

## Changes made to the 2016 Faculty Handbook

### Added ~~Removed~~

Removed all footnotes referencing changes/additions from 2011 (example\*Amended 8/1/11)

Table of Contents updated

Organizational Charts updated

Page#

### 85 A. Procedure:

The Office of Academic Affairs sends out the survey form to each full-time faculty member utilizing an online format (~~currently ClassClimate~~). The software collects the responses and tabulates the results. The results are forwarded to the dean and a copy will be maintained by the Office of Academic Affairs.

### 102 Relationship of the Faculty Member to Academic Governance

Membership on elected committees is achieved through election by the entire faculty, and representation of each of the colleges is assured. The normal tenure is one academic year except on the Faculty Senate; Admissions, Academic Standards, and Student Honors Committee; **Committee on Adjunct Support**; Curriculum Committee; Faculty Salary and Benefits Committee; Faculty Welfare Committee; General Education Committee; Graduate Council; **Honors Council**; **Institutional Review Board**; **Professional Development Committee**; and **Student Learning Assessment Committee** where longer, staggered positions are provided.

### 103 Faculty Senate (Committee on Committees) (see Constitution and By-Laws changes following)

*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. ~~That membership will be augmented by two additional Senators, one appointed by the President of the University and one by the Vice President for Academic Affairs. Appointed members should not serve successive terms.~~ **For elected members, a term equals three years, and no senator may serve more than two consecutive terms.**

*Function:* Serve as a committee on committees **that include elected faculty members** and shall act for the faculty in all curricular matters other than those involving changes in general academic policies, and for the faculty or the administration on matters referred to it for action; serve as an advisory body to the faculty on matters involving academic policies and to the administration or the faculty, as appropriate, on any other matter of general concern to the University.

## 103 STANDING COMMITTEES

In the event that sufficient tenured *or* regular faculty are not available to fill positions on committees as defined below, the appropriate Dean will proceed with elections to fill those committee vacancies with available faculty. **The supernumerary voting block includes any academic unit with less than fifteen full-time faculty.**

### 103 Academic Appeals Committee

*Membership:* ~~Eighteen members—Six faculty members, one appointed by the respective dean(s) from each college including the supernumerary voting block, six faculty members appointed by the Faculty Senate representing each college including the supernumerary voting block,~~ **Two elected faculty members from each college including the supernumerary voting block,** and six students appointed by the Student Government Association. The faculty on the committee will elect a chair. ~~Administratively appointed members should not serve more than three successive terms. A term equals one year.~~

*Function:* Formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals.

### 103 ~~Assessment Committee~~ (delete – see Institutional Effectiveness Committee and Student Learning Assessment Committee below)

*Membership:* ~~The Director of Assessment and Institutional Effectiveness who will serve as chairperson, one faculty member from each college appointed by the college dean, the graduate college dean, one undergraduate dean appointed by the Vice President for Academic Affairs, the Vice President for Student Services or his/her designated representative, the Vice President for Administration and Finance or his/her designated representative, the Assistant Vice President for Academic Affairs or his/her designated representative for e-Tech, the Assistant Vice President of Enrollment Management or his/her designated representative, the Director of Institutional Research or his/her designated representative, the Director of Information Systems or his/her designated representative, the Chancellor of Arkansas Tech University-Ozark or his/her designated representative, one member appointed by the Faculty Senate, and one student member appointed by the Vice President for Student Services. Other members may be added by the Director of Assessment and Institutional Effectiveness as their expertise and/or assistance is needed to meet the charge of the committee, subject to the approval of the Vice President for Academic Affairs. Administratively appointed members can serve up to two successive terms. A term equals three years.~~

*Function:* ~~To develop, implement, oversee, and maintain assessment procedures in line with criteria set forth by the state, The Higher Learning Commission, and various specialized accrediting agencies.~~

### 103 Athletics Committee

*Membership:* Three faculty members elected at large, two faculty members and the Great American Conference representative appointed by the President, **one student selected from the Student-Athlete Advisory Committee,** and ~~two~~ **one** students selected by the Student Government

Association. The two appointed faculty members should serve no more than three successive terms as at large members. The Great American Conference representative may serve up to six consecutive terms. A term equals one year.

*Function:* Promote and foster the athletics interests of Arkansas Tech University in a manner that is consistent with the educational standards of the institution, help provide additional oversight of the institution's intercollegiate athletics program, and serve as an advisory body for the faculty on matters concerning the intercollegiate athletics program. **Student athlete appeals of violations relating to NCAA guidelines and appeals of loss of scholarships will be heard by the Athletics Committee faculty members.** The GAC representative (i.e., Faculty Athletics Representative) will contact the President's Office to initiate a meeting with the President at least once each fall, spring, and summer session.

#### **104 Budget Advisory Committee**

*Membership:* President of the University who serves as chairperson, vice presidents, Chancellor of the Ozark Campus, chief officers of the Ozark Campus (i.e., Academics, Finance, and Student Services) academic deans, ~~Executive Assistant to the President~~, Athletic Director, Director of Library, ~~and~~ Chairperson of Faculty Senate or his/her designated representative, Chairperson of Staff Senate or his/her designated representative, Chairperson of Student Government Association or his/her designated representative, Director of the Arkansas Tech Career Center, and a faculty member elected at large. The Chief of Staff to the President, Director of Budget, Assistant to the Vice President for Academic Affairs, and Director of Institutional Research serve as ex officio members.

*Function:* Recommend policies relating to the development and administration of budget, the submission of appropriation requests, and the determination of fee structure.

#### **104 Campus Assessment, Response, and Evaluation Team (CARE Team)**

*Membership:* Dean of Students-Chair, Assistant Dean for Student Conduct, Associate Vice President for Academic Affairs, Associate Dean for Residence Life, Associate Dean for Student Wellness, Director of Public Safety, Academic Advisor appointed by the chair.

*Function:* To serve as 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.

#### **104 Campus Space and Utilization Planning Committee**

*Membership:* ~~President of the University who serves as chairperson and his appointed representatives from Administration and Finance, Student Services, Student Government Association, Facilities Management, and Academic Colleges.~~ Vice President for Administration and Finance who serves as chairperson, Vice President for Student Services, Vice President for Advancement, Director of Athletics, Director of Physical Plant, Associate Vice President for Academic Affairs, Construction Manager, Director of Information Systems, a representative from

the President's office, a Staff Senate representative, a Faculty Senate representative, and a Student Government Association representative.

*Function:* Recommend policies and practices for comprehensive campus planning, **space utilization**, parking, campus beautification, and landscaping **to the President**.

### **105 Commencement Committee**

*Membership:* Representative of Student Services, **Russellville Campus** registrar **who serves as chairperson**, head of music department, plant maintenance superintendent, two faculty members appointed by the President (~~one of whom serves as marshal of the University~~), **Ozark Campus Associate Registrar, Director of Disability Services, Public Safety representative**, president of the senior class or senior class senator, and manager of the coliseum. Appointed faculty members should not serve more than three successive terms. A term equals one year.

