

Arkansas Governor's —School—

at ARKANSAS TECH UNIVERSITY™

July 5 – August 1

2021

Faculty/Staff Handbook

About the Arkansas Governor's School

Congratulations on becoming a member of the faculty/staff of the Arkansas Governor's School (AGS). Founded in 1979, AGS is a statewide yearly summer residential program for 400 of the best and brightest high school rising seniors. The program is fully funded by the Arkansas Legislature and operated by the Arkansas Department of Education and Secondary Education (DESE). AGS faculty and staff are selected from applicants that work in public school systems, private schools, colleges, universities, businesses, and other organizations. Each year, the program has over 50 employees serving as teachers, counselors, resident assistants, and support/office personnel. In addition, the program hosts several visiting speakers, offers a variety of performances, field trips, and social events. AGS provides an opportunity for students to learn, live, and share in a unique environment.

The intent of the Governor's School is to give gifted and talented students a challenging opportunity to experience a broad array of concepts and theories and explore twentieth and twenty-first century thought. The curriculum focuses on conceptual or abstract knowledge and is designed to provoke curiosity and inquiry from students, not as an acceleration of high school nor an anticipation of college, but as a pure learning experience. Instruction is open, exploratory, and experiential, and seeks deep rather than procedural learning. Students do not receive grades. It is an honor for students to be chosen for the school, and those selected will have demonstrated significant talent, academic achievement, and a desire to learn.

All faculty and staff are expected to become familiar with and abide by the AGS Student Handbook and Faculty/Staff Handbook. AGS faculty and staff are additionally subject to rules, regulations, procedures, and expectations of ATU employees as outlined in the ATU Staff Handbook and ATU Faculty Handbook:

<https://www.atu.edu/academics/docs/facultyhandbook/2019%20Russellville%20Campus%20Faculty%20Handbook.pdf>

https://www.atu.edu/hr/docs/Staff%20Handbook%20-%20FINAL%2009_24_2019.pdf.

Faculty and Staff Expectations

Faculty and staff are entrusted with the education and safety of AGS students and with furthering the program's vision and mission.

AGS staff are expected to:

- interact appropriately with AGS students' as minors
- Advance programs in keeping with the AGS founding legislation, current grant parameters, individual skills, and collaborative planning
- Establish positive relationships with students, instructors, and colleagues characterized by mutual respect, collegiality, and good will
- Share questions, concerns, and solutions as they arise with appropriate administrators
- Be open to supervision and constructive feedback to improve the quality of AGS programs
- Model integrity, curiosity, responsibility, creativity, enthusiasm, professionalism, and respect for all persons regardless of racial, cultural, religious, gender, or other differences.

AGS instructors are expected to:

- Have a thorough knowledge of and enthusiasm for their subject matter
- Stay abreast of recent developments in their respective fields
- Use teaching techniques suitable to the students' as minors
- Advance curriculum in keeping with the AGS founding legislation, current grant parameters, individual expertise, and collaborative development activities
- Establish positive relationships with students and colleagues characterized by mutual respect, collegiality, and good will
- Share questions, concerns, and solutions as they arise with appropriate administrators
- Be open to supervision and constructive feedback to improve the quality of instruction
- Model integrity, curiosity, responsibility, creativity, enthusiasm, professionalism, and respect for all persons regardless of racial, cultural, religious, gender, or other differences.

Professional Relationships

All AGS faculty/staff members are expected to maintain a friendly, courteous, and professional attitude in their assigned duties and in their relationships with each other. The directors' primary function is to support the faculty and staff members in their endeavors to provide students with the highest-quality program. For the benefit of students, faculty/staff and administration should keep an open line of communication and seek to resolve issues efficiently and discreetly. Constructive feedback, innovative ideas, and helpful suggestions are a part of our improvement process. AGS and DESE administrators will periodically visit classes for the purpose of assessment and program development. Faculty/staff members should treat student information as private unless mandatory reporting requires otherwise. The director and co-director of AGS should be consulted in the event that disciplinary or performance issues require contact with parents or legal guardians. Faculty/staff members should remember that they represent the program at all times. Instructors and RAs must keep an accurate record of each student's attendance at mandatory events. AGS encourages staff and faculty to develop friendships and share a spirit of teamwork and camaraderie both inside and outside of the workplace. Interpersonal relationships between staff and faculty become a concern when those relationships impair the work of any staff or faculty or create a harassing, demeaning, or hostile working environment for any staff or faculty.

