

FACULTY HANDBOOK
ARKANSAS TECH UNIVERSITY

MAIN CAMPUS

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August 1, 2005
August 1, 2006
August 1, 2007
August 1, 2008
August 1, 2009
August 1, 2010
August 1, 2011
August 1, 2012
August 1, 2013

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ACKNOWLEDGMENT

I understand that the *Faculty Handbook* (update 2013) located at <http://www.atu.edu/academics/facultyhandbook.php> constitutes the general policies and procedures of Arkansas Tech University, and I will familiarize myself with the information therein. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

(Signature)

(Print Name)

(Date)

PLEASE SIGN AND RETURN THIS FORM TO THE ACADEMIC AFFAIRS OFFICE,
ROOM 200, ADMINISTRATION BUILDING. THIS SIGNED FORM WILL BE
RETAINED AS PART OF YOUR PERMANENT RECORD.

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I

GENERAL INFORMATION

Arkansas Tech University was created as a district agricultural school by an act of the Arkansas General Assembly in 1909. In 1925, the General Assembly changed the name from the Second District Agricultural School to Arkansas Polytechnic College, with power to grant degrees. Changing and increased demands for college education in Arkansas caused the Board of Trustees in 1948 to convert from a junior college to a four-year, degree-granting institution. A graduate program leading to the master of education degree was established in 1976. In accordance with an act of the Arkansas General Assembly and by the authority of the State Board of Higher Education, the name of Arkansas Polytechnic College was changed to Arkansas Tech University, effective July 9, 1976. In July, 1979, the University was designated by the State Department of Higher Education and the Governor of the State of Arkansas as the center for the Arkansas Center for Energy, Natural Resources and Environmental Studies. The University has had continuous accreditation in the Higher Learning Commission of the North Central Association of Colleges and Schools since 1930.

Arkansas Tech University is a multi-purpose, state-supported institution of higher education whose primary objective is to provide strong undergraduate and graduate programs and activities, especially for the students and communities in the northwest quadrant of Arkansas, which will enable its graduates to make significant contributions to the economic, social, political, and cultural development of the region, state, nation, and world and to enable each student to pursue personal, professional, and occupational goals. The University is committed to providing high quality educational programs within its five broad areas of emphasis--modern business and industry, professional education, the liberal and fine arts, the physical and life sciences, and information technology and systems. A critical adjunct purpose is the University's obligations to community service and development.

The present mission of Arkansas Tech University is:

Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

In carrying out its mission, Arkansas Tech University offers programs of study leading to the associate degree, baccalaureate degree, master's degree, and educational specialist degree.

The Role and Scope for Arkansas Tech University as approved by the Board of Trustees on July 29, 2000, and defined by the Arkansas Department of Higher Education reads as follows:

1. Audiences

Arkansas Tech University (ATU) is responsible for serving:

- Residents of the northwest quadrant of Arkansas who have completed a high school education and are seeking either a college degree or continuing professional education and residents of the state through specific degree programs and services.
- Employers in the region, both public and private—school districts, health care providers, local governments, and private businesses.
- Economic development interests and entrepreneurs in the region.
- The community and area by providing a broad range of academic and cultural activities and public events.
- Area K-12 schools seeking college general education courses for advanced students.
- Two-year college transfer students.

2. Array of Programs and Services

ATU serves these audiences by offering:

- Certificate and associate degree programs in applied technologies, nursing and allied health.
- Baccalaureate programs in arts and humanities, the natural sciences, and social sciences appropriate to a teaching institution with a predominantly undergraduate student body.
- Baccalaureate and masters programs in the professional fields of communications, information technology, engineering, education, nursing and allied health, and business.
- Services specifically designed to meet the needs of regional economic development (small business development, support for entrepreneurs, problem-solving).

3. Special Features

- Engineering programs, including an associate degree in nuclear engineering, emergency administration and management, geology, and hospitality administration.
- Arkansas Tech University-Ozark campus provides education in associate and certificate programs.

Management and control of Arkansas Tech University are vested by statute in the Board of Trustees as appointed by the Governor with the concurrence of the Arkansas Senate. The central administrative leadership for the University stems from the President, who is directly responsible to the Board of Trustees, and five vice presidents. Academically, the University is organized into seven colleges consisting of twenty-four departments. Each college is administered by a dean and each department by a head. The role of faculty in governance participation is primarily expressed through the structures of the Faculty Senate, Graduate Council, and other standing committees; the will of the student body is reflected through the Student Government Association. Diagrams on pages 8-11 reflect the University's administrative and student government organization and the committee structure for policy determination. *Up-to-date organizational Charts are maintained at the following link: <http://www.atu.edu/academics/docs/organizationalcharts.pdf>

Most of the information needed by faculty members is contained in this handbook and in these publications: *Undergraduate Catalog*, *Graduate Catalog*, *Student Handbook*, and *Financial Policies*.

*Added 8/1/09

**A H E C B APPROVED DEGREE PROGRAMS
ARKANSAS TECH UNIVERSITY
Academic Year 2014**

Status	Level	Award	CIP 2010	Degree Code	Credit Hours	Offered Via Distance	Program Name
A	00	X	00.0000	0010			Undeclared
A	01	CP	01.0309	1309	12		Viticulture, (Ozark Campus)
A	01	CP	12.0500	1121	15		Culinary Arts, (Ozark Campus)
A	01	CP	15.0399	1153	15		Drafting and Design, (Ozark Campus)
A	01	CP	43.0103	0500	15		Law Enforcement, (Ozark Campus)
A	01	CP	47.0201	1471	10		Facilities Management, (Ozark Campus)
A	01	CP	47.0604	4255	16		Automotive Service, (Ozark Campus)
A	01	CP	48.0508	4905	15		Welding, (Ozark Campus)
A	01	CP	51.0716	4720	9		Allied Health, (Ozark Campus)
A	01	CP	51.0904	0015	7		Emergency Medical Technician, Basic; (Ozark Campus)
A	01	CP	51.3902	4750	7		Certified Nursing Assistant, (Ozark Campus)
A	01	CP	52.1201	0018	12		Computer Information Systems, (Ozark Campus)
A	02	TC	01.0309	2103	38		Viticulture, (Ozark Campus)
A	02	TC	01.0309	2109	38		Enology, (Ozark Campus)
A	02	TC	12.0401	4420	40		Cosmetology, (Ozark Campus)
A	02	TC	15.0303	4645	30		Industrial Electronic Technology, (Ozark Campus)
A	02	TC	15.0399	4504	42		Industrial Control Systems, (Ozark Campus)
A	02	TC	43.0103	0389	36		Law Enforcement Administration, (Ozark Campus)
A	02	TC	47.0201	4310	36		Air Conditioning, Heating, & Refrigeration Technology, (Ozark Campus); Also at Ft. Smith August 2012-July2013
A	02	TC	47.0603	4330	36		Collision Repair Technology, (Ozark Campus)
A	02	TC	47.0604	4340	36		Automotive Service Technology, (Ozark Campus)
A	02	TC	48.0508	4900	36		Welding Technology, (Ozark Campus)
A	02	TC	51.0716	4729	36		Health Information Technology, (Ozark Campus)
A	02	TC	51.3901	4660	53		Practical Nursing, (Ozark Campus)
A	02	TC	52.0401	4285	36		Business Technology, (Ozark Campus)
A	02	TC	52.1201	4445	36		Computer Information Systems, (Ozark Campus)
A	03	AA	24.0102	0060	60	Y	General Education
A	03	AAS	11.0103	0320	60		Information Technology
A	03	AAS	12.0504	3120	61		Culinary Management
A	03	AAS	15.0612	0581	60		Industrial Control Systems, (Ozark Campus)
A	03	AAS	30.9999	0517	60		General Technology, (Ozark Campus)
A	03	AAS	44.0000	3441	60		Human Services, (Ozark Campus)
A	03	AAS	51.0801	1120	60		Medical Assistant, (Ozark Campus)
A	03	AAS	51.0803	3510	71		Occupational Therapy Assistant, (Ozark Campus)
A	03	AAS	51.0806	0750	72		Physical Therapy Assistant, (Ozark Campus)
A	03	AAS	51.0901	0971	71		Cardiovascular Technology, (Ozark Campus)
A	03	AAS	51.3801	0711	69		Nursing, (Ozark Campus)
A	03	AAS	51.9999	0206	60		Allied Health, (Ozark Campus)
A	03	AAS	52.0401	0307	60		Business Technology, (Ozark Campus)
A	03	AGS	24.0102	0900	60		General Studies, (Ozark Campus)
A	03	AS	05.0122	0103	60		Ozark and Ouachita Studies
A	03	AS	19.0706	1010	60	Y	Early Childhood Education
A	03	AS	43.0104	0030	60		Criminal Justice
A	03	ASNT	15.1401	1150	60		Nuclear Technology