*Function:* Plan and coordinate commencement activities.

### **105 Committee on Adjunct Support**

*Membership:* Four **regular** full-time faculty members **elected at-large** ~~appointed by the Faculty Senate~~ and four adjunct ~~instructors~~ **faculty** ~~elected by the adjunct faculty at-large (visiting lecturers)~~ for staggered two-year terms. **The chair will be elected from the membership of the adjunct faculty**. Members should not serve more than three successive terms. A term equals two years. **Adjunct faculty are individuals with teaching responsibilities who are not otherwise employed in a full time position at Arkansas Tech University. (pg. 1, Adjunct Guide)**

*Function:* To provide support to adjunct faculty and to enhance the standing of such faculty on campus. Recommendations will be presented to the Faculty Senate and the Vice President for Academic Affairs.

### **105 Curriculum Committee**

*Membership:* Two tenured faculty members elected from each college including the supernumerary voting block, to serve staggered, two-year terms. One at large untenured faculty member elected annually for a one year term. The registrar, **a member of the library faculty**, and two student members, selected by the Student Government Association, serve as ex officio members.

*Function:* Monitor the total undergraduate curriculum and all proposed course changes, and evaluate program change proposals and forward recommendations to Faculty Senate for consideration prior to transmittal to the Vice President for Academic Affairs.

### **105 Emergency Management and Safety Committee**

*Membership:* **Chief of Public Safety-Chair, Emergency Manager, Dean of Students, Associate Dean of Residence Life, Director of Information Systems, Director of Student Wellness, Controller, Director of Facilities Management, Emergency Administration Management Faculty Member-appointed by the chair, Associate Vice President for Academic Affairs, Athletic Director,**

Graduate Assistant for Public Safety, Chief of Student Life Officer – Ozark, Public Safety Officer – Ozark

*Function:* To increase the effectiveness of emergency management, safety, and security planning activities for Arkansas Tech University. The committee will be called on to analyze emergency management and safety initiatives and provide significant contributions to strategic direction. Committee members will specifically represent their departments or offices when they are referenced in emergency plans and procedures.

## 106 Equity and Diversity Committee

*Membership:* Coordinator for Affirmative Action and Title IX (Chair), Deputy Title IX Coordinator (also serving athletics), Associate Dean For Student Wellness (or designee), Director of Health Services, Chief of Public Safety, Dean of Students (or designee), **Associate Dean for Diversity and Inclusion**, three students appointed by the Student Government Association, three faculty members appointed by the Vice President for Academic Affairs **in collaboration with the President of the Faculty Senate**, and a Human Resources Representative. Appointed faculty members should not serve more than three successive terms. A term equals one year.

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

## 106 Faculty Salary and Benefits Committee

*Membership:* One tenured faculty member elected from each college including the supernumerary voting block, to serve staggered, two-year terms, and one untenured faculty member elected at large to serve a one year term. Faculty membership restricted to regular faculty. **The committee will also include two non-voting ex-officio members: the Vice President of Academic Affairs or an appointed representative and the Faculty Senate Chair or an appointed representative from the Faculty Senate.** ~~The Faculty Salary and Benefits Committee also serves as the Sabbatical Committee.~~

*Function:* Review and recommend on university-wide salary and benefits issues, ~~faculty research grants~~, summer faculty fellowships, and sabbaticals. ~~and~~ **F**forward recommendations to the Vice President for Academic Affairs. Recommendations on university-wide salary and benefit issues will also be forwarded to the Faculty Senate.

## 107 Graduate Council

*Membership:* ~~Fifteen members—three elected from each of the Colleges of Education and Arts and Humanities; two elected from each of the Colleges of Natural and Health Sciences and Engineering and Applied Sciences; one elected from the College of Business; and one elected from~~

~~the supernumerary voting block; one graduate student appointed by Dean of Graduate College; the Registrar, who serves as secretary; and the Dean of Graduate College, who serves as chairperson. Faculty membership is limited to full members of the graduate faculty; student membership is limited to graduate students who have been admitted to candidacy.~~

*Membership:* Faculty members who have voting privileges are limited to full-time members of the graduate faculty. Graduate Council membership shall be comprised as follows:

a. 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 five representatives serving on the Graduate Council.

- Up to two graduate programs: 1 representative
- Up to five graduate programs: 2 representatives
- Up to eight graduate programs: 3 representatives
- Nine or more graduate programs: 4 representatives

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

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

d. One university at-large member to be elected by regular graduate faculty.

e. Two graduate students serving as ex-officio, non-voting members: one appointed by the Graduate Dean 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.

f. The Graduate Dean, who shall serve as chairperson of the Graduate Council. The Graduate Dean may vote only in the case of a tie.

g. One non-voting member from the Library.

For elections, only regular and doctoral graduate faculty members are eligible to vote in elections for the Graduate Council. Graduate Council elections shall be held as part of the general University Standing Committee elections.

*Function:* Responsible for determining policy and establishing standards, criteria, regulations, and procedures for graduate study in accordance with policies of the Board of Trustees.

## **108 ~~Guidance and Counseling Committee~~ (delete)**

~~*Membership:* Five faculty members and two staff counselors appointed by the Vice President for Student Services; three students appointed by the Student Government Association. Appointed members should not serve more than three successive terms. A term equals one year.~~

~~*Function:* Study and make recommendations concerning the total counseling program of the University.~~

## 108 Honors Council

*Membership:* A director appointed by the Vice President for Academic Affairs, **an assistant director (advertised and hired from the faculty for a three year term)**, the Associate Vice President for Academic Affairs, the Assistant Vice President for Enrollment Management/**Director of Admissions**, the **Associate Director of Recruitment Academic Scholarships**, one faculty member representing each of the colleges including the supernumerary voting block appointed by the **respective deans** ~~Vice President for Academic Affairs~~, and two student representatives who are elected by the students in the University Honors program. Appointed members, **excluding the director and assistant director**, should not serve successive terms. A term equals three years.

*Function:* Responsible for development and revision of procedures and policies pertaining to the Honors Program.

## 108 Institutional Aid Committee

*Membership:* Assistant Vice President for Enrollment Management (chair), Director of Financial Aid, Associate Director of Financial Aid (Russellville campus), Associate Director of Financial Aid (Ozark campus), Director of Institutional Research, Director of Budget and Special Programs, Assistant to the Vice President for Academic Affairs (or Associate Vice President of Academic Affairs), Director of Student Accounts, Associate Dean of Student Success, Director of Academic Advising and Retention, Athletic Director (or Associate Director of Athletics), Vice Chairperson from the Faculty Senate, and representative from the office of Advancement appointed by the Vice President for Advancement.

