

Proposed Faculty Handbook Edits 2023-2024

Current Handbook & Proposed Changes (Acknowledgement Page): Faculty Handbook Acknowledgement

Upon **electronic acknowledgement**, I understand that the *Faculty Handbook* (update 2023-2024) located at <http://www.atu.edu/academics/facultyhandbook.php> constitutes the general policies and procedures of Arkansas Tech University for the Russellville campus, and I will familiarize myself with the information therein. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

I will also familiarize myself with the Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures and the [Clery Act](https://www.atu.edu/psafe/cleryreport.php) (<https://www.atu.edu/psafe/cleryreport.php>).

~~PLEASE SIGN AND RETURN THIS FORM TO THE ACADEMIC AFFAIRS OFFICE, ROOM 200, ADMINISTRATION BUILDING. THIS SIGNED FORM~~ **YOUR ELECTRONIC ACKNOWLEDGEMENT WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD. THE FORM MAY BE FAXED TO 479-968-0644 OR EMAILED TO academicaffairs@atu.edu.**

Rationale: The Acknowledgement page Faculty are asked to sign and return to Academic Affairs is now acknowledged electronically. The handbook is updated to reflect current practice.

Current Handbook & Proposed Changes (pg. 52): Employment and Retirement Policies – Background Check Policy

~~Criminal~~ ***Background Check Policy**

PURPOSE:

Background checks will be performed on applicants for employment at Arkansas Tech University in order to create a safe and secure workplace for students, faculty, staff, administrators, and visitors; to protect funds, property and other assets of the university; and to ensure that Arkansas Tech University employees are qualified to perform duties and responsibilities of the positions for which they apply.

DEFINITIONS:

Arkansas Tech University. Arkansas Tech University means any of the constituent campuses which comprise the Arkansas Tech University System.

Hiring Department. The Hiring Department for purposes of the Background Check Policy is the department or university unit seeking to hire an Applicant.

Security Sensitive Positions. Security Sensitive Positions are those positions which involve the care, safety, and security of people or property. These positions include persons charged with the care of others, persons with access to mater or sub-master keys, and persons with access to residences, laboratories, and other facilities. Examples include but are not limited to university police officers, childcare workers, custodial employees, athletics, and residence hall assistants.

Financially Sensitive Positions. Financially Sensitive Positions are those positions which allow direct access to, or control over, cash, checks, credit card accounts, or financial information. These positions include persons with authority to commit the financial resources of the university through purchases or contracts and persons charged with insuring proper expenditures. Examples include but are not limited to cashiers, accountants, purchasing card holders, and controllers.

Data Sensitive Positions. Data Sensitive Positions are those positions which allow access to personally identifiable information about individuals or organizations associated with the university or involve the creation or maintenance of processes required to secure information maintained by the university. These positions include persons who enter personally identifiable information into university database as well as persons who control or manage operating processes. Examples include but are not limited to network administrators, system programmers, human resources personnel, and advancement employees.

Applicant: An applicant is:

1. Any person making an initial application for employment at Arkansas Tech University;
2. Any former regular or adjunct employee who is being considered for rehire after a break in employment of one year or more;
3. Any current employee who is being considered for transfer, promotion, reclassification, or appointment to a Security Sensitive Position, a Financially Sensitive Position, or a Data Sensitive Position;
4. Any current employee competing for a vacancy through an external search process;
5. Any current employee changing from a faculty to an academic administrative position; or
6. Any graduate assistant, teaching assistant, post-doctoral appointee, temporary employee volunteer or affiliate with significant responsibilities in a Security Sensitive Position, Financially Sensitive Position, or Data Sensitive Position

Final Applicant. A Final Applicant is the applicant selected by the Hiring Department as the person desired to be hired.

Contract Worker. A Contract Worker is a person hired by an outside employer who performs work on Arkansas Tech University property on a regular basis. Contract Workers include all employees of companies operating businesses on ATU Campuses such as bookstores and food service. Other examples include scorekeepers, referees and umpires, interpreters for the hearing

impaired, and multimedia specialists. Contract Workers also include those persons assigned to an ATU campus for the term of a contract such as construction superintendents or project consultants. Persons providing only intermittent work on ATU campuses such as construction crews, equipment repair personnel, or event extra help shall not be considered Contract Workers.