Thursday, August 01, 2013

A-Active, I-Inactive, P-PhaseOut

**A H E C B APPROVED DEGREE PROGRAMS
ARKANSAS TECH UNIVERSITY
Academic Year 2014**

Status	Level	Award	CIP 2010	Degree Code	Credit Hours	Offered Via Distance	Program Name
A	05	BA	09.0101	1830	120		Communication
A	05	BA	09.0401	1560	120		Journalism
A	05	BA	13.1302	1260	120		Art Education
A	05	BA	13.1305	9420	120		English
A	05	BA	13.1306	1445	120		Foreign Languages Education
A	05	BA	13.1318	1760	120		Social Studies
A	05	BA	13.1331	9830	120		Speech
A	05	BA	16.0101	1440	120		Foreign Language
A	05	BA	23.0101	1420	120		English
A	05	BA	30.2001	1540	120		International Studies
A	05	BA	42.0101	1710	120		Psychology
A	05	BA	45.1001	1690	120		Political Science
A	05	BA	45.1101	1780	120		Sociology
A	05	BA	50.0701	1250	120		Art
A	05	BA	50.0901	1630	120		Music
A	05	BA	51.2314	1740	120		Rehabilitation Science
A	05	BA	54.0101	1510	120		History
A	05	BA	54.0105	5440	120		Public History
A	05	BFA	13.1305	2040	120		Creative Writing
A	05	BFA	23.1302	2030	120		Creative Writing
A	05	BME	13.1312	1640	130		Music Education
A	05	BPS	30.9999	1871	120	Y	Professional Studies
A	05	BS	01.0102	2220	120-122		Agriculture Business
A	05	BS	03.0601	2590	120		Fisheries & Wildlife Biology
A	05	BS	11.0101	2410	120		Computer Science
A	05	BS	11.0103	5285	120		Information Technology
A	05	BS	11.0501	2797	120		Information Systems
A	05	BS	13.1203	2910	120		Middle Level Education
A	05	BS	13.1210	2440	120	Y	Early Childhood Education
A	05	BS	13.1301	3270	120		Agricultural Education
A	05	BS	13.1303	2340	120		Business Education
A	05	BS	13.1311	9870	120		Mathematics
A	05	BS	13.1314	2680	120-123		Health & Physical Education
A	05	BS	13.1316	9010	122		Physical Science & Earth Science
A	05	BS	13.1322	9300	124-125		Life Science & Earth Science
A	05	BS	14.1201	2485	120		Engineering Physics
A	05	BS	26.0101	2300	120		Biology
A	05	BS	27.0101	2870	120		Mathematics
A	05	BS	31.0301	2970	121-123		Recreation & Park Administration
A	05	BS	40.0101	3010	120		Physical Science
A	05	BS	40.0501	2350	120		Chemistry
A	05	BS	40.0601	2660	120		Geology
A	05	BS	40.0801	3040	120		Physics
A	05	BS	40.0806	3060	120		Nuclear Physics
A	05	BS	43.0302	2490	120	Y	Emergency Administration & Management; also at MSCC
A	05	BS	51.0706	2700	120		Health Information Management
A	05	BS	51.1005	2890	120		Medical Technology
A	05	BS	52.0901	2760	120		Hospitality Administration

Thursday, August 01, 2013

A-Active, I-Inactive, P-PhaseOut

**A H E C B APPROVED DEGREE PROGRAMS
ARKANSAS TECH UNIVERSITY
Academic Year 2014**

Status	Level	Award	CIP 2010	Degree Code	Credit Hours	Offered Via Distance	Program Name
A	05	BSBA	52.0201	2320	120		Management & Marketing
A	05	BSBA	52.0301	2200	120		Accounting
A	05	BSBA	52.0601	2460	120		Economics & Finance
A	05	BSBA	52.1299	2321	120		Business Data Analytics
A	05	BSEE	14.1001	4140	120		Electrical Engineering
A	05	BSME	14.1901	4230	120		Mechanical Engineering
A	05	BSN	51.3801	4240	120		Nursing
A	07	MA	09.0702	5395			Multi-Media Journalism
A	07	MA	13.1401	1401			Teaching English to Speakers of Other Languages
A	07	MA	16.0905	5480			Spanish
A	07	MA	23.0101	5310			English
A	07	MA	54.0101	5360			History
A	07	MAT	13.0101	6740			Teaching
A	07	ME	14.0101	6520			Master of Engineering
A	07	MEd	13.0401	5665	34	Y	Educational Leadership
A	07	MEd	13.0501	5675			Instructional Technology
A	07	MEd	13.1101	6680			School Counseling & Leadership
A	07	MEd	13.1202	5680			Elementary Education
A	07	MEd	13.1299	5755			Instructional Improvement
A	07	MEd	13.1305	5690			English
A	07	MEd	13.1314	5820			Physical Education
A	07	MEd	13.9999	3975			Teaching, Learning, & Leadership
A	07	MLA	24.0101	5960			Liberal Arts
A	07	MS	03.0601	6225			Fisheries & Wildlife Science
A	07	MS	11.0103	6285			Information Technology
A	07	MS	13.1102	5615	36	Y	College Student Personnel Services
A	07	MS	42.0101	6180			Psychology
A	07	MS	43.0302	6490		Y	Emergency Management and Homeland Security; also a MSCC
A	07	MS	51.0706	2701			Health Informatics
A	07	MSBA	52.0201	5580	30		Business Administration
A	07	MSN	51.3802	7080			Nursing
A	08	EdS	13.0401	5120			Educational Leadership
P	02	TC	51.0904	4295			EMT/Paramedic

Thursday, August 01, 2013

A-Active, I-Inactive, P-PhaseOut

Arkansas Tech University
Organizational Units of Instruction, Research and Public Service

College of Arts and Humanities

- Department of Art
- Department of Behavioral Sciences
- Department of English and World Languages
 - English Language Institute
- Department of History and Political Science
- Department of Music
- Department of Speech, Theatre, and Journalism

College of Business

- Department of Accounting and Economics
- Department of Management and Marketing
- Arkansas Small Business and
 - Technology Development Center

College of Education

- Department of College Student Personnel
- Department of Curriculum and Instruction
- Department of Health and Physical Education

College of Engineering and Applied Sciences

- Department of Agriculture
- Department of Computer and Information Science
- Department of Electrical Engineering
- Department of Emergency Management
- Department of Mechanical Engineering
- Department of Parks, Recreation, and
 - Hospitality Administration

College of Natural and Health Sciences

- Department of Biological Sciences
- Department of Mathematics
- Department of Nursing
- Department of Physical Sciences

College of Professional Studies and
Community Outreach

- Department of Community Education and
 - Professional Development
- Department of Professional Studies

Graduate College

- Center for Leadership and Learning
- Arkansas Center for Energy, Natural
 - Resources, and Environmental Studies
- Assessment and Institutional Effectiveness