*Function:* Develop and recommend institutional student aid policy and procedures including scholarship criteria, and amounts (non-athletic).

## 110 Institutional Effectiveness Committee

*Membership:* Membership will be limited to a maximum of nine individuals who represent both academic, non-academic and co-curricular support areas. The committee will include at least one member from the four Vice Presidential areas (i.e., Academic Affairs, Student Services, Advancement, and Administration and Finance), and two from the Ozark Campus (one from academic support and one from non-academic support). Terms will be for three years and set up on a staggered basis. The Director of Assessment and Institutional Effectiveness will chair the committee. The Vice Presidents and the Chief Academic Officer at the Ozark campus will make recommendations for membership to the Associate Vice President for Academic Affairs who has the responsibility for approval. Participation will be based upon prior expertise and training in assessment and institutional effectiveness practice.

*Function:* The Institutional Effectiveness Committee is charged with the continuous monitoring and improvement of institutional effectiveness through the assessment of processes in support service and administrative areas.

## 110 Institutional Review Board (IRB)

*Membership:* Membership governed by U.S. Department of Health and Human Services regulation 45 CFR 46.107: minimum of five members with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution; membership should not be composed of entirely men or entirely women and should include diversity based on race, gender, and cultural backgrounds; inclusion of at least one member whose primary concerns are in the scientific areas and at least one member whose primary concerns are in nonscientific areas; inclusion of at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution. Seven members serving three year terms on a rotating basis. One member appointed from the each following colleges and the supernumerary group appointed by the respective Deans, Arts and Humanities, Business, Education, Engineering and Applied Sciences, eTech, 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 or more members appointed by the Vice President for Academic Affairs as needed. The chair will be elected annually by the committee. Appointed members should not serve more than two successive terms. A term equals three years.

*Function:* Review requests on research involving human or animal subjects. Conduct periodic reviews of human or animal subject policy and procedures. No committee member may participate in the initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

## 110 Institutional Scholarship Appeals Committee

*Membership:* Associate Director for Academic Scholarships (chair), financial aid representative (excluding the Director or Associate Director) appointed by the Director of Financial Aid, Academic Advising Center representative (excluding the Director of the Academic Advising Center) appointed by the director of the Academic Advising Center, Student Services representative (excluding the Associate Dean of Student Success) appointed by the Dean of Students, Chairperson of the Faculty Senate or their designee, and Associate Registrar appointed by the Registrar.

*Function:* Review institutional scholarship appeals and reinstate aid when appropriate (non-athletic).

## 111 Pre-Medical Committee (delete)

*Membership:* Six faculty members selected from biological and physical sciences.

*Function:* Assist students who wish to enter health science professional colleges.

## 111 Professional Development Committee

*Membership:* Six faculty members, three appointed by the Vice President for Academic Affairs and three appointed by the Chair of the Faculty Senate, for three-year terms. Administratively appointed members should not serve successive terms. A term equals three years.

One tenured faculty member elected from each college and the supernumerary group to serve staggered, three-year terms, and one untenured faculty member elected at large to serve a one year term. Faculty membership is restricted to regular faculty. The committee will also include two non-voting ex-officio members: one appointed by the Vice President of Academic Affairs and one appointed by the President of the Faculty Senate.

*Function:* To review and recommend applications for Professional Development Grants and Faculty Research Grants to the Vice President for Academic Affairs for funding.

#### 111 ~~Publications Committee (Student Publications)~~ (delete)

~~*Membership:* Faculty/staff advisor to Arka Tech who will serve as chairperson, faculty/staff advisor to Agricola, Alumni Director, faculty member, the Purchasing Director, Vice President for Student Services, student editors of the newspaper and yearbook, and Student Government Association President or representative.~~

~~*Function:* Monitor the operation of the two institution-wide student publications and screen candidates for the student editorship.~~

#### 111 **Sexual Misconduct Hearing Board**

*Membership:* By August 15<sup>th</sup> of each year, the President of the University shall appoint two faculty members and two staff members to serve as Sexual Misconduct Hearing Board 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 will receive training annually.

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

#### 111 ~~Strategic Planning Committee~~ (delete) (note: replacement committee under consideration)

~~*Membership:* President of the University who serves as chairperson and his/her appointed representatives from designated constituencies throughout the university community.~~

~~*Function:* Provides a blue print that encompasses all campus planning.~~

#### 111 **Student Affairs Committee**

*Membership:* One faculty member elected from each college including the supernumerary voting block, two faculty members elected at large, and three students appointed by the Student Government Association.

*Function:* Study and recommend regarding the operation of the Student Services Office; serve as the appellate body for student grievances.

**111 ~~Student Aid Committee~~** (delete – see Institutional Aid Committee above)

~~*Membership:* Director of Student Financial Aid, and six faculty or staff representatives appointed by the Vice President for Student Services, who also serves as an ex officio member. Appointed members should not serve more than three successive terms. A term equals one year.~~

~~*Function:* Select scholarship recipients according to established criteria and recommend student aid policy and procedures.~~

**112 ~~Student Learning Assessment Committee~~**

~~*Membership:* Membership will include a maximum of nine individuals who represent academic programs with at least one member from each college and the supernumerary voting block. Terms will be for three years and set up on a staggered basis. The Director of Assessment and Institutional Effectiveness will chair the committee. The Dean of each college will make recommendations for membership to the Associate Vice President for Academic Affairs who has the responsibility for approval. Participation will be based upon prior expertise and training in assessment practice.~~

~~*Function:* The Student Learning Assessment Committee is charged with the continuous improvement and examination of student learning through program outcomes review.~~

**111 ~~Student Personnel Committee~~** (delete)

~~*\*Membership:* Five faculty appointed by the Vice President for Student Services and four students selected by the Student Government Association. Appointed members should not serve more than three successive terms. A term equals one year.~~

~~*Function:* Serve as the appellate body for student grievances and discipline.~~

**112 ~~Student Services Conduct Board~~**

~~*Membership:* Two students representing membership from the following groups: Student Government Association, Inter-Fraternity Council/Panhellenic, Residence Hall Association, or the Student Activities Board; two Resident Assistants, one Residence Life Staff member; one Student Services Staff member. The Student Conduct Administrator serves as chairperson and is responsible for appointing the membership.~~

~~*Function:* To hear cases of alleged violations of the Student Code of Conduct (excluding allegations of sexual misconduct which are heard by the Sexual Misconduct Hearing Board) and determine appropriate sanctions.~~

**112 ~~Ad-Hoc Technology Committee~~**

~~*Membership:* The Associate Vice President for Academic Affairs, who serves as chair, the Dean of Graduate College, the Director of Information ~~Services~~ **Systems**, the Assistant Director of Information ~~Services~~ **Systems** for Networked Systems, the Director of the Technology Center, the Director of the Library, five faculty members appointed by the Vice President for Academic~~

Affairs and submitted to the faculty senate for approval, ~~and~~ one faculty member from the Ozark campus appointed by the ~~Chancellor~~ **Chief Academic Officer, the Director of Institutional Research, a representative from Student Services appointed by the Vice President for Student Services, and a representative from Administration and Finance appointed by the Vice President for Administration and Finance.**

*Function:* (1) To advise the Associate Vice President for Academic Affairs by recommending enhancements to the technology infrastructure for the improvement of teaching, ~~and~~ learning, **and research**, by reviewing proposed enhancements to the technology infrastructure for their impact on teaching, ~~and~~ learning, **and research**, and by assisting in the development and maintenance of a technology plan for the university that will provide continuing support for the teaching and learning mission. (2) To assist the Associate Vice President for Academic Affairs in proactively communicating the rationale for technological enhancements with the university community.

