to the most current version of Blackboard and additional support materials.

eTech works collaboratively with Computer Services. For technical support, please contact the Computer Services' Help Desk at 479-968-0646 or 1 (866) 400-8022. Assistance with general technical issues is available at tech.support@atu.edu. For specific support of Blackboard, contact the Help Desk at bbsystem@atu.edu or visit the Computer Services website at http://cservices.atu.edu. Computer Services is also on Facebook at http://Facebook.com/ARTechCServices and Twitter at http://twitter.com/ARTechCServices.

SELECTION OF TEXTBOOKS (page 83-84 2010 version, pages 85-86 2011 version)

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. **Please go to the Faculty Resources page for a more detailed "Statement Concerning Selection of Texts". Since the Bookstore buys used textbooks for resale, the Deans of the Colleges, 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 College to the Bookstore for acquisition. *Acts 175 and 105 of 2007 require specific dates for textbook selection and prohibit inducements for requiring students to purchase a specific textbook.

*CLASSIFIED EMPLOYEES (page 90 2011 version)

Faculty who supervise classified employees should familiarize themselves with the *Classified Employee Handbook* located on the Human Resources website.

STUDENT LABOR (page 88 2010 version, page 90 2011 version)

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 familiarize themselves with the *Student Employment Handbook* located on the Payroll website and also 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 or by going to their website http://www.atu.edu/finaid/index.shtml

CURRICULAR APPROVAL PROCESS* (pages 112-116 2010 version)

~~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 College~~
~~--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 oversees changes affecting curricula 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 all inclusive. Questions should be addressed to the Registrar's Office.~~

~~Change catalog description~~	~~Upgrade or change program requirements~~
~~Adding hours to a course (1001 to 1002)~~	~~Add/delete pre-requisites~~
~~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~~
~~Change course number~~	~~requirements within the department~~

~~*Clarification of usage of course and curriculum change proposal formats:*~~

~~Request for Course Addition, Request for Course Deletion, and Request for Course Change:~~

~~A. These request forms are intended to provide a format for the presentation of a proposal to the appropriate committee for addition, deletion, or change to a single course.~~

~~Acceptable changes would include deleting courses from the course inventory which are no longer offered and not required in a major, changing a course description or course title, changing a course pre- or co-requisite, and cross-listing a course. This list is not intended to be all inclusive as other minor course changes may be necessary which can be handled using this format.~~

~~*Updated 8/1/09~~

~~Request for New Program and Request for Change in Program~~

~~The Request for New Program format is intended to be used for submission of proposals to add a new degree/major, option, or minor, while the Request for Change in Program is designed for modification or deletion of an existing degree/major, option or minor.~~

~~Proposals are reviewed by a number of individuals on campus, and the intent of the proposing department may be difficult to determine if all proposals concerning a particular degree/option are submitted at different times. For clarification and ease of understanding, it is strongly encouraged that all changes relating to a new or existing degree/major be submitted as one "packet," including requests for course additions, etc., as appropriate.~~

~~For clarification, if the department intends to delete an existing twelve hours of required coursework, add back nine hours of new coursework, and make up the difference with three hours of 3000-4000 level electives, then all of this information should be included in one proposal and outlined in the program template provided. It is understood that curriculum proposals of this nature will be cumbersome in that information will still need to be included on new courses with the Request for Course Addition form. However, the ability to "follow it all the way through" is desirable for the reviewing committees and needed by both the Registrar's Office and the Office of Academic Affairs in reviewing the proposed changes and modifying the catalog.~~

~~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.~~

~~A. Process:~~

~~1. After development and departmental approval, the Department Head will submit a proposal to the College Dean who shall review the proposal and then forward to the Registrar all recommended proposals.~~

~~a. Proposals for course additions, deletions or changes shall be submitted according to the appropriate format. 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 additions, changes, or deletions shall be submitted using the appropriate format and shall include specific learning outcomes and assessments.~~