- Center for Teaching and Learning

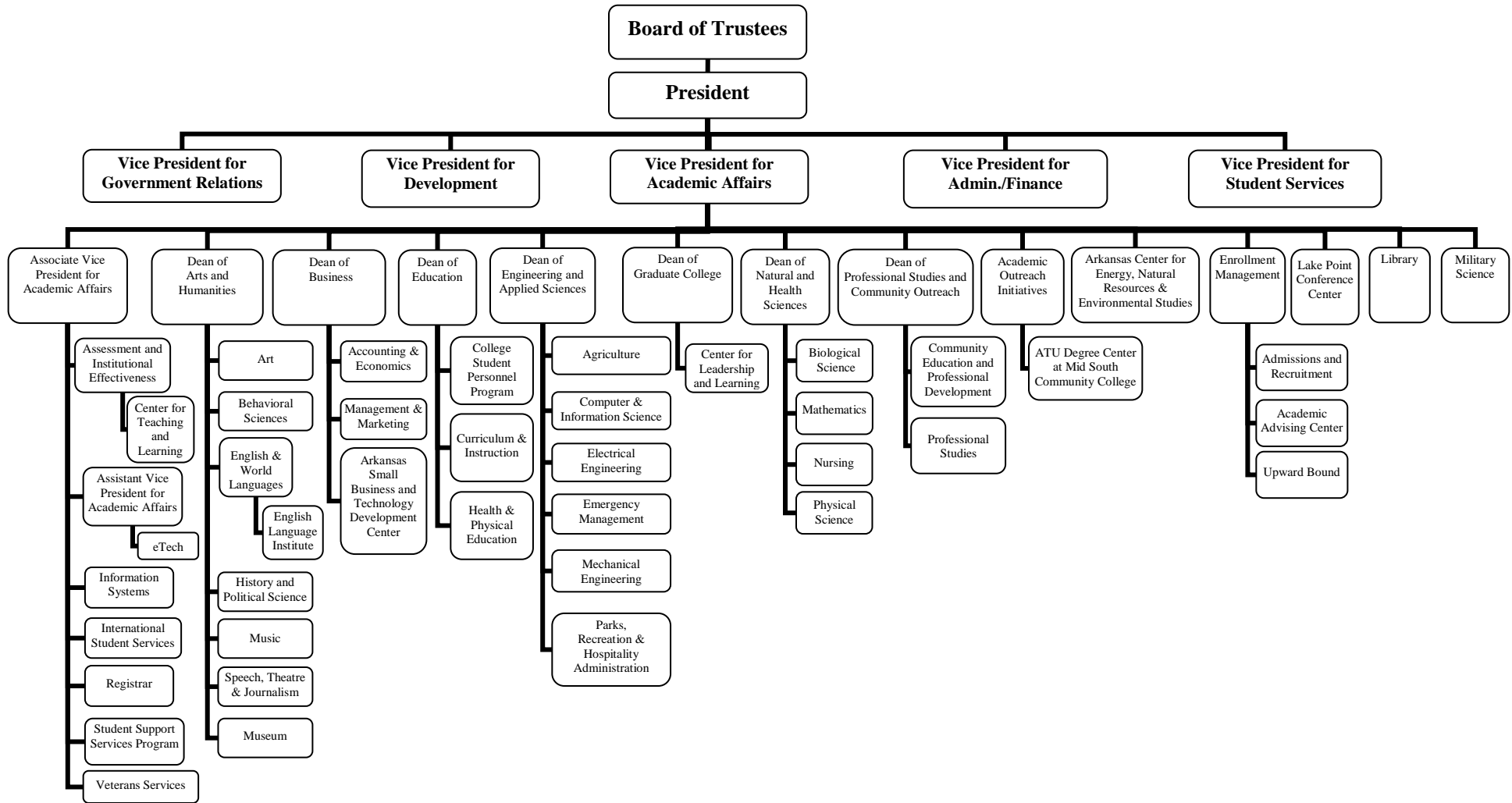
Crabaugh Communications Center

eTech

Library and Technology

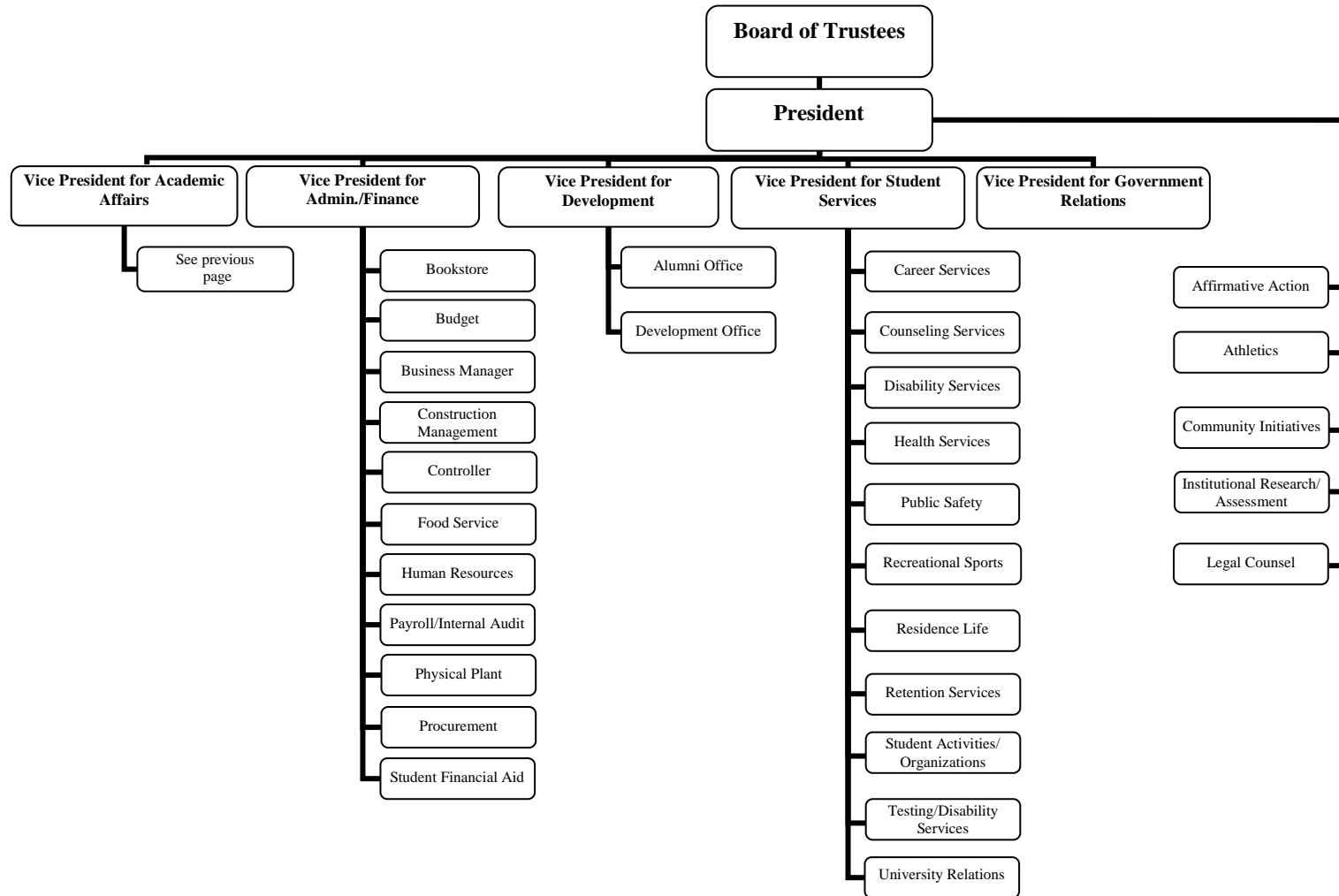
Museum

ADMINISTRATIVE ORGANIZATIONAL CHART

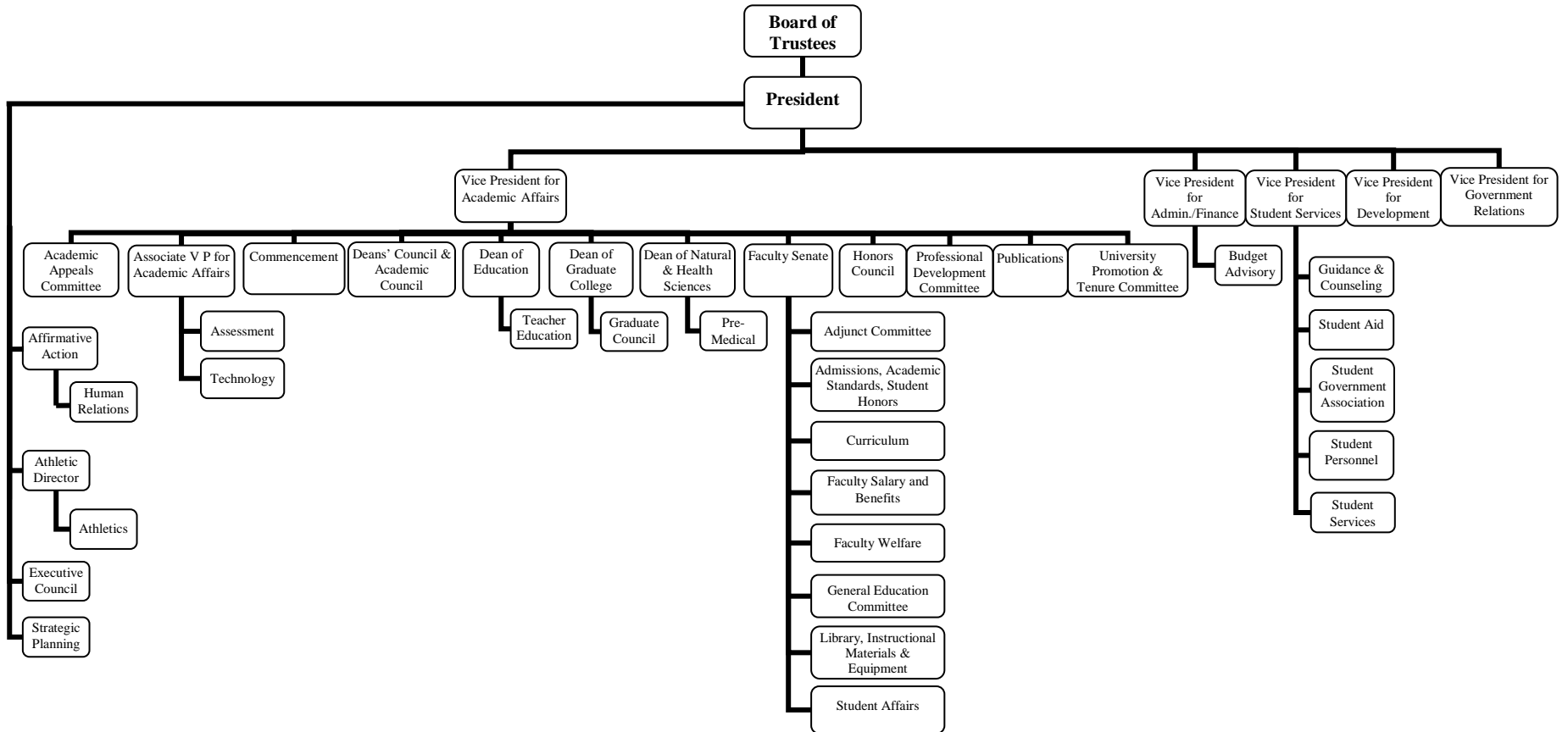


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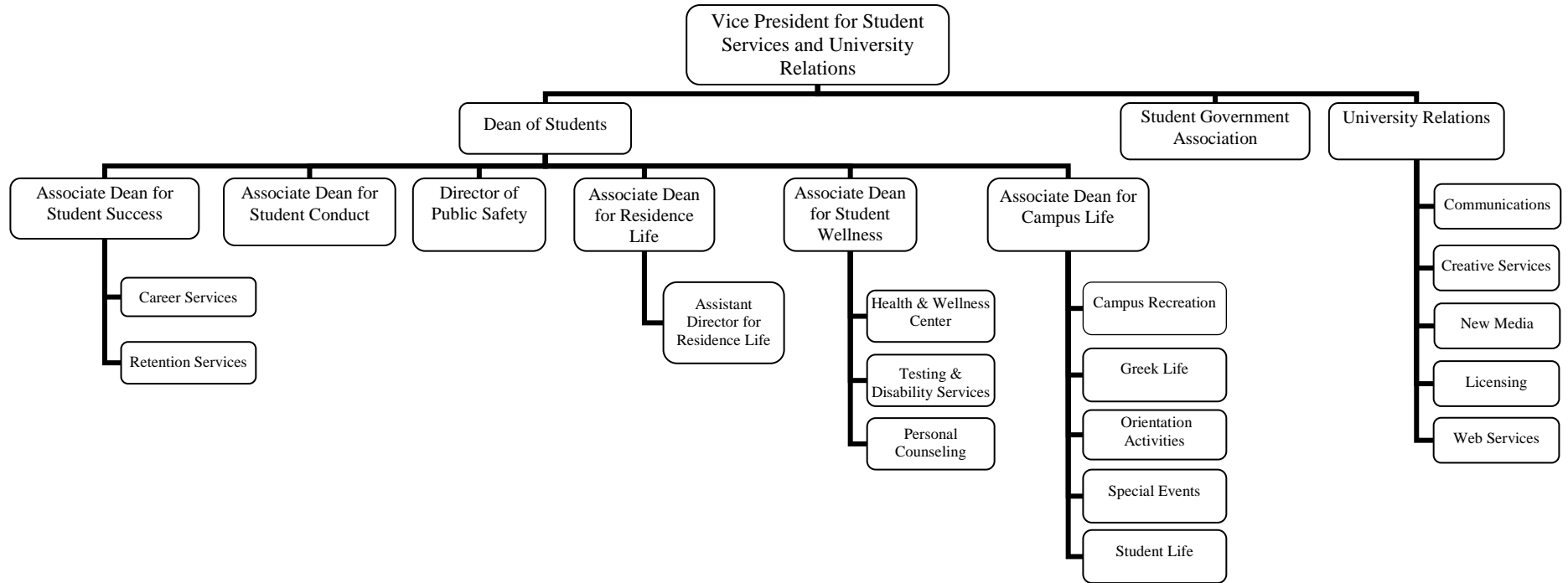
ADMINISTRATIVE ORGANIZATIONAL CHART



COMMITTEE STRUCTURE FOR POLICY DETERMINATION



STUDENT SERVICES ORGANIZATION STRUCTURE



II

RELATION OF THE FACULTY MEMBER TO THE UNIVERSITY

In keeping with the purpose of the University as stated in the catalog and with the relevant aims of higher education in state-supported colleges and universities, Arkansas Tech University subscribes to the principles of academic freedom and of academic tenure. The following "Regulations on Academic Freedom and Tenure," (based on "Recommended Regulations on Academic Freedom and Tenure," AAUP Bulletin, December, 1972), were approved by the Board of Trustees on April 15, 1976.