### **113 Technology Prioritization Committee**

*Membership:* **The Vice President for Administration and Finance or his/her representative, the Vice President for Student Services or his/her representative, the Associate Vice President for Academic Affairs, the Vice President for Advancement or his/her representative, the Director of Information Systems, the Director of Budget, the Director of Procurement, the Director of Institutional Research, one faculty representative from the Faculty Senate appointed by the Faculty Senate Chair, and one staff representative from the Staff Senate appointed by the Staff Senate Chair.**

*Function:* **To recommend prioritization for the implementation of technology initiatives assigned to, or recommended by, the Office of Information Systems (OIS). The committee would only be called to order when OIS is unable to adequately support multiple initiatives that have been assigned or requested.**

### **113 (Revised in handbook 1/25/17) Technology Prioritization and Software Review Committee**

*Membership:* **The Vice President for Administration and Finance or his/her representative, the Vice President for Student Services or his/her representative, the Vice President for Academic Affairs or his/her representative, the Associate Vice President for Academic Affairs, the Vice President for Advancement or his/her representative, the Director of Information Systems who will serve as chair, the Director of Budget, the Director of Procurement, the Director of Institutional Research, one faculty representative from the Faculty Senate appointed by the Faculty Senate Chair, and one staff representative from the Staff Senate appointed by the Staff Senate Chair.**

*Function:* ~~To recommend prioritization for the implementation of technology initiatives assigned to, or recommended by, the Office of Information Systems (OIS). The committee would only be called to order when OIS is unable to adequately support multiple initiatives that have been assigned or requested.~~ **To review and prioritize new and on-going IT projects and review proposed software/hardware purchases for potential impact on multiple areas.**

## 114 ACADEMIC ADVISING

The Academic Advising Center (AAC) is responsible for the enrollment of all first-time entering freshmen **and undeclared transfer and new returning students**. Effective fall 2013, all **incoming** freshmen (excluding those in the online programs of the College of Professional Studies) will continue to be advised by the AAC's professional staff until approximately sixty (60) credit hours are completed. **complete their first academic advising appointment and register for classes in the AAC. Undeclared, General Education Associates and all Bachelor's degree seeking students, (excluding the College of eTech and all other Associate degrees) continue to be advised by the AAC's professional staff until approximately sixty (60) credit hours. At the completion of 60 credit hours, students will be aided by the AAC in the transition to a faculty advisor from the department of his/her major.**

~~Any student not wishing to declare a major enrolls as an "undeclared" major and is advised in the Academic Advising Center. (A major must be declared, however, during the semester in which the student earn 45 credit hours) After declaring a major, the student will continue to be advised in the AAC until completion of approximately 60 credit hours.~~

**Each semester after the 11th class day, the AAC will aid students who will earn approximately 60 hours by the end of the current semester in the transition to a faculty advisor. The department** Upon completion of sixty earned hours, the head of the department of a student's major field of student will normally assign the student to a faculty member who will act as the student's academic advisor. ~~of a student's major field of study will normally assign the student to a faculty member who will act as the student's academic advisor.~~ Students have the privilege of requesting a change of advisor, if they so desire. Faculty members also have the privilege to request a change whenever they feel that another faculty member could better advise a student. The student will report for academic advising and subsequent enrollment in courses at the time and place designated for registration.

## 114 ACADEMIC ADVISING CENTER

The Academic Advising Center is administered by a Director, who is directly responsible to the ~~Assistant Vice President for Enrollment Management~~ **Associate Vice President for Academic Affairs**. Policies governing the program are developed in coordination with the Office of Academic Affairs.

Arkansas Tech University views academic advising as a necessary and critical mediation in the education of our students. The Academic Advising Center assists students in determining goals and reaching their academic and professional objectives. The ~~Center~~ **AAC** holds an interest in all students, focusing on incoming freshmen, **undeclared** transfer students, ~~and undeclared majors~~ **and new returning students**. The ~~Center~~ **AAC** will support and facilitate programs to enhance academic advising campus-wide.

## 115 Student Scheduling - Registration

Arkansas Tech utilizes an on-line student registration system. Registration in classes during August and January as well as for summer sessions is conducted **by appointment with the academic advisor** ~~on a rotating alphabetical schedule~~. Pre-registration for fall and spring semesters is conducted by hours earned with upperclassman first. Generally, students must be cleared through the offices of Admissions, the Registrar, Student Services, and Student Accounts prior to official enrollment in classes.

## 117 Federal Attendance Accounting

Attendance accounting is required to fulfill a federal requirement regarding financial aid disbursement and to determine whether a student must be dropped for non-attendance or non-payment. At the beginning of each course/semester faculty members are expected to notify the Registrar concerning students on class rolls who have not reported to class **by the official attendance date**.

## 120 Grading

No grade other than "I" may be changed after it is recorded except if an instructor finds that a grade has been erroneously reported. In such instances the instructor may correct the grade by submitting a Grade Change Request form with an explanation of the change to ~~the Vice President~~ for Academic Affairs.

## 120 Reporting Grades

Grades are to be reported at mid-term (for freshmen and sophomores only) and the end of a semester through an on-line grading system. Only final grades are reported in ~~the each~~ summer term. Faculty members are obligated to report grades on schedule as requested by the Vice President for Academic Affairs.

## 129 College of eTech

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

**eTech** Course developers work under the auspices of the university's approved Course Ownership Policy. A copy of the policy is included on pages ~~129-130~~ **136-137** of the *Faculty Handbook*.

~~The University eTech~~ uses Blackboard as **its learning** ~~the course~~ management system ~~for the delivery of online courses~~. Links are available on the **college's Teaching Online site**

[www.atu.edu/etech/teaching\\_online.php](http://www.atu.edu/etech/teaching_online.php)) eTech site (<http://etech.atu.edu>) to for the most current version of Blackboard and additional support materials.

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 **face-to-face** 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.