ATU and State of Arkansas Policies

Hiring

Individuals not currently employed by Arkansas Tech University to assist with summer camps, continuing education seminars and other workshops may be paid by contract via the extra-labor payroll cycle. In order for an individual who is currently employed by the University to receive separate remuneration for employment at camps, seminars, and workshops, the employee must take annual leave and must also have the appropriate paperwork for concurrent employment completed, approved, and filed with the Arkansas Department of Finance and Administration as well as either the Office of Human Resources or Academic Affairs, as appropriate. Such personnel must be hired and processed according to the extra-labor guidelines established by the Human Resources Director. The Program director must certify the amount of the contract in writing to the Payroll Officer. Strict adherence to processing deadlines set forth by the Payroll Office is required to ensure timely processing of payment. This policy is not designated for personnel employed on a work schedule at an hourly rate of pay. Those employees will continue to be paid in accordance with regular extra-labor procedures.

In certain instances, program directors may find it necessary to employ students to assist with campus and special programs. In such instances, when a program director must employ both students and non-students to perform identical duties and must pay the non-student fee or rate of pay which is greater than the prevailing college work-study rate, the director may pay the student an equivalent rate. It is the intent of this policy to eliminate disparity between individuals who perform identical duties. Advance

approval from the Human Resources Director is required to make use of the provisions of this policy. This exception is not available to the program director's family or relatives.

All staff hired are subject to criminal background checks. The university will comply with the Fair Credit Reporting Act.

Under authority of the Immigration Reform and Central Act (IRCA) of 1986, the University must verify citizenship and legal employment status of all persons hired after November 6, 1986. Although the University is required to comply with IRCA, it is prohibited from discriminating in hiring or terminating anyone on the basis of national origin. All employees must complete proper verification forms prior to beginning employment at the University. If time permits, a fact sheet on legal employment status and notice of employment will be mailed to the prospective employee prior to employment

Concurrent Employment

Employment in more than one role or position within Arkansas Tech University and/or any other state agency or institution is regulated by the State of Arkansas. University employees may work concurrently in two state positions if the conditions listed below are met:

1. Both the institution and/or agency directors approve the employment.
2. Employment in another state position does not interfere with the required performance of an employee's primary duties.
3. The combined salaries of both positions do not exceed the larger maximum annual salary of either position.
4. Authorization is granted by the Arkansas Department of Higher Education (ADHE) as requested by the secondary employer.

Pursuant to A.C.A. §6-63-307, any employee knowingly violating the provisions of this section will be subject to immediate termination and will be barred from employment by an agency or institution of the State of Arkansas for a period of not less than three years or until such employee will repay the State of Arkansas any sums received by such employee in violation of this section, together with interest at a rate of ten percent (10%) per annum.

Sexual Harassment

It is the policy of Arkansas Tech University to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior. Sexual harassment by any faculty, staff or student is a violation of both law and University policy and will not be tolerated at Arkansas Tech University. The University considers sexual harassment to be a very serious issue and shall subject the offender to dismissal or other sanctions following the University's investigation and substantiation of the complaint and compliance with due process requirements.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be generally described as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions that adversely affect the working or learning environments of others. EEOC Guidelines define sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when: 1. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the University or a factor in the educational program of a student; and/or 2. Submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individuals; and/or 3. Such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature. Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (Faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty-faculty, staff-staff, student-student).

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

Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It is manifested by verbal or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. A person who consents to sexual advances may nevertheless be a victim of sexual harassment if those advances were unwelcome. If a professor's speech or conduct takes place in the teaching context, it must also be persistent, pervasive and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

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

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

Individuals who are aware of or have been subjected to sexual harassment are encouraged to promptly contact the Affirmative Action Officer.