REGULATIONS ON ACADEMIC FREEDOM AND TENURE

These regulations are designed to enable Arkansas Tech University to protect academic freedom and tenure and the requirements of academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies and programs of the institution. A college or university is a meeting place of ideas, and it cannot fulfill its purposes of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. In the words of the United States Supreme Court: "Teachers and students must always remain free to inquire, to study and to evaluate, to gain new maturity and understanding; otherwise our civilization will stagnate and die."

A. Statement of Terms of Appointment

1. The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the written contract will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member.
2. With the exception of special appointments, defined as "non-regular" faculty in the "Classes of Academic Staff Positions" on page 39 of this handbook, or clearly limited as a part of the individual's contract, and reappointments of retired faculty members on special conditions, all full-time appointments to the rank of assistant professor or higher are of two kinds:
 - (a) Probationary appointments
 - (b) Appointments with tenure
3. Untenured persons with teaching or research appointments of any kind will be informed each year in writing of their appointment and, if "regular" faculty, of matters which may adversely affect their eligibility for the acquisition of tenure.
4. "Non-regular" faculty (as defined on page 39 of this handbook) and regular faculty at the rank of instructor will not be eligible for tenure.

B. Initial Appointments and Tenure

1. Probationary appointments may be for one year or for other stated periods, subject to renewal. Appointments for the first six years of employment shall be probationary and carry no implication of tenure. Appointment to the seventh year of full-time employment without terminal notification, however, constitutes appointment with tenure. Those not to be retained on tenure shall be given a timely notice of non-reappointment in accordance with standards set forth herein. Faculty appointed prior to the adoption of this document may qualify for tenure under the terms of their original appointments.
2. At the time of initial appointment, faculty members will be advised of the criteria and procedures generally employed in decisions affecting renewal and tenure. Any special criteria adopted by the particular department or college will also be brought to the faculty member's attention. Faculty members will be advised of the time when decisions affecting renewal or tenure are ordinarily made, and will be given the opportunity to submit material which they believe will be helpful to the adequate consideration of their circumstances.
3. Regardless of the stated term or other provisions of any appointments, written notice that an initial probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment, as follows:
 - (a) By March 1 before the expiration of an individual's first-year probationary appointment;
 - (b) By December 15 before the expiration of an individual's second-year probationary appointment;
 - (c) At least twelve months before the expiration of a probationary appointment of an individual who has had two or more years of service at the institution.
4. When a recommendation or a decision not to renew a probationary appointment has first been reached, the faculty member involved will be informed of that recommendation or decision in writing by the body or individual making the initial recommendation or decision; and, if requested, the faculty member will be advised of the reasons which contributed to that decision. The faculty member may request a reconsideration by the recommending or deciding authority.
5. If the faculty member so requests, the reasons given in explanation of the non-renewal will be confirmed in writing.
6. Insofar as the faculty member alleges that the decision against renewal was based on inadequate consideration, the Faculty Welfare Committee, which reviews such faculty allegation, will determine whether the decision was the result of adequate consideration in terms of the relevant standards of the institution. The Faculty Welfare Committee will not substitute its judgment on the merits for that of the recommending or deciding authority. If the Faculty Welfare Committee believes that adequate consideration was not given to the faculty member's qualifications, it will request reconsideration by the recommending or deciding authority, indicating the respects in which it believes the consideration may have been inadequate. It will provide copies of its findings to the faculty member, the recommending or deciding

authority, and the President or other appropriate administrative officer. The Faculty Welfare Committee is a duly elected standing committee whose membership is determined by the faculty.

C. Termination of Appointment by the Faculty Member

A faculty member may terminate the appointment effective at the end of an academic year, provided that written notice is given at the earliest possible opportunity, but not later than thirty days after receiving notification of the terms of reappointment for the coming year. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where substantial professional advancement or other opportunity would be denied.

D. Termination of Appointment by the Institution

1. Termination of an appointment with tenure, or of a special or probationary appointment before the end of the specified term, may be effected by the institution only for adequate cause.
2. If such termination takes the form of a dismissal, it will be pursuant to the procedure specified in Item E.
3. Where termination of an appointment with tenure, or of a nontenured appointment before the end of the specified term, is based upon bona fide financial exigency or discontinuance of a program or department of instruction, Item E will not apply; but faculty members shall be able to have the issues reviewed by the Faculty Welfare Committee, with ultimate review of all controverted issues by the governing board of the institution. In every case of financial exigency or discontinuance of a program or department of instruction, the faculty member concerned will be given notice or severance salary not less than that prescribed in Item H. Before terminating an appointment because of the abandonment of a program or department of instruction, the institution will make every effort to place affected faculty members in other suitable positions within the University. If an appointment is terminated before the end of the period of appointment, because of financial exigency, or because of the discontinuance of a program of instruction, the released faculty member's place will not be filled by a replacement within a period of two years in the case of financial exigency, or four years for the discontinuance of a program, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.
4. Termination of a tenured appointment, or of a nontenured or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence. The decision to terminate will be reached only after there has been appropriate consultation and the faculty member or his/her representative has been advised of the basis of the proposed action, and has been afforded an opportunity to present his/her position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the Faculty Welfare Committee before a final decision is made by the governing board on the recommendation of the President of the institution.

E. Dismissal Procedures

1. Adequate cause for a dismissal will be related, directly and substantially, to the fitness of the faculty member in the professional capacity of a teacher or researcher. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.
2. Dismissal of a faculty member with tenure, or with a special or probationary appointment before the end of the specified term, will be preceded by these steps in order:
 - (a) Discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement.
 - (b) Informal inquiry by the duly elected Faculty Welfare Committee which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the President.
 - (c) A statement of charges, framed by the President or the President's delegate.
3. A dismissal, as defined in Item E-1, will be preceded by a statement of reasons, and the individual concerned will have the right to be heard by the elected Faculty Welfare Committee. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Each party will have a maximum of two challenges without stated cause.
 - (a) Pending a final decision by the Faculty Welfare Committee, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself/herself or to others is threatened by the faculty member's continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the institution's hearing procedures, the administration will consult with the Faculty Welfare Committee concerning the propriety, the length, and the other conditions of the suspension. Salary will continue during the period of the suspension.
 - (b) With the consent of the parties concerned, the Faculty Welfare Committee may hold joint pre-hearing meetings with the parties in order to perform the following:
 - (1) Simplify the issues;
 - (2) Effect stipulations of facts;
 - (3) Provide for the exchange of documentary or other information;
 - (4) Achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.
 - (c) Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may waive a hearing or

may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Faculty Welfare Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.

- (d) The Faculty Welfare Committee, in consultation with the President and the faculty member, will exercise its judgment as to whether the hearing should be public or private.
- (e) During the proceedings the faculty member will be permitted to have an academic advisor and other counsel of his/her own choice.
- (f) At the request of either party or the Faculty Welfare Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.
- (g) At the faculty member's request, a verbatim record of the hearing or hearings will be taken and a copy will be made available to the faculty member without cost.
- (h) The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
- (i) The Faculty Welfare Committee will grant adjournments to enable either party to investigate evidence to which a valid claim of surprise is made.
- (j) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the Faculty Welfare Committee in securing witnesses and making available documentary and other evidence.
- (k) The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and if possible provide for interrogatories.
- (l) In the hearings of charges of incompetence, the testimony shall include that of faculty members from this and other institutions of higher education.
- (m) The Faculty Welfare Committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- (n) The findings of fact and the decision will be based solely on the hearing record.
- (o) Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as

possible until the proceedings have been completed, including consideration by the governing board of the institution. The President and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing.

- (p) If the Faculty Welfare Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, he/she will state the reasons for doing so, in writing, to the Faculty Welfare Committee and to the faculty member, and provide an opportunity for response before transmitting the case to the governing board. If the Faculty Welfare Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons.

F. Action by the Governing Board

If dismissal or other severe sanction is recommended, the President will on request of the faculty member, transmit to the governing board of the institution the record of the case. The governing board's review will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearings or by their representative. The decision of the Faculty Welfare Committee will either be sustained, or the proceeding returned to the committee with specific objections. The committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The governing board will make a final decision only after study of the committee's reconsideration.

G. Procedures for Imposition of Sanctions other than Dismissal

1. If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction; the procedures outlined in Item E shall govern such a proceeding.
2. If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it shall notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed. A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may, pursuant to Item M, petition the Faculty Welfare Committee for such action as may be appropriate.

H. Terminal Salary or Notice

If the appointment is terminated, the faculty member will receive salary or notice in accordance with the following schedule: at least three months, if the final decision is reached by March 1 of the first year of probationary service; at least six months, if the decision is reached by December 15 of the second year of probationary service; at least one year, following the expiration of the current contract, if the decision is reached after eighteen months of probationary service or if the faculty member has tenure. This

provision for terminal notice or salary need not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude. On the recommendation of the Faculty Welfare Committee or the President, the governing board, in determining what, if any, payments will be made beyond the effective date of dismissal, may take into account the length and quality of service of the faculty member.

I. Academic Freedom

All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 "Statement of Principles on Academic Freedom and Tenure," formulated by the Association of American Colleges and the American Association of University Professors. Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As learned persons and as educational officers, they should remember that the public may judge the profession and the institution by their actions and utterances. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not an institutional spokesman.