The College of eTech works collaboratively with Information Systems. For technical support, please contact the Information Services' Help Desk at 479-968-0646 or 1-866-400-8022. Assistance with general technical issues is available via email at [campussupport@atu.edu](mailto:campussupport@atu.edu) or visit the Information Systems website at <http://cservices.atu.edu>.

### 130 Policies and Procedures for Scheduling Courses

Procedures for registering and enrolling in classes are included with the list of course offerings that is published for the semester/term.

**Additional information on academic advising procedures can be found on page 114.**

A course of study will be made with the advice and approval of an academic advisor in the student's major field of study. Any student not wishing to declare a major will receive academic advising from the Academic Advising Center. The Academic Advising Center will continue to meet that student's needs until the student declares a major. A major must be declared during the semester in which the student earns 45 credit hours.

### 133 \*CAMPUS SAFETY AND PREPAREDNESS

Arkansas Tech University places the highest priority on the health and safety of its on-campus population and visitors. In the event of a threatening situation Tech will communicate vital information as quickly and efficiently as possible for our students, faculty, staff and visitors using one or more of the following communication tools (some services provided through the city and county):

- Outdoor Warning Sirens
- NOAA Weather Radios
- Tech Emergency Messaging Systems
- Commercial Television & Radio
- Campus Television & Radio
- Building Alarms
- Phones and cell phones
- E-mail

- Website
- Audible Announcements

Arkansas Tech University has an extensive Emergency Preparedness System in place to ensure a rapid response to and recovery from any crisis situation. Some important components of this system are the Campus Emergency Procedures, the University Emergency Operations Plan, and the Campus Continuity of Operations Plan. These are designed to assist students, faculty, staff, and visitors in timely and effective response to minimize the adverse effects of any threat, as well as to return to normal operations as quickly as possible after an incident.

The Campus Emergency Procedures provide guidance to be followed in the event of threatening situations to which the campus is vulnerable. Students, faculty, and staff should review these procedures and have ready access to them if needed. These guidelines are provided in the Emergency Procedures Guide and a copy is also available at <http://www.atu.edu/emergency/>

The Emergency Operations Plan defines lines of authority and responsibilities, promotes working relationships, and imparts knowledge necessary to protect lives and property and to maintain the operational integrity of the university. A copy of the Emergency Operations Plan can be found at <http://www.atu.edu/psafe/docs/ATUEPlan.pdf>

The Continuity of Operations Plan lays out guidelines on how Tech will provide services during and after an incident when any given part of Tech's facilities is rendered inoperable. This plan will outline what the most important functions/services of the university are, and will lay out how to maintain those functions during a disaster and until recovery is completed.

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

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

Emergency messages will be sent out utilizing the following methods:

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

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

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

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

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

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

### **135 Faculty Library Privileges**

Faculty members enjoy generous circulation privileges for all circulating library materials. ~~New faculty members must activate their library account in person at the Circulation desk to check-out materials or use interlibrary loan services.~~ For the most current version of circulation policies and responsibilities, or to search the library catalog for materials, please see the library website: <http://library.atu.edu>

### **138 Preparation of Operation Budget**

Budget planning and priorities are developed by the Budget Advisory Committee, of which the President is the chairperson. Other members of the committee are the vice presidents, Chancellor of the Ozark campus, ~~chief officers of the Ozark Campus (i.e., Academics, Finance, and Student Services)~~ ~~Executive Assistant to the President~~, academic deans ~~of colleges~~, Athletic Director, Director of Library, Chairperson of the Faculty Senate (or designated representative), Chairperson of Staff Senate or his/her designated representative, Chairperson of Student Government Association or his/her designated representative, Director of the Arkansas Tech Career Center, and a faculty member elected at large. ~~The Chief of Staff to the President, Director of Budget, Assistant to the Vice President for Academic Affairs, and Director of Institutional Research serve as ex officio members.~~ The Vice President for Administration and Finance serves as secretary of the committee. This committee is responsible for (1) coordinating the priorities and instructions with the educational program and the objectives of the institution, (2) ensuring

that the budget is formulated within the limits of resources available, and (3) providing for contingencies.

## **141 THE CONSTITUTION OF THE FACULTY SENATE OF ARKANSAS TECH UNIVERSITY**

### **ARTICLE I: NAME AND PURPOSE**

**Section 1: Name** - The name of this organization shall be the Faculty Senate of Arkansas Tech University.

**Section 2: Purpose** - The Faculty Senate shall act for the faculty in all curricular matters other than those involving changes in general academic policies and for the faculty or the administration on matters referred to it for action; it shall serve as an advisory body to the faculty on matters involving academic policies; it shall serve as an advisory body to the faculty and administration on proposed changes to the *Faculty Handbook*, and to the administration or the faculty, as appropriate, on any other matters of general concern to the University.

### **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.

~~**Section 2: Appointive Membership** - The President of the University shall appoint one Senator; the Vice President for Academic Affairs shall appoint one Senator.~~

#### **Section 23: Restrictions upon Membership**

Paragraph A: ~~No staff member shall be eligible for elective or appointive membership in the Senate who does not hold the faculty rank of Assistant Professor or above.~~ **All faculty with the rank of Assistant Professor or above are eligible for elective membership in the Senate.**

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

~~Paragraph C: In the event that no member of a College is eligible for elective membership to the Senate under the restrictions imposed by Paragraphs A and B, then the College may elect a faculty member with the rank of Instructor to serve an "emergency" term of one year.~~

### **Section 34: Terms of Office**

Paragraph A: All elective ~~and appointive~~ members of the Senate, except those initial members who draw one- and two-year terms, shall serve for three years. **No senator may serve more than two consecutive three-year terms.**

Paragraph B: The terms of membership of all initial elective and appointive members of the Senate shall be considered as having begun on July 1, 1953.

### **Section 45: Vacancies in the Senate**

Any elective ~~or appointive~~ membership in the Senate shall be considered vacant when its incumbent ceases to be eligible for membership according to Article II, Section 4, of this Constitution or when its incumbent is granted a leave of absence from the University. Such vacancies shall be filled temporarily for the period of the leave of absence by College election ~~or Presidential or Academic Vice Presidential appointment, respective to the vacancy,~~ within thirty days from the time of the beginning of their existence.

## **ARTICLE III: OFFICERS -- THEIR DUTIES AND MANNER OF ELECTION**

### **Section 1: Officers of the Faculty Senate**

Paragraph A: The Senate shall have a chairperson, ~~who shall preside at Senate meetings. He/she may vote upon motions under consideration by the Senate.~~ **The powers of the chairperson include:**

- 1. Presiding at Senate meetings;**
- 2. Voting upon motions under consideration by the Senate;**
- 3. Contacting and sharing information with the Faculty Senate members and/or the entire University faculty as and when deemed necessary.**

Paragraph B: The Senate shall have a vice chairperson, ~~who shall preside at any meeting of the Senate which the chairperson may be unable to~~

~~attend. The vice chairperson may vote upon any matter under consideration by the Senate.~~ The vice chairperson is the president elect of the Faculty Senate. The powers of the vice chairperson include:

1. Presiding at any meeting of the Senate which the chairperson is unable to attend;
2. Voting upon motions under consideration by the Senate;
3. Contacting and sharing information with the Faculty Senate members and/or the entire University faculty as and when deemed necessary if the chairperson is unable to do so.

