

Changes made to the 2020 Faculty Handbook

Added ~~Removed~~

Removed all footnotes referencing changes/additions from 2015 (example*Amended 8/1/15)

Table of Contents updated

Organizational Charts updated

Organizational Units of Instruction, Research and Public Service updated

AHECB Approved Degree Program updated

The Sexual Harassment Policy, the Sexual Misconduct Policy and Procedures, and the Nondiscrimination Policy are replaced with the new Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures.

Page#

40 **Academic Termination Policies and Procedures.**

2. C. 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~~ 6.

43 **Procedures for Imposition of Sanctions other than Dismissal**

5. b. 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~~ 9, petition the Faculty Welfare Committee for such action as may be appropriate.

44 **7. Reappointment of Nontenured Faculty**

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~~ 3 and ~~F~~ 4, 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.

56 **Retirement Benefits**

~~State law requires that all full-time faculty participate in an approved retirement system. The systems available are the Arkansas Public Employees Retirement System (APERS), the Teachers' Insurance and Annuity Association (TIAA-CREF), and the Arkansas Teacher Retirement System (ATRS). To participate in the ATRS, faculty and department heads must be fully vested with the retirement system. Basic information on these plans will be furnished in faculty orientation sessions.~~

State law requires that all full-time faculty participate in an approved retirement system. Once a retirement plan has been selected, it cannot be altered during the course of employment at ATU. Eligibility in retirement systems is as follows:

- **Teachers' Insurance and Annuity Association (TIAA-CREF)**
 - o All employees
- **Arkansas Public Employees Retirement System (APERS) with limitation**
 - o Employees fully vest in APERS prior to hire date at ATU.
- **Arkansas Teacher Retirement System (ATRS) with limitation**
 - o Employees classified as faculty and/or department head AND
 - o Fully vested with ATRS prior to hire date at ATU.

Basic information on these plans will be furnished in faculty orientation sessions.

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

Membership: Membership of the Faculty Senate will be established according to Article II, Section I, of the Constitution of the Faculty Senate of Arkansas Tech University. For elected members, a term equals three years, and no senator may serve more than two consecutive terms.

One senator will serve as a full voting member to represent adjunct faculty. This senator is exempt from restrictions requiring tenure/instructor track status and is chosen at the discretion of the Committee on Adjunct Support. This senator must currently be working as an adjunct faculty member when serving on the Senate.

171 **Center for Excellence in Teaching and Learning (CETL) Advisory Board**

Membership: Director of CETL who serves as chair (ex officio), one tenured faculty member elected from each college (including the supernumerary group), and two elected at-large faculty members (one tenured, one untenured). Elected faculty will serve staggered, three year terms. (~~Note: Initial terms are as follows: Three years—Arts and Humanities, Business, and at large tenured; Two years—Education, Engineering and Applied Sciences, and at large untenured; One year—Natural and Health Sciences and Supernumerary.~~)

174 **General Education Committee**

Membership: One faculty member elected from each college including the supernumerary voting block; **one faculty member appointed by the respective dean from the following areas: English, Mathematics, Physical Sciences, Biological Sciences, History and Political Science, and Behavioral Sciences;** 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 Student Learning 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; however, the Committee on Adjunct Support may choose to have a representative. Administratively appointed members should not serve successive terms. A term equals three years.

(Note: initial terms for the members appointed by the deans are as follows: Three years – English and Mathematics; Two years – Physical Sciences and History and Political Science; One year – Biological Sciences and Behavioral Sciences.)

Beginning August, 2020, the chair of the General Education Committee will be appointed by the chair of the Faculty Senate, in consultation with the previous General Education Committee chair, for a three-year term. The chair will be appointed from a current member of the General Education Committee, resulting in that faculty member serving more than a three-year term.

Function: Exercise oversight of general education: regularly assess the degree to which the University is meeting the stated general education goals, review general education goals and requirements, evaluate proposals that affect general education, and clearly and publicly articulate the purposes, content, and intended learning outcomes of general education.

175 ~~Sexual Misconduct Hearing Board~~ **Grievance Pool Members**

Membership: By August 15th of each year, the President of the University shall appoint two faculty members and two staff members to serve as ~~Sexual Misconduct Hearing Board~~ **Grievance Pool** members for a period of one year. Each hearing shall have three members, consisting of one faculty member, one staff member and the Dean of Students serving as chair. Each member of the ~~Hearing Board~~ **Grievance Pool** will receive training annually.

Function: To hear cases of alleged sexual misconduct, determine if such violations occurred, and impose sanctions as appropriate.

182 **Procedure for Dropping a Course or Withdrawing Class Schedule**

Students can request a course drop or total withdrawal online by selecting the Registration tab, click “Drop Classes or Withdraw” in Registration box on the Registration tab in the OneTech.

212 ~~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/eslcenter/aod.php>.~~

Drug Free Workplace

State agencies that receive federal funds certify that they will maintain a drug free workplace. Failure to do so may result in a suspension of contracted payments, contract termination or debarment from future government awards. Any employees violating this policy will be subject to discipline up to and including termination. State agencies, boards and commissions are required to certify that they are in compliance with the Drug Free Workplace Act of 1988. It is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency’s or institution’s workplace is prohibited. Violation of this policy can subject employees to discipline up to and including termination.

Accordingly, the following are policy statements which shall govern the various forms of controlled substance abuse on the university campus or in the university workplace.

1. The university will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way illegally transfers a controlled substances to another person, or illegally sells or manufactures a controlled substance, or illegally uses a controlled substance while on the job, on university premises, or in university vehicles will be subject to discipline up to, and including, termination.