J. Reappointment of Nontenured Faculty

If a faculty member on probationary or other non-tenured appointment alleges that a decision for non-reappointment was based significantly on considerations violative of academic freedom or governing policies on making appointments without prejudice with respect to race, sex, religion, or national origin, the allegation will be given preliminary consideration by the Faculty Welfare Committee, which will seek to settle the matter by informal methods. The allegation shall be accompanied by a statement that the faculty member agrees to the presentation, for the consideration of the Faculty Welfare Committee, of such reasons and evidence as the institution may allege in support of its decision. If the difficulty is unresolved at this stage, and if the committee so recommends, the matter will be heard in the manner set forth in Items E and F, except that the faculty member making the complaint is responsible for stating the grounds upon which the allegations are based, and the burden of proof shall rest with the faculty member. If the faculty member succeeds in establishing a prima facie case, it is incumbent upon those who made the decision for non-reappointment to come forward with evidence in support of their decision.

K. Administrative Personnel

The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. Where an administrator alleges that a consideration violative of academic freedom significantly contributed to a decision of termination of an appointment to an administrative post, or of non-reappointment, the individual is entitled to the procedures set forth in Item J.

L. Political Activities of Faculty Members

Faculty members, as citizens, are free to engage in political activities. Where necessary, leaves of absence may be given for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence shall be set forth in writing, and the leave will not affect unfavorably the

tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to.

M. Grievance Procedures

Any faculty member who feels that there is cause for grievance in any matter not covered by the procedures described in this document may petition the elected Faculty Welfare Committee for a hearing. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent to the case. The committee will have the right to decide whether or not the facts merit a detailed investigation. If it is deemed appropriate, the Faculty Welfare Committee will appoint from its body an ad hoc grievance committee to investigate and recommend. Submission of a petition will not automatically end in investigation or detailed consideration thereof. The committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the Faculty Welfare Committee such a settlement is not possible or is not appropriate, the committee will report its findings and recommendations to the petitioner and to the appropriate administrative officer or officers and appropriate faculty, and the petitioner will, upon request, be provided an opportunity to present the case to them.

N. Interpretation

The Faculty Welfare Committee shall decide any controversies arising from disputed interpretation of this document.

*AFFIRMATIVE ACTION POLICY

Arkansas Tech University will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

Arkansas Tech University will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University will consider through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

Arkansas Tech University will have an Affirmative Action Plan that contains a set of specific and result-oriented procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request.

*Approved Board of Trustees 10/21/10

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer who can be reached by emailing affirmative.action@atu.edu.

POLICY ON 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 a sexual 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.

Resolution Options

The University provides two options for reporting and resolving matters involving sexual harassment: an informal resolution process and a formal complaint process. An individual who believes that he or she has been subjected to sexual harassment and seeks to take action may use the informal resolution process, the formal complaint process, or both. First use of the informal resolution process will, in most cases, be consistent with fairness and correcting an undesired circumstance with a minimum of emotional and professional damage. The informal resolution process and formal complaint resolution process are not mutually exclusive and neither is required as a pre-condition for choosing the other; however, they cannot both be used at the same time.

Informal Resolution

An individual who believes that he or she has been subjected to sexual harassment should contact the Affirmative Action Officer who will review the facts presented. The individual, if they are a faculty member, may additionally contact the Faculty Welfare Committee representative. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

Informal resolution may be appropriate when the conduct complained of is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. As there is no formal investigation involved in the informal resolution process, there is no imposition of discipline. University methods for resolving complaint informally include, but are not limited to:

- Mediating between the victim and the individual who is engaging in the offensive conduct;
- Aiding in the modification of the situation in which the offensive conduct occurred;
- Assisting a department or division with the resolution of a real or perceived problem; or
- Arranging for a documented meeting between the person allegedly engaged in the offensive conduct and a University official that involves, at a minimum, a discussion of the requirements of the Sexual Harassment policy.

The University will document any informal resolution. The documentation will be retained by the Affirmative Action Officer and, if a faculty member is involved, and so requests, the Faculty Welfare Committee representative. The documentation will be kept confidential to the extent permitted by law. If a complaint is filed in a faculty or staff's permanent record, the faculty or staff member must be notified. An informal resolution meeting is not a precondition for filing a formal written complaint.

Formal Complaint

An individual who believes that he or she has been subjected to sexual harassment may submit a written formal complaint setting forth all pertinent facts to the Affirmative Action Officer who will review and investigate the facts presented. The individual, if they are a faculty member, may also request that a copy of the complaint be sent to the Faculty Welfare Committee representative. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

Investigation

A formal investigation will be initiated if the complaint articulates sufficient specific facts which, if determined to be true, would support a finding that the University's policy was violated. The Affirmative Action Officer will give the alleged offender a copy of the complaint. The alleged offender is also provided with an opportunity to respond to it within five (5) working days (ten working days if school is not in session) of receipt by the alleged offender. The letter will include a statement advising the alleged offender that retaliation against the individual who filed the complaint is prohibited and will subject the alleged offender to appropriate disciplinary action if retaliation occurs.

Both the individual submitting the complaint and the alleged offender will be individually interviewed as a part of the official investigation as will any witnesses or persons who have information related to the complaint. Documents relevant to the complaint will also be examined.

Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. In the course of a complaint investigation, the University will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.

Findings will be based on the totality of the circumstances surrounding the conduct complained of, including, but not limited to:

- the context of the conduct;
- the severity;
- the frequency; or
- whether the conduct was physically threatening, humiliating, or was simply offensive in nature.

Representation

During the complaint process, the individual making the complaint and the alleged offender may designate and thereafter be accompanied by an advisor of his or her choosing at meetings and interviews at which he or she is present; however, no representative may examine witnesses or otherwise actively participate in a meeting or interview.

1. Report of Findings and Recommendation – Complaints Against Non-Students

The Affirmative Action Officer will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the appropriate vice president within ten (10) working days (twenty working days if school is not in session) of receipt of the statement from the person whose conduct was complained about.

The appropriate vice president will promptly notify the individual bringing the complaint and the alleged offender that the investigation has been completed and attach a copy of the proposed statement of findings. A student's identifiable information, if any, which is confidential by law, will be redacted. Within five (5) working days (ten working days if school is not in session) from the date of notification, the individual bringing the complaint and the alleged offender may each submit, for consideration by the appropriate vice president, such comments and corrections as they may have. Within ten (10)-working days (twenty working days if school is not in session) from the date of notification, the Vice President shall take one of the following actions:

- Dismiss the complaint if the result of the completed investigation is inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or
- Find that the Sexual Harassment policy was violated.

If the Vice President determines that this policy was violated, he or she shall determine a disciplinary action that is appropriate for the severity of the conduct. The Vice President shall inform the individual bringing the complaint, accused individual and the appropriate dean or department head of his or her decision, and shall attach a copy of the final statement of final statement of findings. Copies of the Vice President's letter, the attached statement of findings, and relevant documents shall also be sent to the Affirmative Action Officer.

Disciplinary action may be appealed by the employee who is disciplined. Appeals for faculty shall be made, pursuant to the *Faculty Handbook*, to the Faculty Welfare Committee. Appeals for non-faculty shall be made, pursuant to *Classified Employee Handbook*, in the form of a formal grievance hearing.

2. Report of Findings and Recommendation – Complaints Against Students

The Affirmative Action Officer will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the Vice President for Student Services for a determination pursuant to Article IV of the Arkansas Tech University Student Code of Conduct.

Filing of a False Complaint

Individuals whose complaint is found to be both false and have been made with malicious intent will be subject to disciplinary action, which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

POLICY ON CONSENSUAL RELATIONS

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

An employee, whether faculty or staff, should not develop a dating or sexual relationship with a student whenever the employee is in a “position of authority” over that student. An employee is in a “position of authority” whenever he or she is that student’s teacher, or when the employee is either evaluating or supervising the student. The “position of authority” may also include formally advising the student or when that student is a major in the employee’s department.

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.

Should a dating or sexual relationship develop or exist, the person with the greater position of authority must consult with an appropriate supervisor. The supervisor, with advice from University Counsel, shall develop a mechanism to ensure that objective evaluation is achieved, that conflicts of interest are avoided, and that the interest of the other individual and University are fully protected. If this policy is violated, any discipline, if necessary, shall be reviewed on a case by case basis.

*CONFLICTS OF INTEREST

All members of the Arkansas Tech University community, including faculty, staff and members of the Board of Trustees, should remain free from conflicts of interest. The following describe areas of possible conflict of interest:

- Using or attempting to use their official position to secure special privileges or exemptions for themselves or their spouses, children, parents, or other persons standing in the first degree of relationship, or for those with whom they have a substantial financial relationship that are not available to others except as may be otherwise provided by law.
- Accepting employment or engaging in public or professional activity while serving as public officials and in which they might reasonably expect would require or induce to them to disclose any information acquired by them by reason of their official positions that is declared by law or regulation to be confidential.
- Disclosing or using information gained by reason of their position for their personal gain or benefit.
- Receiving gifts for the performance of the duties and responsibilities of their position. This does not apply to gifts from friends, professional associates and relatives that are not work related or to awards recognizing achievement. Nominal gifts (having a value of \$100 or less) among faculty, staff and students are also excluded.

**NON-DISCRIMINATION POLICY

Arkansas Tech University does not discriminate on the basis of color, sex, race, age, national origin, religion, veteran status, genetic information, or disability in any of its practices, policies, or procedures. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates, or financial aid.

Arkansas Tech University complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to Jennifer Fleming, Affirmative Action officer who can be reached by emailing affirmative.action@atu.edu or calling 479-498-6020.

*Approved Board of Trustees 10/21/10

**Approved Board of Trustee 8/16/12

FACULTY EVALUATION, PROMOTION, AND TENURE
POLICIES AND PROCEDURES
(SECTION I)

EVALUATION

Criteria for Evaluation

Annual evaluations of faculty are intended to promote better teaching and professional development of the faculty. Evaluations will also be used in reappointment, promotion, and tenure decisions. Faculty will be evaluated in the following three areas:

- A. Teaching (60-80%)
- B. Scholarship (10-30%)
- C. University Service (10-30%)

The weight given to each area in a given year will be determined by the faculty member and department head. The agreement should be stated in writing with copies given to the department head and faculty member. This agreement may be amended to reflect changes in a faculty member's assignments with the mutual agreement of the faculty member and the department head. In those rare circumstances when agreement is not reached, the weighting will be decided upon by the Dean of the College after he/she has heard statements from both the Department Head and the faculty member. **IT IS THE PRIMARY RESPONSIBILITY OF EACH FACULTY MEMBER TO ENSURE THAT ADEQUATE RECORDS ARE ESTABLISHED, COLLECTED, MAINTAINED, AND FORWARDED FOR DECISIONS ON REAPPOINTMENT, PROMOTION, AND TENURE.**

DEFINITIONS:

FORMATIVE EVALUATION: EVALUATION CONDUCTED TO ASSESS THE EFFECTIVENESS OF SPECIFIC TEACHING PRACTICES AND IDENTIFY AREAS FOR IMPROVEMENT OR DEVELOPMENT.