Visiting Scholars. In order to increase the exposure of students to practical applications of theory and other educational viewpoints, many professors utilize visiting lecturers who are not typical employees of the university. These individuals most frequently attend one or two class sessions, with the instructor also in attendance, and speak to specific topics for which they have specialized, expert or practical knowledge. These individuals may receive a small honorarium or may not charge for their services, depending on various factors. They are not employees of the university, but guests. As long as the instructor or other responsible employee (such as a department head) is present during the lecture, the Visiting Scholar shall not be subjected to background checks. However, in the rare instances where a Visiting Scholar may have one-on-one interaction with a student or students in private and unsupervised, the Visiting Scholar must agree and be subjected to background checks as outlined in this policy.

Break in Service. A break in service is a break in employment with Arkansas Tech University or an Arkansas state agency. The Office of Human Resources will determine if a break of service has occurred in an applicant's employment record. Example guidance: For adjuncts, the summer semester will not count as a break in service if they teach during the fall and spring semester. However, if the adjunct only teaches one (1) semester and not the other, it would count as a break in service.

Criminal Background Check. A Criminal Background Check includes obtaining information regarding the Applicant's criminal history at the local, state, federal, and international levels.

Sexual Offender Background Check. A Sexual Offender Background Check includes obtaining information regarding the Applicant's sexual offender history or requirement to register as a sex offender in any jurisdiction.

Credit History Background Check. A Credit History Background Check includes obtaining information regarding the Applicant's debt, credit, and financial history.

Reference Check. A Reference Check is the investigation conducted by the Hiring Department regarding the Applicant's references and other information submitted with the job application.

Offer of Employment. An Offer of Employment is an offer made after satisfactory completion of the Reference Check and any Criminal Background Check, Sexual Offender Background Check, or Credit History Background Check required by the position. The Offer of Employment template shall be provided by the Office of Human Resources.

Conditional Offer of Employment. A Conditional Offer of Employment is an offer extended contingent upon the satisfactory completion of the Reference Check and any Criminal Background Check, Sexual Offender Background Check or Credit History Background Check required by the

position. The Conditional Offer of Employment template shall be provided by the Office of Human Resources.

Offering Official. The Offering Official is the representative of the Hiring Department responsible for making a Conditional Offer of Employment or an Offer of Employment.

Background Check Committee. The Background Check Committee shall be composed of the Director of Human Resources and a representative from Academic Affairs, Administration and Finance, and Student Services with University Counsel serving in an advisory capacity. This committee will function to evaluate whether Offers of Employment shall be made when background checks uncover unfavorable information.

POLICY:

An Applicant for employment with Arkansas Tech University shall proceed through the application process established by ATU policy, the Office of Human Resources, and the Hiring Department seeking to hire for the position. The Hiring Department shall conduct a Reference Check. Upon selecting the Applicant desired to be hired, the Offering Official of the Hiring Department shall make a Conditional Offer of Employment to the Final Applicant.

For camps, workshops, or seminars on campus or campus-sponsored involving minors, a complete background check will be required for all Final Applicants or volunteers.

Upon receipt of a Conditional Offer of Employment, the Final Applicant shall be required to authorize the background checks applicable to the position. Every Final Applicant must authorize a Criminal Records Background Check and a Sexual Offender Background Check. Final Applicants for Financially Sensitive Positions or Data Sensitive Positions must also authorize a Credit History Background Check. These checks shall be in addition to and not in substitution for any specific licensure search, drug testing, credentials verification, or other requirements specific to the position which shall have been conducted during the Reference Check.

If the background checks uncover unfavorable information, the Background Check Committee will evaluate whether to make an offer of employment to the Final Applicant.

If the background checks uncover unfavorable information, the Offering Official and/or the Office of Human Resources will comply with all provisions of the Fair Credit Reporting Act with respect to notice and afford the Final Applicant the required opportunity to respond to the unfavorable report. The Background Check Committee shall consider all information submitted by the Final Applicant in rebuttal to the unfavorable background check information in its determination.