Paragraph C: The Senate shall elect one of its members as secretary except that no member, having so served for a year, shall be eligible again during the same term of office.

## **Section 2: Manner of Election of Officers**

At the first fall meeting in 1991, the chairperson, chairperson elect, and secretary will be elected. At the first fall meeting in subsequent years only a chairperson elect and a secretary will be elected, the chairperson position being automatically filled by the chairperson elect. The chairperson elect will additionally serve as vice chairperson.

## **ARTICLE IV: MEETINGS**

**Section 1: Called Meetings** - The Vice President for Academic Affairs of the University shall call a meeting of the Senate within three weeks after the beginning of each fall semester to chair the election of officers and to establish a time for the Senate's regular meetings during the academic year. A called meeting of the Senate may be convened at any other time at the request of the chairperson of the Senate or of at least three other Senators.

**Section 2: Regular Meetings** - The Faculty Senate shall meet in regular session each month of the academic year at the time and place designated by the Senate in its first called meeting of each fall semester, except such times as the regularly established meeting date may coincide with a school holiday or with a vacation period.

## **ARTICLE V: RATIFICATION AND AMENDMENT OF THE CONSTITUTION**

**Section 1: Ratification** - This Constitution and attached By-Laws shall be considered as ratified and in force upon their being approved by two-thirds of the elective ~~and~~

~~appointive~~ members of the Senate, by a majority of those voting in a regular convened meeting of the faculty of the University, and by the Board of Trustees.

**Section 2: Amendment** - The Constitution or the By-Laws of the Senate may be amended in the following manner:

- a. The proposed amendment shall be drafted and presented in duplicated form to each member of the Senate at least ten days before the meeting in which it is to be considered.
- b. The proposed amendment shall be approved by two-thirds ~~of the elective and appointive members~~ of the Senate in a regular meeting of the Senate.
- c. The proposed amendment shall be approved by a majority of those voting in the next regular or special election of the faculty of the University.
- d. The proposed amendment shall be approved by the Board of Trustees of the University.

## **ARTICLE VI: AMENDMENTS TO CONSTITUTION OF THE FACULTY SENATE**

### **Section 1: Committee Voting Procedures**

A. Proxy voting is not allowed for the Faculty Senate or other faculty committees.

## **BY-LAWS OF THE FACULTY SENATE OF ARKANSAS TECH UNIVERSITY**

## **ARTICLE I: ELECTION ~~AND APPOINTMENT~~ OF MEMBERS**

### **Section 1: Time of Elections and Appointments**

During the spring term of each year elections shall be held ~~and appointments shall be made~~ to fill the vacancies on the Faculty Senate which shall come into existence on the following July 1.

### **Section 2: Conduct of Elections**

In the election of Senators from the different Colleges, each faculty member, regardless of rank, shall be entitled to vote for the Senator or Senators of his/her own College. A majority of the votes of the faculty of each College shall be necessary for election. All elections of Senators shall be by secret ballot.

## **ARTICLE II: AGENDA**

The chairperson of the Senate shall cause to be duplicated and distributed among the members of the Senate, at least ten days before each regular meeting, an agenda

for the consideration of the Senate in that meeting. Absence from this agenda of any matter of concern to the Senate, however, shall not preclude the Senate's consideration of or action upon that matter in the meeting.

### **ARTICLE III: CONDUCT OF MEETINGS**

#### **Section 1: Parliamentary Procedure**

All meetings of the Faculty Senate shall be conducted according to standard parliamentary procedure.

#### **Section 2: Quorum**

Two-thirds of the Senators shall constitute a quorum and shall have the power to transact business as the Faculty Senate at any regular or called meeting.

#### **Section 3: Method of Voting**

In presenting a motion before the Senate, any member may stipulate that the motion be voted upon by secret ballot. Otherwise, voting in the Faculty Senate shall be conducted in whatever parliamentary manner may be called for by the acting chairperson. Each elective or appointive member present shall have one vote. Any motion shall be considered as having been passed by the Senate only if it shall have received the votes of a majority of the voting members present.

#### **Section 4: Attendance at Meetings**

Official meetings called by the Faculty Senate chairperson are open to the general university faculty and invited guests.

### **ARTICLE IV: MINUTES OF MEETINGS**

The Secretary of the Senate shall keep accurate minutes of each meeting and cause them to be duplicated and distributed among the members of the Senate for approval, after which the approved minutes shall be distributed among the entire faculty.

## **146 GRADUATE ADDENDUM**

The preceding chapters also relate to the graduate program and graduate faculty; the information delineated in this section of the *Faculty Handbook* relates primarily to the organizational structure and governance of the graduate program. Academic regulations exclusive to the graduate program and omitted from this *Handbook* are compiled in the current issue of the Arkansas Tech University *Graduate Catalog*.

## **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, 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.

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**

Purpose:

The purpose of the ~~master's degree~~ **graduate** programs at Arkansas Tech University is to provide graduate education opportunities in professional education and in the liberal arts to anyone who seeks, and who is eligible for admission. The University has a particular interest in meeting the professional growth and advancement needs of certified teachers in the service region.

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.
- B. To provide graduate curricula that ensures that the student acquires an understanding of: (1) research and the manner by which research is conducted, and (2) the subject matter, bibliography, theory, and methodology of the field.

- C. To develop an approach to learning and intellectual work which involves familiarity with research and problem-solving methods, the ability to synthesize knowledge from many sources, the capacity for self-directed learning, and a commitment to lifelong learning.
- D. To assure high intellectual standards are maintained, students acquire both general and specialized knowledge, and are prepared for advanced scholarly study.
- E. To encourage altruism by working toward a respect for diverse cultures, a commitment to world peace, a consciousness of the important moral issues of the time, and a concern for the welfare of mankind in general.
- 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 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.

#### **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

### A. Purpose:

The Graduate Council shall be the body responsible for determining policy and establishing standards, criteria, regulations, and procedures for graduate study in accordance with policies of the Board of Trustees.

### B. Responsibilities of the Graduate Council:

It is the responsibility of the Graduate Council to review all proposals for graduate degree programs and courses and, at its option, existing programs; to establish and review the criteria for membership on the graduate faculty; to establish the minimum admission standards and the standards for continuation of graduate students; to act upon petitions and appeals from the decision of the Dean of Graduate College; to consider any other matters relevant to the graduate program; and to authorize, recommend, or instruct the Dean of Graduate College 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 their degree. All Council members shall have full voting rights.