SUMMATIVE EVALUATIONS: EVALUATION CONDUCTED TO ARRIVE AT BROAD JUDGEMENTS OF TEACHING EFFECTIVENESS THAT ALLOW FOR COMPARISONS AMONG FACULTY MEMBERS AND THAT CAN BE USED TO MAKE PERSONNEL DECISIONS.

A. Teaching will be evaluated on the basis of:

1. A university-wide, standard, student evaluation to measure effectiveness of classroom teaching.
2. An annual peer review of the teaching portfolio conducted by an elected departmental committee composed of tenured full-time faculty members that hold the rank of Associate Professor or Professor (suggested size 3-5 members). For a small department, faculty members may be added from a related department and exceptions to the rank and/or tenure condition may be made with approval of the Vice President for Academic Affairs. Classroom visitation, at the request of the faculty member, may also be included in the peer review process.

A teaching portfolio that chronicles teaching performance should be maintained to provide further evidence of effective teaching; portfolios are to include examples of such items as objectives, syllabi, exams, modifications of courses, teaching techniques used, grading procedures, distribution of course grades, in-class and out-of-class assignments, text used/changes for all courses taught; summaries of student evaluations; a list of advisees (i.e., number of advisees per year); records of student projects; records of special activities with students (clinical, internships, presentations, etc.); and records of workshops/special sessions developed, taught, attended, etc.

B. *Scholarly/Creative Activity will be evaluated by, but is not limited to:

- Original research, creative production and theory/method development (i.e., publication of articles in scholarly journals; proceedings; technical reports; presentations at professional meetings; museum exhibits; play writing, musicals, recitals, stage design, etc.).
- Integration of scholarship by reviewing or editing articles, journals, reports, essays, monographs, music scores, plays, stories and other creative endeavors, as well as textbooks, newsletters, popular publications, newspapers, documents, other public forums.
- Preparation of grant proposals with emphasis placed upon successful solicitations.
- Development of courses, programs or curricula including production of publicly available teaching materials, manuals, workbooks, study guides, films, videos, computer software, etc.
- Taking courses for continuing education, professional practices to obtain/maintain state or nationally recognized certifications/licensures.
- Conducting workshops, short courses, in-service education programs, forums or seminars in addition to normal teaching load.
- Supervision of graduate and undergraduate research projects; serving on graduate committees; advisor for graduate research project; reader of graduate research paper.
- Completion of terminal degree.

C. *University Service will be evaluated by, but is not limited to:

- Service to the institution
 - quality of student advising
 - membership on university committees
 - membership on college or departmental committees
 - participation in self studies
 - participation in academic program development
 - sponsoring/advising student organizations
 - participation in student recruitment
 - serving as an official representative of the University
 - grant writing (non-research types of grants)
 - faculty level administrative duties (without release time)
 - teaching overloads for reduced compensations
 - other (to be discussed and decided by faculty member and Department Head)

*Amended Board of Trustees 5/21/09

- Service to the profession
 - membership in professional organizations
 - attendance at professional meetings
 - holding office in professional organizations
 - serving on committees of professional organizations
 - providing consulting services (This may not be the sole component of the professional service area.)
 - organizing, conducting, or assisting with professional meetings
 - serving on committees for accreditation
 - service to public schools
 - other (to be discussed and decided by faculty member and Department Head)

- Service to the community
 - participating in a community project
 - holding public office
 - assisting public organizations
 - public activity in organizations outside faculty member's area of expertise
 - service to public schools
 - providing consulting services (This may not be the sole component of the community service area.)
 - other (to be discussed and decided by faculty member and Department Head)

Individuals and committees evaluating portfolios for promotion or tenure should be aware of the diversity of disciplines.

The faculty member is expected to conduct himself/herself in a professional manner. This includes, but is not limited to, working collaboratively and collegially with colleagues, department heads, and deans. Academic standards are to be upheld, not only in the classroom, but in all segments of the faculty member's professional life.

The following five descriptive ratings will be used to rate each of the three evaluation categories:

5. Excellent
4. Good
3. Satisfactory
2. Needs Improvement
1. Unacceptable

Annual SUMMATIVE EVALUATIONS will be performed by:

1. The Department Head
2. The faculty member

Evaluation Procedures

1. A written self evaluation of each of the three areas will be prepared annually by each faculty member.
2. A departmental peer review committee will meet annually with each non-tenured faculty member to provide a formative evaluation of the teaching area. A summary of this session

will be provided to the faculty member and the Department Head. **This is a formative evaluation.** (Note: Tenured faculty may request a meeting with the peer review committee, and the peer review committee may request a meeting with a tenured faculty member.)

3. The Department Head will annually review and rate the overall quality of teaching, scholarship, and university service through the use of student evaluations, peer reviews, and an evaluation of materials contained in portfolios. The Department Head will prepare a one-page, comprehensive summary of the three areas of evaluation for the faculty member. Copies of the Department Head's summary will be forwarded to the faculty member, Dean and Vice President of Academic Affairs. A faculty member has the option of attaching an addendum to the Department Head's comprehensive summary. **This is a summative evaluation.**
4. Following a review of the Department Head's evaluation, the faculty member should consult with the Department Head and formulate a plan for professional improvement for the coming year.
5. Department Head evaluations, student evaluation summaries, portfolio materials, and self-improvement plans become part of the faculty maintained documentation submitted for evaluation at each level of the promotion and tenure process.

Additional Evaluation Procedures

A. Teaching

1. Student Evaluation
 - a. All non-tenured faculty, including full-time, part-time, and graduate teaching assistants, must administer the university-wide student evaluation instrument in each semester to at least one section of each type or level of course the faculty member teaches (lower level, upper level, general education, graduate course).
 - b. Faculty members with tenure may choose to use the student evaluation in either the fall or spring semester, but should administer the instrument to at least one of each type of course taught.
 - c. The student evaluation instrument must be administered by a colleague, a staff member, or a student in the class, and the faculty member must be absent when it is administered.
 - d. Completed student evaluation instruments are collected by the colleague, staff member, or student, placed in a clearly labeled envelope, sealed, and delivered to the office of the Department Head or Dean.
 - e. The Department Head or Dean will review and tabulate the results of the evaluation and retain a summary of the results. After final grades for the course have been turned in to the registrar, the evaluation instruments will be given to the faculty member, and they become his or her property.
 - f. All student evaluations will include a question pertaining to assessment of the fluency in English of the faculty member or graduate teaching assistant.

B. Scholarly/Creative Activities and Service

1. Each faculty member will maintain accurate and complete records of scholarly/creative activities and service to be used in promotion and tenure decisions. The activities include the items referred to in the earlier descriptions.
2. Each faculty member applying for review will supply, upon the request of her/his Department Head, a copy of this information to be used in the review process.

C. Non-tenured faculty members

Each non-tenured faculty member will have a yearly evaluation session with her/his Department Head, as described above. At this session, the Department Head will present to the faculty member a written summary evaluation of the faculty member's performance in teaching, scholarly/creative activities, and service. This will be in accordance with the taxonomy and standards outlined above (in each category, the faculty member will be rated as excellent, good, satisfactory, needs improvement, or unacceptable).

The summary of the teaching evaluation instrument will be one, but only one, piece of information used to make this evaluation. Other information to be considered will include the record of teaching, scholarly/creative activities, and service maintained by the faculty member and supplied to the Department Head in advance of the evaluation session.

At the annual evaluation session, or at any time during the academic year up to this point, the faculty member may present to the Department Head any additional information which he/she believes has relevance to the evaluation in any category (teaching, scholarly/creative activities, or service).

At the conclusion of the evaluation session, a copy of the written **SUMMATIVE EVALUATION** will be supplied to the faculty member. Both the faculty member and the Department Head will sign to acknowledge that this conference has taken place. If the faculty member disagrees with any portion of the written **SUMMATIVE EVALUATION**, he/she may attach a written statement citing the disagreement and the reasons for this disagreement, to the written **SUMMATIVE EVALUATION**.

A copy of the written **SUMMATIVE EVALUATION** is retained by the faculty member, one copy is kept in the departmental file, one copy is forwarded to the Dean of the College, and one copy is sent to the Vice President for Academic Affairs.

The file of the faculty member's yearly **SUMMATIVE EVALUATIONS** will be used to assist in the determination of eligibility for promotion and tenure at the appropriate time according to the standards stated above.

D. Tenured Faculty Members

The procedures for tenured faculty members will be the same as above. Information assembled will be used for promotion applications and decisions, as appropriate within the rules outlined above. Since the primary purpose of evaluation is the improvement of teaching at the University, all full-time faculty will undergo evaluation each academic year.

PROMOTION

Criteria for Promotion

Each faculty rank has its own distinctive requirements, but the University has established the following general criteria. All faculty members wishing to be considered for promotion in rank are expected to meet the following criteria for the appropriate rank as well as the time-in-rank guidelines. Deficiencies in either scholarly/creative activities or service may be counterbalanced by exceptional excellence in the other area. The criteria for teaching effectiveness may not be deficient in the ranks described below. All promotions require a positive recommendation by the Board of Trustees after review by a Department Head, Dean/Director, University Promotion and Tenure Committee (UPTC), Vice President for Academic Affairs, and President.

Minimum Criteria for Promotion

- A. Present rank: This policy shall not alter the rank of any faculty member held at the time of adoption of this policy.
- B. The following information should be considered **MINIMAL**. The criteria deal with degree, length of time in rank, and a judgment of performance.