2. The term “controlled substance” means any drug listed in 21 USC §812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, “crack”, and “ice”. Also included are legal drugs which are not prescribed by a licensed physician.

3. Each employee is required by law to inform the university within five days after he or she is convicted of violation of any federal or state criminal drug statute if such violation occurred on university premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.

4. The university will notify the federal funding agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten days of receiving notice of the conviction from the employee or otherwise receiving actual notice of such conviction.

5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to, and including, termination. Alternatively, and at the sole discretion of the university, the employee may be required to successfully complete a drug rehabilitation program sponsored by an approved private or government institution.

6. Abiding by the Drug-Free Workplace policy is considered to be a condition of employment for all university employees. Human Resources will ensure that all employees acknowledge, in writing, receipt of a copy of this policy.

ARTICLE II: MEMBERSHIP AND TERMS OF OFFICE

Section 1: Elective Membership - One Senator shall be elected by each of the Colleges of the University upon obtaining a minimum of fifteen full-time faculty members. A College shall be eligible for one additional Senator for each twenty full-time faculty members or additional portion thereof. A College entitled to multiple Senators may elect no more than two from any one department. Any College or independent Academic Unit that has less than fifteen full-time faculty members will be combined into a Supernumerary voting block operating under the above delineated rules. **One adjunct faculty member will also serve as a Senator with full voting privileges.**

Section 2: *Restrictions upon Membership

Paragraph A: All faculty with the rank of Assistant Professor/~~Assistant Librarian/Instructor~~ or above are eligible for elective membership in the Senate.

Paragraph B: No administrative officers above the position of Department Head shall be eligible for membership in the Senate.

Paragraph C: ~~One adjunct faculty member will also serve as a full voting member of the Faculty Senate. This Senator is exempt from the restrictions in Paragraph A.~~

231 **VII. Graduate Program Director**

A. Graduate Program Director Description and Responsibilities.

~~A graduate program director is appointed by the department head and approved by the Dean of the College in which the degree program is offered. The Vice President of Academic Affairs makes final approval. The graduate program director serves at the pleasure of the department head and dean of the college. The graduate program director serves as the liaison between the graduate program and the Graduate College. It is the responsibility of the graduate program director to work with the graduate faculty to ensure policies and procedures are followed.~~

The Graduate Program Director (GPD) serves as an advocate for his/her graduate program and functions as a liaison among graduate students within the program, the department (including faculty) in which the program resides, and the Graduate College. The GPD is recommended for appointment by the Department Head in which the program resides and approved by the Dean of the College and the Dean of the Graduate College. The appointment is a three-year term renewed annually following evaluation by the Department Head in which the program resides. Thus, the GPD shares roles and duties both to the department in which the program resides and to the Graduate College. Because of the added responsibilities of the GPD (listed below), the position should receive the equivalent of a one course release or overload (as appropriate) during each semester in which the GPD is active (typically fall, spring, and summer, but may vary by college). The goal of every Graduate Program Director should be to ensure the academic integrity of the graduate program while promoting the success of individual graduate students.

B. Graduate Program Director Qualifications

~~A graduate program director must hold regular graduate faculty status, remain active in graduate level work and be eligible for renewal of their regular graduate faculty member status every 6 (six) years. A doctoral program director must hold doctoral faculty status.~~

Terminal degree in a field appropriate and relevant to the graduate program of study. Experience with the supervision of graduate students or administration of a graduate program. Graduate faculty status and participation in scholarly activity and teaching appropriate for recertification in graduate faculty status every 6 years.

C. Role of the Graduate Program Director:

1. Models excellence in teaching and scholarship in graduate education.

2. Maintains the academic integrity of the graduate degree program.
3. Responds to notifications from the Graduate College on the academic status of students in the graduate degree program and implements appropriate action.
4. Facilitates the recruitment and admission of graduate students.
5. Prepares and monitors learning objectives, student outcomes and facilitates assessment of the graduate program on an annual basis.
6. Responsible for providing accurate information for the Graduate College catalog and promotional materials.
7. Works directly with the Graduate College on issues regarding the graduate program and serves as an advocate for the program.
8. Maintains records and communicates actions taken on behalf of the graduate program to the Department Head.

D. Activities of the Graduate Program Director:

1. Makes timely recommendations for student admission following standards established by the Graduate School and any additional graduate program-specific requirements. Recommendations for conditional admission should include written descriptions of deficiencies and conditions to be met by the student.
2. Makes recommendations to the Graduate College for graduate assistantships and scholarships.
3. Assists the Department Head in the maintenance of records of all doctoral, regular, and non-regular graduate faculty.
4. Keeps graduate faculty and students informed of all deadlines and policies of the Graduate College.
5. Approves all candidacy forms and course substitution forms for graduate students.
6. Approves all thesis topic approval forms.
7. Notifies the Graduate College of dates, time and location of thesis and/or doctoral defenses.
8. Notifies the Graduate College of results of comprehensive, exit, terminal or other examinations required.
9. Works in collaboration with the Graduate College to market and recruit students to graduate programs.
10. Communicates and advises graduate students in the absence of an advisor.
11. Attends graduate program director meetings held by the Graduate College or, if unable to attend, appoints a proxy to represent the graduate program.
12. Provides leadership to the graduate program during the Fall, Spring, and Summer terms.
13. Provides input to the faculty and Department Head on curriculum and course offerings.
14. Reports regularly to the department on the status of the graduate program and students' progress.