### ~~D. Membership Composition:~~

~~The Graduate Council shall be composed as follows:~~

- ~~1. Each college will have one representative. Any college offering a graduate degree will have an additional representative. A college offering five will have an additional representative. A college offering eight or more will have two additional representatives.~~
- ~~2. Two graduate students appointed by the Dean of Graduate College;~~
- ~~3. The Registrar, who shall serve as secretary of the Graduate Council;~~
- ~~4. The Dean of Graduate College, who shall serve as chairperson of the Graduate Council.~~

D. *Membership:* ~~Fifteen members—three elected from each of the Colleges of Education and Arts and Humanities; two elected from each of the Colleges of Natural and Health Sciences and Engineering and Applied Sciences; one elected from the College of Business; and one elected from the supernumerary voting block; one graduate student appointed by Dean of Graduate College; the Registrar, who serves as secretary; and the Dean of Graduate College, who serves as chairperson. Faculty membership is limited to full members of the~~

~~graduate faculty; student membership is limited to graduate students who have been admitted to candidacy.~~

\*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 representatives serving on the Graduate Council.**

<del>1-2</del> <b>Up to 2</b> graduate programs:	1 representative
<del>3-5</del> <b>Up to 5</b> graduate programs:	2 representatives
<del>6-8</del> <b>Up to 8</b> graduate programs:	3 representatives
9 or more graduate programs:	4 representatives

2. Colleges with no graduate programs will be allotted one representative serving as an ex-official, non-voting council member;
3. One doctoral faculty member elected by the graduate faculty holding doctoral faculty status;
4. One university at-large member to be elected by regular graduate faculty;
5. Two graduate students **serving as ex-officio, non-voting members**; one appointed by the Graduate Dean **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**;
6. ~~The Registrar, who shall serve as secretary of the Graduate Council.~~ The Graduate Dean, who shall serve as chairperson of the Graduate Council. **The Graduate Dean may vote only in the case of a tie**; and
7. ~~The Dean of Graduate College, who shall serve as chairperson of the Graduate Council.~~ **One non-voting member from the Library.**

E. Faculty:

*Elections:* Only regular and doctoral graduate faculty members are eligible to vote in elections for the Graduate Council. ~~Each college shall vote for graduate council membership (to fill expired terms or unexpected vacancies) during the University standing committee election. No department in any college shall contribute more than one member to the Council.~~ **Graduate Council elections shall be held as part of the general University Standing Committee elections.**

*Function:* Responsible for determining policy and establishing standards, criteria, regulations, and procedures for graduate study in accordance with policies of the Board of Trustees.

F. Term of Office:

All elected members of the Graduate Council shall hold office for three calendar years from August 1 following their election, with the following exceptions:

1. Student membership shall be for a one-year term only.
2. Faculty membership shall be vacated on the date that any member terminates his/her faculty appointment.
3. Faculty membership shall be terminated when a member begins a leave of absence for a period of one regular semester or longer, but shall not be terminated when a leave of absence is granted for a summer term.
4. Membership shall be terminated from the date a member submits his or her resignation from the Council to the chairperson.
5. An elected faculty member of the Graduate Council may succeed himself/herself in office for as many terms as elected.
6. If, for any reason, faculty membership is terminated, a special election shall be held to complete the unexpired term in the college wherein the vacancy occurs. If, for any reason, a student membership is vacated, the chairperson of the Graduate Council shall appoint another qualified student. A graduate student who is appointed to complete an unexpired term is eligible for reappointment.
7. ~~The term of the Registrar, who shall serve as secretary of the Graduate Council, is unlimited.~~
8. The term of the Dean of Graduate College, who shall serve as chairperson of the Graduate Council, is unlimited.

G. Meetings:

There shall be one meeting of the Graduate Council each month of the fall and spring semesters (except May and December) and one meeting during each of the two terms of the summer sessions. The agenda for each regular and special meeting shall be prepared and distributed to each member of the Graduate Council no later than one week prior to each meeting. The time and place of each regular meeting, however, shall be announced to the entire graduate faculty no later than one full week prior to each meeting. Special meetings of the Graduate Council shall be called by the chairperson of the Council in the following manner:

1. Upon the initiative of the chairperson of the Council.

2. Upon petition of three or more members of the Council.
3. Upon request of the Vice President for Academic Affairs or the President of the University.

H. Quorum:

The presence of a majority of the total membership of the Graduate Council shall constitute a quorum for the transaction of all business.

I. Committees:

The Dean of Graduate College shall establish standing committees and such ad hoc committees as are deemed necessary for the operation of the graduate program.

These committees shall be composed of members selected from the total graduate faculty. Chairpersons of all committees, however, shall be members of the Graduate Council.

Standing committees shall be appointed at the first meeting of the Graduate Council each academic year and shall serve one calendar year.

Ad hoc committees shall serve until their final reports are presented and they are dismissed by the Council.

All reports of committees shall be presented to the Council in writing and may also be presented orally if requested by the Council.

J. Officers:

Officers of the Graduate Council shall be the chairperson, the vice chairperson, the secretary, and such other officers as the Council deems necessary.

Chairperson: The Dean of Graduate College shall serve as permanent chairperson of the Graduate Council.

Vice Chairperson: The vice chairperson shall be a member elected at the last regular meeting of each academic year, shall take office at the beginning of the following year, shall serve for a one-year term, and shall be eligible to succeed himself/herself.

Secretary: ~~The Registrar shall serve as secretary of the Graduate Council and as a voting member.~~ **The Secretary shall be appointed by the Graduate Dean and will be a non-voting member.**

K. Duties:

The chairperson of the Graduate Council shall call meetings of the Council, shall preside at all meetings of the Council, shall appoint members to ad hoc committees, shall report to

the Council all communications from the Vice President for Academic Affairs, and shall transmit to the Vice President for Academic Affairs and to all graduate faculty members the published minutes of each meeting of the Council or any other published communications as the Council shall direct.

The vice chairperson of the Graduate Council shall call and preside at all meetings of the Council in the absence of the chairperson, or shall preside over the meetings when the chairperson shall vacate the chair and call on him/her to preside.

The secretary shall record the proceedings of Council meetings and perform such other duties as prescribed by the Council.

Duties of other officers designated by the Council shall be determined by vote of the Council.

L. Amendments:

This plan of organization for the Graduate Council shall be amended by a two-thirds vote of the total membership of the Graduate Council.

An amendment adopted shall become effective one month after its adoption unless:

1. Held in abeyance for action by the Board of Trustees;
2. Disapproved by the President of the University;
3. Disapproved by the Board of Trustee.