Assistant Professor

- 1. A master's degree in the discipline.
- 2. At least five years as an instructor.
- 3. Classroom instruction or job performance must be judged by the Department Head as at least "satisfactory" in four of the last five years in which the faculty member was formally evaluated.

OR

- 1. A master's degree plus 30 approved graduate semester hours.
- 2. At least four years experience as an instructor.
- 3. Classroom instruction or job performance must be judged by the Department Head as at least "satisfactory" in three of the last four years in which the faculty member was formally evaluated.

OR

- 1. An earned terminal degree.
- 2. Classroom instruction or job performance must be judged by the Department Head as "good."

Associate Professor

- 1. An earned terminal degree in the discipline.
- 2. At least six years of experience as an assistant professor.

3. Classroom instruction must be judged by the department head as at least "satisfactory" in four of the last five years in which the faculty was formally evaluated.
4. Scholarly/creative activities and university service must be judged by the Department Head as "satisfactory" in a majority of annual evaluations.

Professor

1. An earned terminal degree in the discipline.
 2. At least six years of experience as an associate professor.
 3. Classroom instruction must be judged by the department head as at least "good" in four of the last six years with no ratings below "satisfactory."
 4. Scholarly/creative activities and university services must be judged by the Department Head as "good" in four of the last six years in which the faculty member was formally evaluated.
- C. Years of experience in rank means experience at the institution unless, at the time of initial contract, credit is given for previous experience. Whether and to what extent prior experience will be included must be decided at the time of initial appointment in a mutually acceptable written agreement between the faculty member and Arkansas Tech University. The maximum time to be allowed for prior service is three years at an accredited institution of higher learning.
- D. Where the term "approved graduate hours" appears, final determination of what graduate hours are approved for consideration shall be made by the Deans of the Colleges.
- E. If a faculty member fails to qualify for promotion because of degree requirements, that requirement may be waived when the time in rank is as follows:
1. To Assistant Professor: at least nine years experience as instructor.
Requirements with regard to teaching, scholarly/creative activities, and university service remain the same.
 2. To Associate Professor: at least nine years experience as assistant professor.
Requirements with regard to teaching, scholarly/creative activities, and university service remain the same.
 3. To Professor: at least eleven years experience as associate professor.
Requirements with regard to teaching, scholarly/creative activities, and university service remain the same.
- F. Even though the teaching performance of a faculty member may be judged insufficient by the departmental peer review committee, the Department Head or the College Dean, the application must be allowed to proceed through the system if the faculty member so desires.
- G. All terminal degrees must be received from an institution accredited at the time of the awarding of the degree.

Procedures for Promotion

The steps are as follows:

1. Each academic year, early in the Fall semester, the Office of the Vice President for Academic Affairs will establish a calendar, with appropriate deadlines, for the operation of the Promotion process.
2. Individual faculty members may apply for promotion at times and under circumstances consistent with the calendar and with the CRITERIA FOR PROMOTION as stated above. It is the responsibility of the individual faculty member to assemble all of the materials necessary for consideration under these CRITERIA. This includes, but may not be limited to, the contents of individual Portfolios as described above, and copies of the annual Summative Evaluations performed by the Department Head.
3. The Application for Promotion is delivered to the Department Head. From that point forward, the Department Head, Dean, Promotion Committee, Vice President for Academic Affairs and President will be responsible for timely forwarding to the next level of review and consideration.
4. The Department Head, Dean, Promotion Committee, Vice President for Academic Affairs, and the President will review all applications for promotion in that order. Each will make a formal written recommendation to grant promotion or not to grant promotion.
5. Even though an application may receive an unfavorable recommendation at one level of review, that application must be allowed to proceed to the next level, if that is the desire of the individual faculty member.
6. The President of the University will forward his/her recommendation for promotion to the Board of Trustees of the University.

University Promotion and Tenure Committee

- *A. The University Promotion and Tenure Committee (UPTC) shall consist of six members. At least one member of the UPTC must come from each of five colleges (i.e., Arts and Humanities, Business, Education, Engineering and Applied Sciences, and Natural and Health Sciences). The sixth member will be selected on an at-large basis from the eligible faculty from the five colleges and the library.
- B. Members of the UPTC must be tenured full-time faculty that hold the rank of Associate Professor or Professor. Members will be serving on departmental peer review committees at the time of their appointment, but other qualified faculty may be appointed, with the approval of the President. Faculty serving as Department Heads or Deans are not eligible for appointment. Persons applying for promotion may not serve on the UPTC.
- C. Three members of the UPTC shall be appointed by the chair of the Faculty Senate with its advice and consent, and three members shall be appointed by the Vice President for Academic Affairs. Appointments shall be for three years. On initial appointment, the term of each member shall be designated as one, two, or three years. The Chair of the Faculty Senate and the Vice President shall each appoint one new member each year thereafter for a three year term. The Faculty Senate Chair shall have first choice in the appointment process.

*Updated 8/1/12

- D. The UPTC shall recommend approval or disapproval of all applications submitted except those of full-time University administrators and those whose appointments carry a contractual obligation for tenured faculty status (Any and all such recommendations will include the appropriate interaction with the department for which tenure will be bestowed). The Committee shall meet with the Vice President to discuss its recommendations with justifications.
- E. The Committee will submit a written statement to each applicant indicating the disposition of the application.
- F. If at any step in the promotion procedure the applicant does not receive a favorable recommendation, he/she may submit an appeal statement rebutting reported deficiencies to the individual responsible for making a recommendation at the next level. The faculty shall submit the statement within ten working days of notification of an unfavorable recommendation. The faculty member may withdraw his/her application at any time.

Appeals

Appeals of promotion and tenure decisions may be made to the Faculty Welfare Committee only under the following two conditions and prior to recommendations being acted upon by the President:

1. The faculty member's appeal is a claim that a promotion and tenure policies process was not followed at a specified level of review.
2. The faculty member's appeal is a claim that evidence which had been presented in a timely manner was not considered at a specified level of review.

If the Faculty Welfare Committee finds an error has been made, the application will be returned to the process at the point where the error occurred. In no instance should the Faculty Welfare Committee substitute its judgment for the judgments made by the parties in the process.

Granting Promotion

The final decision on faculty promotion and tenure shall rest with the President of the University and upon his/her recommendation to the Board of Trustees. Recommendations of the University Promotion and Tenure Committee shall be given deliberate and careful consideration on the question of tenure and promotion, but shall not be binding upon the President or the Board of Trustees.

Emeritus Status

Emeritus status may be awarded to any retired member of the campus community who has held academic rank. Emeritus status is never automatic and reserved only for those who have given extraordinary and outstanding service to the University over an extended period of years.

1. Eligibility is limited to those who have retired, and who have at least 15 years of consecutive service to the University.
2. Recommendations for emeritus status must be in writing, and may be made by any current member of the University community who holds faculty rank.

3. Recommendations and all supporting documents will be reviewed by the University Promotion and Tenure Committee, the Vice President for Academic Affairs, and the President in that order.

The sole consideration in the evaluation of these recommendations shall be the rendering of truly exceptional service to the University.

Recommendations and all supporting materials must be delivered to the Office of the Vice President for Academic Affairs by October 15 of the academic year in which the emeritus status is being sought. The review process will culminate with the candidate being considered by the University Promotion and Tenure Committee, Vice President for Academic Affairs, President, and Board of Trustees in the Spring semester of that academic year.

4. Authority to grant emeritus status rests with the Board of Trustees of the University upon the recommendation of the President.

Tenure Review

The process of review for those faculty members seeking tenure will be the same as that outlined for promotion. That is, review and recommendation will be conducted by the Department Head, Dean, Promotion and Tenure Committee, Vice President for Academic Affairs, and President.

This will be conducted according to the calendar established each year by the Office of the Vice President for Academic Affairs, as described above.

This process will be conducted in accordance with the policies outlined in Item B in the “Regulations on Academic Freedom and Tenure” on page 12. Thus, it will be necessary for faculty members in their last year of probation to apply for tenure.

Nothing in these policies shall alter the ability of officers of administration to issue terminal contracts to probationary faculty, as is presently the case under the provisions of the “Regulations on Academic Freedom and Tenure.”

Only the University Board of Trustees, upon the recommendation of the President of the University, has the authority to grant tenure.

Effective Date

This policy was approved by the Arkansas Tech University Board of Trustees on June 15, 1995. Subsequent revisions were made on November 30, 1995, June 20, 1996, June 18, 1998, June 17, 1999, March 14, 2003 and May 21, 2009. This policy shall supersede any existing policies that may be in conflict with its provisions.

TENURE AND PROMOTION PROCEDURES
(SECTION II)

Tenure Procedures

- A. Recommendations for tenure are based on overall professional attainment and expectation of further professional growth at Arkansas Tech University. For teaching faculty, service in three broad areas is considered: teaching, scholarly/creative activity, and university service. The procedures outlined below are designed with a view toward providing balance between consistency in the evaluation of all candidates and sufficient allowance for the varied interests, talents, and accomplishments of candidates from diverse academic disciplines.

Tenure may be granted by the Board of Trustees after all of the following steps have been completed:

1. Review and recommendation by the Department Head of the candidate's respective department.
2. Review and recommendation by the Dean of the candidate's respective college.
3. Review and recommendation of the Promotion and Tenure Committee.
4. Review and recommendation by the Vice President for Academic Affairs.
5. Recommendation by the President.
6. Action by Board of Trustees.

Unless otherwise specified in the letter of appointment, tenure consideration is due during the sixth year of full-time experience at the level of assistant professor and during the designated or specified year at the level of appointment of associate professor.

- B. Those faculty members who are eligible and who wish to be considered for tenure are responsible for presenting evidence of the qualifications (i.e. portfolio) in the sequence specified in item one. The Department Head should receive materials by (announced annually). The Department Head shall forward his/her recommendations to the Dean before or on (announced annually). The recommendations of both the Department Head and Dean shall be forwarded to the Promotion and Tenure Committee before or on (announced annually). The Promotion and Tenure Committee with the recommendations of the Department Head and Dean are to present their recommendations to the Vice President of Academic Affairs no later than (announced annually). The Vice President of Academic Affairs will forward a recommendation to the President by (announced annually). The President will notify the candidate of the recommendation no later than (announced annually).