In determining whether unfavorable results obtained on a background check should result in the decision not to make an Offer of Employment to the Final Applicant, the Background Check Committee will examine each case on its own merits and may consider any of the following evidence of rehabilitation:

1. The age at which the act was committed;

2. The circumstances surrounding the act;
3. The length of time since the act;
4. Subsequent work or credit history;
5. Employment references;
6. Character references; and
7. Other evidence demonstrating that the final applicant does not pose a threat to the safety of persons or property in the Arkansas Tech University community

The Background Check Committee shall make the determination as to whether an Offer of Employment will be extended. The Director of Human Resources will notify the offering Official of the decision and, if applicable, shall notify the chair of the search committee. If the search committee does not agree with the decision of the Background Check Committee, the chair of the search committee and the Director of Human Resources shall meet with the executive council member who supervises the Hiring Department. The executive council member shall consult with the university counsel and/or the university president and shall then make a decision as to whether to extend an Offer of Employment based on the results of the background checks.

After full compliance with the Fair Credit Reporting Act, the Offering Official will either make an Offer of Employment or advise the Final Applicant that no Offer of Employment will be made. All information obtained as part of a background check for the Final Applicant shall be maintained in the Office of Human Resources.

A Final Applicant extended a Conditional Offer of Employment may be allowed to begin work pending receipt of the required background checks only if Arkansas Tech University operations cannot be carried out in the absence of the Final Applicant. If satisfactory results in the background checks are not obtained, the Final Applicant working during the pendency of the Conditional Offer shall be removed from employment following compliance with the Fair Credit Reporting Act and any other applicable laws or regulations.

All businesses contracting with Arkansas Tech University shall provide proof that Contract Workers have undergone background checks consistent with the above policy.

~~Arkansas Tech University is committed to providing a safe environment by protecting the health, welfare and safety of all students, employees and visitors to our campus. As such, it shall be the policy of the University to conduct pre-employment criminal background checks for all applicants selected for new employment. This policy shall apply, without limitation, to all individuals selected during the hiring process for full and part-time faculty, classified and non-classified employees, staff, extra labor, and graduate assistants. An applicant who refuses to provide information necessary to conduct the criminal background check, or who provides false or misleading information, will not be considered for the position for which he or she has applied.~~

~~Criminal background checks are performed once a preferred candidate has been selected for employment. All offers of employment will be contingent upon successful completion of a~~

~~criminal background investigation. Specifies on those subject to criminal background checks and the procedures for conducting such investigations are detailed in the Pre-Employment Screening Procedure available in the Office of Human Resources.~~

~~In accordance with federal and/or state law, a previous conviction will not automatically disqualify an applicant from consideration for employment. Each applicant identified with a criminal conviction will be evaluated on a case-by-case basis by the Criminal Background Check Committee which is composed of a representative from Human Resources, Academic Affairs, Administration and Finance, and Student Affairs. University Counsel will be available for advisory purposes only. The following factors will be considered for those applicants with a criminal conviction history in determining whether to extend an offer of employment:~~

- ~~1. The nature or gravity of the offense(s); and~~
- ~~2. The time since the conviction and/or completion of sentence; and~~
- ~~3. The nature of the job held or sought.~~

~~Should Arkansas Tech University consider an adverse decision on the applicant based on the criminal background check information, the applicant must:~~

- ~~• Be notified of the potential adverse decision based on the criminal background information;~~
- ~~• Be provided a copy of the criminal background report; and~~
- ~~• Be given the opportunity to provide to the Criminal Background Check Committee additional written information to dispute within five business days the accuracy of the criminal background report.~~

~~A final employment decision shall not be made until the applicant's additional information has been considered or such time that the applicant fails to respond as required.~~

Rationale: Update Policy

Current Handbook & Proposed Changes (pg. 74): II. Relation of the Faculty Member to the University

B. ~~AFFIRMATIVE ACTION AND TITLE IX~~

~~EQUAL EMPLOYMENT OPPORTUNITY AND TITLE IX~~

~~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 notice **and 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, **through its strategic plans and other campus initiatives, develop and implement 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.** ~~and 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. Melissa Riffle who can be reached by emailing mriffle@atu.edu ~~or~~ affirmative.action@atu.edu or by calling 479-968-0583 ext. 2200.