M. Recommendations for Implementing Changes in the Graduate Council:

1. It is recommended that as a result of the reorganization of the University, if the appointed member of the Council is in a different college from that which he/she was appointed, the term of office automatically terminates. Presently elected members who will be in a different college will represent that college.
2. In those instances where there is a greater number of present members than required under the reorganized structure, positions becoming vacant will not be filled.
3. In colleges where representation under the reorganization is less than required, the vacancies shall be filled by election and/or appointment.

## VI. The Graduate Faculty

The Graduate Faculty is composed of ~~two~~ three categories:

**Doctoral Graduate Faculty:** Tenured and non-tenured 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.

Regular Graduate Faculty: Tenured and non-tenured 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.

Non-regular Graduate Faculty: Part-time, adjunct, or non-regular faculty, as well as regular faculty and practicing professionals not eligible for the status above, may be appointed to the Non-Regular Graduate Faculty.

## A. Doctoral Graduate Faculty Membership

### 1. Membership Requirements

- a. Regular faculty status on the Arkansas Tech University faculty.
- b. The doctorate or other terminal degree in the appropriate field or discipline.
- c. Evidence of productive scholarship and/or relevant and recognized professional activities as normally defined within the discipline concerned.
- 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, dissertation, project, or portfolio committees.
- e. Recommendation by the Department Head to the Graduate Council via the Dean of the appropriate College and Dean of Graduate College. The appointment 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 professional development activities that will strengthen their applications.

### 2. Responsibilities

- a. Teach doctoral level and/or masters level courses.
- b. Serve on graduate student examination, thesis, dissertation, project, or portfolio committees.
- c. Serve as chair of graduate student examination, dissertation, thesis, project, or portfolio committees.

- d. Advise graduate students.
  - e. Direct graduate student research.
  - f. Serve on standing and special committees of the Graduate Council
3. Review and Renewal

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

- a. Continued evidence of productive scholarship and/or relevant and recognized professional activities as normally defined within the discipline concerned.
- b. Continued regular involvement in the graduate program to which the faculty member is assigned (i.e. teaching classes, serving on committees).
- c. Recommendation by the appropriate Department Head to the Graduate Council via the Dean of the appropriate College and the Dean of Graduate College.
- d. A faculty member who is not renewed at the doctoral graduate faculty membership status may still be considered for regular graduate faculty membership status, as long as the faculty member meets the requirements for renewal under that category of membership.

B. Regular Graduate Faculty Membership:

1. Membership Requirements

- a. Regular faculty status on the Arkansas Tech University faculty.
- b. The doctorate or other 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. Evidence of productive scholarship and/or relevant and recognized professional activities as normally defined within the discipline concerned.
- 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. Recommendation by the Department Head to the Graduate Council via the Dean of the appropriate College and Dean of Graduate College. The appointment 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 professional development activities that will strengthen their applications.

## 2. Responsibilities

- a. Teach graduate level courses.
- b. Serve on graduate student examination, thesis, project, or portfolio committees.
- c. Serve as chair of graduate student examination, thesis, project, or portfolio committees.
- d. Advise graduate students.
- e. Direct graduate student research.
- f. Serve on standing and special committees of the Graduate Council.

## 3. Review and Renewal

Regular Graduate Faculty members must apply for renewal or 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:

- a. Continued evidence of productive scholarship and/or relevant and recognized professional activities as normally defined with the discipline concerned.
- b. Continued regular involvement in the graduate program to which the faculty member is assigned (i.e. teaching classes, serving on committees).
- c. Recommendation by the appropriate Department Head to the Graduate Council via the Dean of the appropriate College and the Dean of Graduate College.

The review process is also an opportunity to encourage professional development. 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 any professional development activities that will strengthen their renewal application.

## C. Non-Regular Graduate Faculty:

### 1. Membership Requirements

- a. The doctorate or other 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.

- b. Recommendation by the appropriate Department Head to the Graduate to the Council via the Dean of the appropriate College and Dean of Graduate College.
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. 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. The nomination should be made on the form provided for this purpose, "Nomination for Membership on the Graduate Faculty and Request for Approval to Teach Classes for Graduate Credit." Nominations are received by the Dean of Graduate College and kept on file. The Dean of Graduate College makes periodic reporting to the Graduate Council of current membership in each category. In cases when expediency is required, the Dean of Graduate College 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.

E. Appeals:

\*In cases in which any party involved in deliberation related to graduate faculty status feels that an improper decision has been made, he/she may appeal that decision to the Graduate Dean.

## **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.

#### 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.

### **VII VIII. Procedures for Approval of Graduate Curricular Matters**

- A. Graduate curricular matters originating in an academic department are approved by the Department Head and College Dean, and are then forwarded to the Vice President for Academic Affairs (VPAA).
- B. The proposal is reviewed by the VPAA and Registrar and concerns are noted (if any). If the proposal is considered to be acceptable, the VPAA forwards the proposal to the chairperson of the Teacher Education Council. If the proposal is not related to the teacher education program, it is routed directly to the chairperson of the Graduate Council.
- C. The Teacher Education Council reviews the proposal and forwards it, with a recommendation, to the Graduate Council via the VPAA. If the proposal is not acceptable to the Teacher Education Council, prior to forwarding to the Graduate Council, the Teacher Education Council may refer it back to the Dean of the College for more information or for revision by the originating department.
- D. Upon receipt of the proposal, the Graduate Council reviews it and makes a recommendation as to approval or disapproval. If the Graduate Council recommends approval of the curricular change, the proposal is forwarded to the VPAA. If the Council disapproves the proposal, it is returned to the originating department via the Dean of the college. The proposal can be revised and re-submitted, but must, again, be submitted through the Teacher Education Council. Actions of the Graduate Council are recorded in Council meeting minutes which are distributed to all graduate faculty members and appropriate administrative officials.
- E. The VPAA is responsible for implementing the new proposal if approved.
- F. The process described above is to be applied to all graduate curricular matters. When 4000-5000 level courses are being considered, two separate proposals will need to be submitted - the 4000-level course will be reviewed by the Curriculum Committee and the Faculty Senate, and its 5000-level counterpart will be reviewed by the Graduate Council after the Curriculum Committee and the Faculty Senate have taken action on the 4000-level proposal.

### **VIII \*IX. Graduate Student Academic Conduct Policies**

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires

certain standards of academic integrity and conduct from all students. Arkansas Tech University expects an academic atmosphere to be maintained in all classes regardless of their format and delivery, such as in-person classrooms or online classroom settings. This atmosphere is created by both the professor and the students in order to enable all students enrolled in a class to reach their academic potential. All students, regardless of the format and delivery of their classes, are expected to: attend class (attendance policy is defined by the professor); conduct themselves in a non-disruptive manner; and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize the class is under the control of the professor who will give students a statement of his or her class policies in a syllabus at the beginning of the semester.