~~(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" as outlined on the Arkansas Department of Higher Education website, http://www.adhe.edu/divisions/academicaffairs/Pages/academicaffairs.aspx~~

c. ~~Each proposal should be reviewed for completeness according to the Curriculum Checklist before beginning the approval process. Please provide a signed copy of the checklist as part of each proposal.~~

d. ~~Proposals should include a requested effective or implementation date.~~

e. ~~A Departmental Support Form should also be completed for every department affected by a course change.~~

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.~~

3. ~~After review by the Registrar, the proposals will be submitted to the following faculty committees, as appropriate:~~

~~Undergraduate Proposal~~	~~Graduate Proposal~~
~~Teacher Education Council~~	~~Teacher Education Council~~
~~General Education Committee~~	~~Graduate Council~~
~~Curriculum Committee~~	
~~Faculty Senate~~	

~~Proposals affecting the teacher certification and master's programs in Education should be presented first to the Teacher Education Council. Proposals affecting general education should be presented to the General Education Committee.~~

~~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 typically 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 (college 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 following schedule.~~

~~Typical Time Frames for Curriculum Proposals:~~

~~Stages~~	~~Course/Curriculum Change~~	~~Program Proposal~~
~~Preparation/Approval by Department Head & Dean~~	~~January through September~~	~~January through September~~
~~Arkansas Higher Education Coordinating Board (letter of intent for new program proposal)~~		~~September 1~~
~~Registrar~~	~~October 1~~	~~October 1~~
~~Teacher Education Council/General Education Committee/Curriculum Committee~~	~~October 1 – November 30~~	~~October 1 – October 30~~
~~Faculty Senate/Graduate Council~~	~~October 1 – December 15~~	~~October 1 – November 10~~
~~VPAA/President/Board of Trustees~~		~~November 15 – 20~~
~~Arkansas Higher Education Coordinating Board (program proposals for February Coordinating Board meeting due)~~		~~November 20~~

~~For up-to-date Curriculum Proposal Forms in both Word (click on the name) and PDF (click on symbol) format, please go to~~ ~~http://www.atu.edu/registrar/curriculum_forms.shtml~~

CURRICULAR APPROVAL PROCESS* (pages 115-118 2011 version)

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:

--Deans and department heads
--Registrar
--Vice President for Academic Affairs

Curriculum changes can be classified as either cosmetic or regular, with the difference mainly consisting of the amount of documentation required and the shortened time period required for review by the appropriate committees.

A cosmetic change is one which does not significantly impact another department, or change the intent or focus of the affected course or curriculum. This definition allows for some flexibility, and what appears to be cosmetic to some may not appear so to others. Curricular changes not deemed cosmetic will require completion of the standard curriculum change forms, and will proceed through faculty governance as usual.

The department head and faculty member initiating the curriculum change will need to determine whether the change requested can be considered cosmetic or whether the change will need to be initiated utilizing the standard curriculum change forms.

Forms and Instructions: http://www.atu.edu/registrar/curriculum_forms.shtml (Word and PDF versions)

Cosmetic Change Request Form

This form requires identification of the course being changed, an outline of the actual change requested including a rationale for the change utilizing assessment information, and a justification as to why this change is cosmetic. The form may also be used in the event that the change requested is programmatic in nature, but still considered cosmetic by the requesting faculty member and department. Programmatic cosmetic changes must be accompanied by a curriculum matrix. If the change affects another department, a Departmental Support Form for each department affected must be included.

Request for Course Addition, Request for Course Deletion, and Request for Course Change

These request forms are intended to provide a format for the presentation of a proposal to the appropriate committee for addition, deletion, or change to a single course.

*Updated 8/1/11

Request for Program Addition and *Request for Program Change or Deletion*

The Request for Program Addition format is intended to be used for submission of proposals to add a new degree/major, option, or minor, while the Request for Program Change or Deletion is designed for modification or deletion of an existing degree/major, option or minor.

Proposals are reviewed by a number of individuals on campus, and the intent of the proposing department may be difficult to determine if all proposals concerning a particular degree/option are submitted at different times. For clarification and ease of understanding, it is strongly encouraged that all changes relating to a new or existing degree/major be submitted as one "packet," including requests for course additions, etc., as appropriate.