Rationale: Update information.

Current Handbook (pg.152): No information on Care Team (Campus Safety) is in the Faculty Handbook.

Proposed Change: Add information about the Care Team following the Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures

CARE TEAM

The CARE Team is a multidisciplinary proactive campus threat assessment and behavioral intervention team dedicated to improving campus safety through a coordinated, objective approach to prevention, identification, assessment, intervention, and management of situations that may pose a threat to the safety and well-being of individuals and the university community. While threat assessment is a crucial component, the CARE Team also focuses on student success and retention by following up with referrals and connecting individuals to appropriate resources.

The primary work of the CARE Team (Campus Assessment, Response, and Evaluation Team) is to collect and assess all reports of threats or other alarming behaviors by any student or employee as well as others who might impact the safety or well-being of the university community. By gathering information about individuals of concern, assessing the information in a systematic manner, determining the most effective response, implementing a plan to address the concern, and monitoring the effectiveness of the response, the team seeks to prevent disruptive or harmful incidents. Central to this process is enhancing and connecting campus communication to effectively detect patterns of behavior that in isolation might seem insignificant but when viewed in totality signal a more serious problem. By modeling effective behavioral intervention practices, this proactive approach seeks to address concerning behaviors before situations become critical.

To make a report to the CARE Team, please complete the reporting form located here:
https://cm.maxient.com/reportingform.php?ArkansasTechUniv&layout_id=1.

For more information on the CARE Team and all Jerry Cares educational initiatives, please visit
<https://www.atu.edu/jerrycares/>.

Rationale: Update information

Current Handbook & Proposed Changes (pg. 193): Organizational Structure and Governance of the Graduate Program.

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

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

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

III. Statement of Purpose and Goals of the Graduate Program

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

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

F. To provide opportunities for the graduate program to enhance the University's contribution by: (1) improving quality of instruction in the University's service area; (2) serving as a center for collecting and disseminating current instructional strategies and techniques; (3) offering consultative services to schools and ~~industry individual teachers~~ for strengthening existing ~~curricular~~ offerings, implementing innovative programs, and research activities; and (4) providing educational experiences that improve professional competencies. ~~of in-service teachers.~~

DELETE SECTION: IV. Dean of Graduate College - Job Description

~~The Dean of Graduate College:~~

~~A.—— Shall be appointed by the President of the University upon recommendation by the Vice President for Academic Affairs.~~

~~B.—— Shall be directly responsible to the Vice President for Academic Affairs.~~

~~C.—— Shall have university-wide responsibilities to foster and facilitate interdisciplinary and intercollege graduate programs and shall serve as permanent chairperson of the Graduate Council.~~

~~D.—— Shall perform a major role in both academic and budgetary planning and in institutional organization as these functions relate to the graduate program.~~

~~E.—— Shall be a member of, or be represented on, councils or committees whose actions have an impact on graduate education.~~

~~F.—— Shall play a significant role in the important academic personnel decisions which are made within the institution as they relate to graduate education.~~

~~G. — Shall have joint responsibility with the Graduate Council for granting graduate faculty status.~~

~~H. — Shall be responsible for:~~

~~1. — admitting applicants to graduate student status;~~

~~2. — reviewing academic progress;~~

~~3. — awarding fellowships and assistantships for graduate students;~~

~~4. — supervising research for master, specialist, and doctoral degrees;~~

~~5. — certifying the completion of degree requirements and recommending granting of graduate degrees;~~

~~6. — overseeing the adequacy of student services and promoting the welfare of graduate students.~~

~~I. — Shall be accessible to graduate students for discussion and resolution of problems.~~

~~J. — Shall, along with the Graduate Council, review periodically all of the institution's graduate programs for quality, effectiveness, and consonance with institutional goals and resources.~~

~~K. — Shall evaluate proposed new graduate programs in terms of faculty strength, manpower needs for program graduates, adequacy of institutional resources, and compatibility with existing graduate programs and with the academic plan of the institution.~~