Procedures for resolution of sexual harassment claims can be found ATU Faculty Handbook and Staff Handbook.

Consensual Relations

Sexual relations between students and faculty/staff members at AGS is prohibited.

A supervisor, whether faculty or staff, should also not develop a dating or sexual relationship with an employee when the supervisor has a "position of authority" with respect to the employee.

Additional policies and procedures concerning sexual misconduct can be found in the ATU Faculty Handbook and ATU Staff Handbook.

Campus Drug, Tobacco and Alcohol Policies

ATU is a smoke and drug free campus. Smoking or the use of e-cigarettes is prohibited on each campus of state-supported institutions of higher education. 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.

Guests

Visitors of the opposite sex are only allowed in the lobby areas of the Nutt and M Street residence halls. Guests are not allowed in *any* of the Nutt and M Street student, staff, or faculty rooms. Visitors may not use campus computers or recreation equipment or facilities.

General Information

ID Cards

All faculty and staff will receive an AGS id card. Please keep this card on hand for identification purposes, meals, and entry to certain campus facilities.

Mail

Mail should be addressed to the faculty/staff member at:

Arkansas Governor's School
Staff name
215 West O Street
Russellville, AR 72801

Housing

On-campus housing is available for AGS faculty upon request. RAs are required to live on campus. Housing questions should be addressed to the Department of Residence Life:

Department of Residence Life
Doc Bryan Student Services Center, Suite 211
1605 Coliseum Drive
Russellville, AR 72801
Phone: (479) 968-0376
Fax: (479) 968-2124
Email: residence.life@atu.edu
Email: housing@atu.edu

Food

All faculty and staff are provided meals for the duration of the school in Chambers Cafeteria. AGS ID cards will be required for entry to the cafeteria.

Classroom Materials

Classroom material requests should be sent by email to the AGS director. All purchases will be made by the director. Individual purchases by faculty/staff should not be made with the expectation of reimbursement.

Photocopies

Photocopies can be made in the deans' offices of Arts and Humanities in Witherspoon 240 or Natural Sciences in McEver 104. Limited copies can be made in the AGS office in Baztech 202.

Computer/Internet Usage

Activate your email and campus systems account at <https://webapps.atu.edu/ams/>.
ATU Office of Information Systems Support: 479.968.0646

Field Trips and AGS Events

Faculty/staff are expected to occasionally chaperone and/or help facilitate AGS trips and special events. Aside from approved field trips, faculty members are not permitted to take a student off campus for any reason.

Faculty and Staff Meetings

Faculty and staff meetings will take place as necessary (typically Wednesday afternoons).

Emergencies

Emergency Phone: Dial 911

Arkansas Tech University Department of Public Safety can be reached directly during regular working hours at 479.968.0222.

Dress

Dress is casual, but faculty, staff, and students should not dress in any way that adversely affects the education of students or mission of AGS. Any questions or concerns should be directed to the AGS director or co-director.

AGS Health Protections

AGS students, faculty, and staff will follow current ATU health policies. ATU Summer 2021 COVID 19 pandemic policies stipulate that unvaccinated faculty, staff, students, and visitors must wear a mask on campus. Fully vaccinated students, faculty, staff and visitors are not required to wear a mask.

AGS faculty and staff should immediately report any of the following symptoms to their supervisor or ATU Health Center staff:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Open wounds
- New rash
- Head lice
- Abdominal pain
- Any new health problem

If you or someone else is showing any of the following signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

Please be aware of who is in close proximity to you at all times. Paying attention to who sat beside you in class, who ate meals at your table, and who you spent time with at events or during free time (especially those within 6 ft. of you for 15 minutes or more) will help contact tracers in the event that someone is positive for COVID-19. Please wash your hands frequently, especially before meals, and limit sharing of objects with other students. If you go home for a visit, please do your best to limit people you visit and take health precautions to reduce the spread of COVID-19.