II. Submission Stage:

Curriculum proposals may be submitted at any time during the academic year. Faculty are encouraged to review curricula and submit changes based upon evidence derived from assessment data, using both direct and indirect measures, and upon an analysis of the current state of the discipline.

However, to be included in the catalogs for the upcoming academic year, proposals are due in the Registrar's Office no later than October 1 of each year. This allows for timely submission of the proposals through both the cosmetic change process and the regular curriculum change process. It also allows for timely submission of any program proposals (whether new, modifications, or deletions) to the Arkansas Higher Education Coordinating Board, so that those programmatic change may also be included in the upcoming academic year's catalog. Proposals submitted after October 1 require the approval of the Vice President for Academic Affairs for action during the current curriculum cycle. If approval is not given, those proposals will be held for action during the next fall semester.

III. Approval Stage:

Although curricular development may occur throughout 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 (see above on timeline for submission).

A. Process:

1. After development and departmental approval, the Department Head will submit a proposal to the College Dean who shall review the proposal and then forward to the Registrar all recommended proposals.

    a. Cosmetic changes should be submitted utilizing the cosmetic change form and should include all required information, including documentation of assessment evidence supporting the change.

    b. Proposals for course additions, deletions or changes shall be submitted according to the appropriate format. 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.

c. Proposals for program additions, changes, or deletions shall be submitted using the appropriate format and shall include specific learning outcomes and assessments.

(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" as outlined on the Arkansas Department of Higher Education website: http://www.adhe.edu/divisions/academicaffairs/Pages/aa_academicproposals.aspx

d. Each proposal should be reviewed for completeness according to the Instructions listed on the Curriculum Committee website before beginning the approval process.

e. Proposals should include a requested effective or implementation date.

f. A Departmental Support Form should also be completed for every department affected by a course change.

2. The Office of Academic Affairs will ask the Registrar to summarily review each proposal for satisfaction of inclusion of all relevant information. 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.

3. After review by the Registrar, all cosmetic changes (undergraduate and graduate) will be posted on the Curriculum Committee's website for review by all faculty. In particular faculty serving on the committees listed below should review each proposal carefully.

Undergraduate Proposal	Graduate Proposal
Teacher Education Council	Teacher Education Council
General Education Committee	Graduate Council
Assessment Committee	Assessment Committee
Curriculum Committee	
Faculty Senate	

Cosmetic changes will be posted for a minimum of two weeks, during which time any faculty member may object to the proposal on the basis that it is not cosmetic, or may object to the completeness of the proposal's justification / rationale. These objections must be emailed to curriculum@atu.edu with a "cc" to the appropriate department head. If the proposal is deemed cosmetic but needs additional information or rationale, this will allow the initiating department to submit a revised cosmetic change with complete justification; conversely, if the proposal is not considered cosmetic, the department will have the opportunity to prepare a standard curriculum proposal as appropriate. Unless objections are received, the changes will then be considered "approved" by the faculty at large, and will then be implemented in the appropriate catalog.

Regular undergraduate curriculum proposals will also be posted on the Curriculum Committee website and should be reviewed by the committees identified above. Regular graduate curriculum proposals will be posted on the Graduate Council's website and should also be reviewed by the appropriate committees listed above.

Proposals affecting the teacher certification and master's programs in Education should be presented first to the Teacher Education Council. Proposals affecting general education should be presented to the General Education Committee.

After approval through faculty governance, all 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. All new programs, modifications of programs, or program deletions require final approval by the Arkansas Higher Education Coordinating Board.

IV. Catalog Stage:

Once all needed approvals are obtained, the curricular changes must be prepared and submitted for inclusion in the next University online 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 the online copy. The timetable is typically as follows:

A. Academic Affairs forwards catalog copy (excluding curricula) to Vice Presidents and Deans for editing ..... October 15

Edited catalog copy to Academic Affairs for compilation..... November 15

B. Academic Affairs forwards link to online developmental catalog to Deans for proofing .....March 1

Final edited copy due in Academic Affairs .....March 15

Catalogs available online .....April 1