~~L. — Shall, along with the Graduate Council, participate in decisions regarding program initiation, consolidation, or termination.~~

~~M. — Shall be associated actively with the University's organized research effort, and therefore, shall be a member of the University's committees whose actions are significant to the research mission of the institution.~~

~~N. — Shall interact closely with other university officials and with legal counsel in complying with laws and regulations affecting graduate education, in developing institutional responses to proposed legislation and regulations which affect graduate education and research, and in reviewing statements in the graduate college catalogs and bulletins about purposes, goals, content, and requirements of graduate programs.~~

~~O. — Shall be the institutional representative to national and regional bodies which deal with graduate education.~~

~~P. — Shall submit a yearly report to the Vice President for Academic Affairs on the status of the graduate program.~~

~~Q. — Shall promote the graduate program and maintain good relations with service area education professionals; i.e., superintendents, principals, and teachers.~~

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

V. The Graduate Council

B. Responsibilities of the Graduate Council:

It is the responsibility of the Graduate Council to:

1. Review all proposals for graduate degree programs and courses and, at its option, existing programs;
2. ~~To~~ Establish and review the criteria for membership on the graduate faculty;
3. ~~To~~ Establish the minimum admission standards and the standards for continuation of graduate students;
4. ~~To~~ Act upon petitions and appeals from the decision of the Dean of Research and Graduate Studies;
5. ~~To~~ Consider any other matters relevant to the graduate program;
6. ~~And to~~ Authorize, recommend, or instruct the Dean of ~~Graduate College~~ Research and Graduate Studies to take appropriate actions to effect the results of its decisions.

C. Membership Qualifications:

Faculty membership on the Graduate Council shall be limited to regular graduate faculty. Student membership shall be limited to those graduate students who have been admitted to candidacy for the master's degree. All Council members shall have full voting rights **unless otherwise specified in Section D below.**

D. Membership Composition:

The Graduate Council shall be composed as follows:

1. Colleges will have representation based on the number of graduate programs offered within the college. At no time will any one college have more than 5 ~~five~~ representatives serving on the Graduate Council **(at large members do not count in this number).**

Up to two	1-2 graduate programs:	1 representative
Up to five	3-5 graduate programs:	2 representatives
Up to eight	6-8 graduate programs:	3 representatives
Nine or more	9+ graduate programs:	4 representatives

~~2. Colleges with no graduate programs will be allocated one representative serving as an ex-officio, non-voting council member.~~

2. One doctoral faculty member elected by the graduate faculty holding doctoral graduate faculty status.

3. ~~One~~ Three university at-large members to be elected by ~~regular graduate~~ faculty.

4. Two graduate students serving as ex-officio, non-voting members: one appointed by the ~~Graduate Dean of Research and Graduate Studies~~ to rotate among the colleges who have not reached their maximum number of representatives, and one elected by the Graduate Student Council, whose membership shall not be bound by the representative cap.

5. The ~~Graduate Dean of Research and Graduate Studies~~, who shall serve as chairperson of the Graduate Council. The ~~Graduate Dean of Research and Graduate Studies~~ may vote only in the case of a tie.

6. ~~The Graduate Student Support Services Coordinator, who shall serve as Secretary, will be a non-voting member.~~

7. One non-voting member from the Library.

J. Officers:

Chairperson: The Dean of ~~Graduate College Research and Graduate Studies~~ shall serve as permanent chairperson of the Graduate Council.

Secretary: ~~The Secretary Graduate Student Support Services Coordinator shall serve as Secretary be appointed by the Graduate Dean and will be~~ is a non-voting member.

VI. The Graduate Faculty

**This policy was updated by the Graduate Council on February 21, 2023. This policy will take effect for all new graduate faculty status requests as of Fall 2023. Existing ATU faculty who currently hold graduate faculty status as of June 2023 will maintain their current approved status until Fall 2026. In Fall 2026, any existing graduate faculty seeking renewal of their graduate faculty status must meet the criteria outlined below.*

The Graduate Faculty is composed of three categories:

Regular Graduate Faculty: Tenured and ~~non-tenure-track~~ regular faculty who are members of departments that offer the master's degree, or who are members of departments that offer support courses for a master's degree program, AND who meet the standards for appointment to regular faculty status, are eligible for appointment to Regular Graduate Faculty Membership. **This**

category of membership is required for faculty wishing to chair thesis committees and/or teach master's or Ed.S. level courses.

Doctoral Graduate Faculty: Tenured and ~~non-tenure-track~~ faculty who are members of departments that offer the doctoral degree, or who are members of departments that offer support courses for a doctoral degree program, AND who meet the standards for appointment to doctoral graduate faculty status, are eligible for appointment to Doctoral Graduate Faculty Membership. This category of membership is required for faculty wishing to chair doctoral dissertation committees and/or teach doctoral-level methods courses.

Non-Regular Graduate Faculty: Part-time, adjunct, ~~non-regular faculty~~ instructor-track, visiting appointments, administrators, or practicing professionals not eligible for regular or doctoral graduate faculty status, may be appointed to the Non-Regular Graduate Faculty. This category of membership is required for adjuncts or other personnel wishing to teach master's or Ed.S. level courses.

Procedures for Nomination to the Graduate Faculty:

Faculty members are nominated for inclusion on the graduate faculty by Department Heads according to established criteria. ~~of the Graduate Council.~~

To be nominated for Graduate Faculty Status, the Department Head (with college Dean approval) should submit: 1) an approved Faculty Qualification Verification Form 2) a copy of the candidate's vitae or resume, and 3) the "Nomination for Membership on the Graduate Faculty and Request for Approval to Teach Classes for Graduate Credit" form. Nominations are received by the Office of Research and Graduate Studies and kept on file.

The Dean of Research and Graduate Studies makes periodic reporting to the Graduate Council of current membership in each category. In cases when expediency is required, the Dean of Research and Graduate Studies may make an immediate appointment to the Non-Regular Graduate Faculty and present the matter to the Graduate Council at a later date, either for ratification or for promotion of the faculty member to Regular Graduate Faculty status.

A. Regular Graduate Faculty Membership:

1. Membership Requirements

- a. ~~Tenured or tenure-track faculty~~ status on the Arkansas Tech University faculty.
- b. The doctorate, Ed.S. or terminal degree in the appropriate field or discipline or having a reputation for expertise in the field sufficient to stand in lieu of the degree.
- c. ~~At least two of the following within their academic field in the previous six years.~~

- Publication of a book/article/chapter/work in a peer-reviewed press (scholarly work, poetry, fiction, nonfiction, play, translation)
- Presentation at a regional, national or international professional meeting
- Serving as an editor or co-editor for a scholarly publication
- Conducting seminars and workshops for professionals at a national or international level
- Performance or reading of original work at a regional, national, or international level
- Significant media production, such as a film, that has won acclaim and is the result of original research
- Awards for scholarly/creative work at the national, regional, state, university, or college level
- Creation of original (or originally-curated), publicly-available teaching materials on a recognized scholarly forum (such as OER materials)
- Awarded a successfully-funded external grant
- Authored and submitted a federal grant application (e.g., NSF, NEH, NIH, DoE, etc.)
- Authored and submitted (to funder or agency) major program evaluation (such as external grant evaluation report or accreditation report)

Individuals who do not meet the criteria above may also qualify for graduate faculty status if one of the following is true in the last three years:

- Defended a dissertation OR
- Began initial employment at ATU OR
- Serve as faculty in a newly created graduate program

d. Ability to be involved in the graduate program, and, upon attaining membership, continued involvement in the graduate program, including the teaching of graduate courses, advising of graduate students, contributing to the development of the graduate curriculum, and serving on examination, thesis, project, or portfolio committees.

e. **Nomination to the Graduate Council via the process outlined above.** The process is an opportunity for Department Heads and Program Directors to identify faculty members that may have weak credentials and to encourage them to participate in scholarship activities that will strengthen their applications. **The Office of Research and Graduate Studies will maintain a list of renewal dates; the list will be accessible to Department Heads, Deans, and DPTC committee members for use in annual review and feedback.**

2. Responsibilities **include one or more of the following:**

- Teach graduate level courses.
- Serve on graduate student examination, thesis, project, or portfolio committees.
- Serve as chair of graduate student examination, thesis, project, or portfolio committees.
- Advise graduate students.
- Direct graduate student research.

f. Serve on standing and special committees of the Graduate Council.

3. **Renewal**

a. Regular Graduate Faculty members must apply for renewal of regular status every six years following their initial appointment. The Graduate Council will review the renewal applications and will either renew or rescind regular graduate faculty status. The review will be based upon the following:

1. Two recognized scholarly and/or relevant professional activities (see list defined in A.1.c above) in the previous six years.

2. Continued regular involvement in the graduate program to which the faculty member is assigned (i.e. teaching classes, advising students, serving on committees).

3. Recommendation by the appropriate Department Head and Dean to the Graduate Council and the Dean of Research and Graduate Studies.

b. Deans, Department Heads, and Program Directors are expected to identify faculty members who may face difficulties in the renewal process and encourage them to participate in scholarship activities that will strengthen their renewal application.

c. Faculty not receiving renewal will be given one academic year to work with their Department Head, Program Director, and Dean to meet the necessary criteria for renewal or be reassigned courses as needed.

B. Doctoral Graduate Faculty Membership:

1. Membership Requirements:

a. All membership requirements of Regular Graduate Faculty Membership, plus:

b. A minimum of two peer-reviewed methodological or equivalent publications in their academic field in the last six years (to demonstrate ability to mentor doctoral student research).

c. Ability to be involved in the doctoral program, including the teaching of doctoral-level courses, advising of doctoral students, and chairing dissertations.

2. Responsibilities include one or more of the following:

a. All responsibilities of Regular Graduate Faculty Membership, plus:

i. Serve on doctoral student examination and/or dissertation committees

ii. Serve as chair of doctoral dissertation committees

iii. Direct doctoral student research.

C. Non-Regular Graduate Faculty:

1. Membership Requirements:

a. The doctorate, Ed.S., or terminal degree in the appropriate field or discipline **or** evidence of expertise in the field sufficient to stand in lieu of the degree (as outlined on the application form by the nominating department head).

b. Nomination to the Graduate Council via the process outlined above.

2. Responsibilities

a. Teach assigned courses.

~~b. Serve on specific examination, thesis, dissertation project, or portfolio committees~~

3. Terms of Appointment

Non-regular graduate faculty are to be temporary faculty members assigned to teach specific courses over the course of a specific time period, or are to serve on specific examination, thesis, dissertation, project, or portfolio committees. The initial appointment for teaching specific courses will not exceed two years. The Graduate Council may renew the appointment for another two years. The appointment for serving on a specific examination, thesis, dissertation, project, or portfolio committee will expire upon the student's completion of the examination.

D. Application and Renewal Review Process

An ad hoc committee composed of graduate council members (one representative from each college and an ex-officio representative from the Office of Research and Graduate Studies) will review applications and renewals. The committee will be appointed in January of each year and serve through the calendar year until the next committee is appointed. This ad hoc committee will review each application and vote regarding approval. A decision (approval or denial of graduate faculty status) is affirmed with a majority vote from the ad hoc committee. In instances where a majority vote is not achieved, the committee will defer the decision to a vote of the full Graduate Council.

In order to increase the speed at which renewals can be processed, ad hoc committee members must be willing to review applications and provide recommendations as they are received throughout the year (and/or in months in which Graduate Council is not formally convened) in order to meet the needs of departments who must hire new graduate faculty after the semester deadline.

E. Deadlines

All new and renewal applications for graduate faculty status must be received by the Office of Research and Graduate Studies by following deadlines:

- One week before the July Graduate Council Meeting—for those teaching graduate courses in the fall
- One week before the November Graduate Council Meeting—for those teaching graduate courses in the spring
- One week before the April Graduate Council Meeting—for those teaching graduate courses in summer

In emergency situations, if a graduate faculty member is identified to teach a graduate level course after the deadline has passed, the ad hoc committee can review their CV and grant a temporary approval for the current semester. The graduate faculty member must then obtain full regular or non-regular graduate faculty status before the next semester deadline.

F. Appeals:

In cases in which any party involved in deliberation related to graduate faculty status feels that an improper decision has been made, they may appeal that decision to the full graduate council (if appealing a vote of the ad hoc committee) or the Vice President of Academic Affairs (if appealing a vote of the full Graduate Council).

VII. Graduate Program Director

A. Graduate Program Director Description and Responsibilities.

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 **Research and Graduate Studies** ~~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 up to the equivalent of a one course release or overload (as appropriate) during each of the fall and spring semesters, as well as a stipend equivalent to one overload course in the summer sessions in which the GPD is active (at the discretion of the 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.

E. Evaluation of the Graduate Program Director

The Graduate Program Director (GPD) will be evaluated annually by their Department Head with input from the College Dean and ~~Dean of Research and Graduate Studies~~. ~~Graduate College Dean~~. This will be conducted concurrently with the existing annual review process. Each GPD will submit a report to the ~~Dean of Research and Graduate Studies~~ ~~Graduate College Dean~~ detailing the activities and accomplishments of the GPD during the year. The ~~Dean of Research and Graduate Studies~~ ~~Graduate College Dean~~ will provide comments to the College Dean who will in turn, provide comments to the Department Head. If the Program Director is also the Department Head, the evaluation will be performed by the College Dean. The final report, including the review by the Department Head (or College Dean), will be submitted to the College Dean, the ~~Dean of Research and Graduate Studies~~ ~~Graduate College Dean~~ and the GPD on or before the date specified by the university's annual review cycle.

IX. Graduate Student Academic Conduct Policies

B. Graduate Academic Appeals Committee

Composition of Committee

1. The Graduate Academic Appeals Committee is an official committee of Arkansas Tech University and will be formed each academic year as a pool of qualified faculty and students to hear graduate student academic dishonesty and academic misconduct appeals. At the beginning of the fall term, the ~~Graduate Dean~~ ~~Dean of Research and Graduate Studies~~ will appoint two (2) graduate faculty members from each college; and the Director of Graduate Support Services will appoint one (1) graduate student from each college. The faculty on the committee will elect a Chair.

C. Procedure for Charges of Academic Dishonesty

2. The professor will notify his or her Department Head and graduate program director (or ~~Graduate Dean~~ ~~Dean of Research and Graduate Studies~~ if the professor is the Department Head or the graduate program director) of the charge, evidence, and penalty.

3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant Department Head and graduate program director (or the ~~Graduate Dean~~ ~~Dean of Research and Graduate Studies~~ if the professor is the Department Head or the graduate program director; in which case, skip step 4). The student may remain in the class during the appeal process.

4. If the student is still dissatisfied after meeting with the Department Head and graduate program director, he or she should make an appointment to meet with the ~~Graduate Dean~~ ~~Dean of Research and Graduate Studies~~ who will seek resolution of the problem.

5. If a resolution is not found, the ~~Graduate Dean~~ Dean of Research and Graduate Studies will refer the student to the Graduate Academic Appeals Committee (“Appeals Committee”), whose composition is described in the *Appeals Procedures* section below.

7. If the Sub-Committee determines academic dishonesty has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Appeals Committee or an alternate member and to the ~~Graduate Dean~~ Dean of Research and Graduate Studies. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair of the Sub-Committee shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the appeal period described below in this section.

9. If the Sub-Committee determines academic dishonesty has not occurred or that the evidence is insufficient, the Chair of the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the ~~Graduate Dean~~ Dean of Research and Graduate Studies, and the relevant Department Head, graduate program director, and professor to facilitate the return of the student to class without penalty. The Department Head or graduate program director will notify the student of the decision.

E. Student Rights

Informal Process

3. If the student is still dissatisfied, an appointment should be made with the ~~Graduate Dean~~ Dean of Research and Graduate Studies, who will again seek resolution, and failing satisfactory resolution, will point out to the student the appropriate appeals process for the student's complaint.

Formal Process

3. Final appeals, whether informal or formal, will be passed by the ~~Graduate Dean~~ Dean of Research and Graduate Studies to the Vice President for Academic Affairs for final decision, if necessary.

Rationale: Recommendation to update the policy by the Graduate Council