If tenure is granted, the recipient will continue his or her appointment on a yearly basis. If tenure is not granted during the final year of probation, the faculty member will receive a terminal appointment for the following academic year.

Promotion Procedures

- A. Recommendations for promotion are based on overall professional attainment and expectation of further professional growth at Arkansas Tech University. For teaching faculty, service in three broad areas is considered: teaching, scholarly/creative activity, and university service.

The procedures outlined below are designed with a view toward providing balance between consistency in the evaluation of all candidates and sufficient allowance for the varied interests, talents, and accomplishments of candidates from diverse academic disciplines.

Those faculty members who are eligible and who wish to be considered are responsible for presenting evidence of their qualifications for submission. The submission procedure is reflected below.

1. Review and recommendation by the Department Head of the candidate's respective department.
 2. Review and recommendation by the Dean of the candidate's respective college.
 3. Review and recommendation of the Promotion and Tenure Committee.
 4. Review and recommendation by the Vice President for Academic Affairs.
 5. Recommendation of the President.
 6. Action by Board of Trustees.
- B. Candidates must first meet the minimum criteria for promotion set forth in the "Faculty Evaluation, Promotion, and Tenure Policies and Procedures" section (see page 26).

Portfolio Preparation

- A. The following suggestions for preparation of a portfolio and applications relating to tenure and/or promotion were compiled from meetings with past members of the University Promotion and Tenure Committee and College Deans. They are intended as general guidelines in the preparation of the portfolio for annual evaluations and peer review, and when appropriate, for applications for tenure and/or promotion.
1. Portfolio should consist of one main binder containing the following materials:
(Additional or supporting documentation may be provided in clearly labeled appendices either in the main binder or in additional binders.)
 - a. A table of contents with the appropriate tabs or numbered pages
 - b. Three major sections: Teaching, Scholarship, Service
 - c. An introductory summary for each section: Make argument for teaching excellence; why scholarship is relevant or important in field; and show how service activities benefit the university.
 2. Present materials in reverse chronological order in each section.
 3. Provide appropriate references and document claims.
 4. Include examples of course material – not **all** course material.
- B. Suggested Table of Contents for Portfolio
1. Teaching

- a. Introductory summary
 - b. Student evaluation summaries
 - c. Awards and recognition
 - d. Examples of course materials
 - e. – z. Other relevant material (see *Faculty Handbook*, pages 26 - 37)
2. Scholarship
 - a. Publications
 - b. Presentations
 - c. Creative activities
 - d. – z. Other examples of scholarship (see *Faculty Handbook*, pages 26 - 37)
 3. Service
 - a. University committees
 - b. Service to profession
 - c. – z. Other relevant service activities (see *Faculty Handbook*, pages 26 - 37)
 4. Appendices (as needed; clearly labeled as Teaching, Scholarship, Service; may be included in main binder or additional binders)
- C. Suggested Organization of Application for Tenure and/or Promotion Utilizing Portfolio
1. Letter of application for tenure and/or promotion describing how eligibility requirements have been met
 2. Recommendation of department head if applicable
 3. Recommendation of dean if applicable
 4. Current resume
 5. Other letters of support
 6. Copy of annual reviews by department head
 7. Portfolio and its table of contents

Note: Please include items 1 - 6 in the front of the main portfolio binder.

(SECTION III)

A. Classes of Academic Staff Positions

Academic staff positions are those in which the principal services performed are teaching and/or research.

1. **Regular.** There shall be four classes of regular academic staff positions: Professor, Associate Professor, Assistant Professor, and Instructor.
2. **Non-regular.** All other academic staff positions shall be considered non-regular.
 - (a) The positions of Visiting Professor, Lecturer, and others of like nature shall be considered special and temporary, and are non-regular.
 - (b) The positions of Assistant Instructors, Student Assistants, and others of like nature shall be considered temporary, and are non-regular.
 - (c) Summer session positions shall be considered non-regular, whatever the title thereof may be.
 - (d) Part-time positions ordinarily shall be considered non-regular, whatever the title thereof may be.
 - (e) The positions of federal or state employees or appointees attached or assigned to the University, and others of like nature, shall be considered non-regular, whatever the title thereof may be.
 - (f) The positions of coaches of intercollegiate athletics, whether full or part-time, shall be considered non-regular, whatever the title thereof may be.
 - (g) Appointments made in connection with special departments, programs, or institutes of an experimental or temporary character may be terminated when the project is discontinued. All such positions shall be considered non-regular, whatever the title thereof may be.
 - (h) The preceding paragraphs concerning certain types of non-regular positions are illustrative only, and do not purport to constitute a complete listing of non-regular positions.
3. **Administrative Positions.** The administrative functions, titles, and status of the president, vice presidents, deans, registrar, plant engineer, librarian, steward, directors, department heads, and others with administrative responsibilities for academic or non-academic services shall be distinct and severable from their functions, titles, and status, if any, as academic staff members.

Administrators holding academic rank and teaching regularly a minimum of one-quarter time shall be eligible to have that period of teaching considered for purposes of tenure if and when they are assigned to full-time teaching. The determination of the equivalence of this part-time teaching to years toward tenure will be based on an evaluation made of this teaching and associated activities by the department and/or college in which the administrator holds academic rank and by the administrator's immediate supervisor.

B. Individual Personnel Records

A complete file on each faculty member is maintained in the Academic Affairs Office. Each new faculty member completes the "Faculty Record" and submits it to the Academic Affairs Office during the first week of the fall semester. Periodically, the "Faculty Record" is checked and brought up-to-date. Each faculty member will provide the Academic Affairs Office with up-to-date copies of all college transcripts for inclusion in the individual's personnel file.

C. Third Year Review

All tenure track faculty will be subject to a third year review. This review will take place during their third year of a full-time tenure-track appointment. The review will include a preliminary assessment, based on reviews of the previous two years, concerning the suitability of the candidate for eventual tenure consideration at Arkansas Tech University. The third year review will be used for reference in tenure consideration.

D. Procedures and Guidelines for Peer Review

The Concept of Peer Review

1. Purpose. The primary purpose of peer review is to assist faculty members in improving their teaching effectiveness.
2. Historical perspective. The peer review process features collegial determinations by persons who, on the basis of their own achievements, have the competence to make such judgements. Senior faculty who are knowledgeable in the instructor's field and experienced in the classroom are generally qualified judges of teaching effectiveness. Such faculty members appear to be qualified to assess the instructor's knowledge, selection of course objectives, and appropriateness of assignments and examinations. Senior colleagues can provide valuable, reliable, and valid assessments of course materials such as examinations, syllabi, and instructional media. [David A. Dilts, Lawrence J. Haber, Donna Bialik, An Introduction to Academic Performance Appraisal in Higher Education. (Greenwood, 1994).]
3. Supervisory responsibilities. Since the primary role of the peer review is to improve a faculty member's teaching effectiveness, peer review does not include supervisory or managerial responsibilities over individuals being reviewed. Faculty members who serve on peer review committees should provide input only on the instructional components of the portfolios, to include comments on instructional methodologies and issues associated with pedagogy.
4. Committee Functions
 - (a) Composition. Each department will elect a peer review committee. The peer review committees will be composed of tenured full-time faculty members that hold the rank of Associate Professor or Professor (suggested size 3-5 members). For small departments, faculty members may be added from related departments and exceptions to the rank and/or tenure condition may be made with approval of the Vice President for Academic Affairs.
 - (b) Functions. The peer review committee will conduct annual peer reviews of faculty members within their departments. The reviews will be conducted of all full-time

faculty members regardless of rank or tenure status. When a member of the peer review committee is being reviewed, that member will not participate in his or her own review process except as a person being reviewed.

- (c) Duties. The peer review committee will review the teaching portfolios of each faculty member and will provide to the departmental chair written comments regarding the teaching effectiveness of each faculty member and suggestions for improvement. The committees will not assign numerical values to teaching effectiveness nor rank faculty members. The committee will meet with each non-tenured faculty member. (Note: Tenured faculty may request a meeting with the peer review committee, and the peer review committee may request a meeting with a tenured faculty member.)
- (d) Comments. The peer review committee shall prepare written comments on each full-time faculty member. The comments will be added to the faculty member's portfolio. The comments should include the below listed criteria on the teaching effectiveness of the faculty member:
 - 1. the pertinent data and an assessment of the data,
 - 2. an overall assessment of the faculty member's teaching effectiveness, and
 - 3. any suggestions to improve the faculty member's teaching effectiveness.
- (e) Classroom visitation. Classroom visitation is perhaps the most controversial aspect of peer review. Accordingly, classroom visitation will be made only at the request or invitation of the individual being reviewed.
- (f) Time lines. The peer review process should be completed prior to the first day of March each school year.
- (g) Attached is a sample peer review form.

[Sample]

PEER REVIEW of Dr. James B. Goodfile

February 14, 1997

The Peer Review Committee for the Department of Behavioral Sciences has reviewed the portfolio of Dr. James B. Goodfile for the school year 19XX-XY. The comments below are submitted.

1. Pertinent data and an assessment of the data.

Dr. Goodfile's portfolio contains representative samples of his course syllabi, phase and final examinations, class handouts, and student evaluations. In addition, the committee met with Dr. Goodfile and discussed the contents of his portfolio with him. Dr. Goodfile has been at TECH for four years. His average teaching load is 12 credit hours per semester. He has averaged two new teaching preparations each semester.

The student reviews indicated that the students have a high opinion of Dr. Goodfile's teaching effectiveness. The student evaluations indicate no significant areas of concern that need to be improved. It is noted that his student evaluation scores have improved in the last three semesters. It is also noted that in his first two semesters at Tech, several students commented on their lack of understanding of the course assignments. Apparently, he has taken steps to alleviate this perceived problem since the comments have not been repeated in the last six semesters. His examinations are keyed to the objectives of the course, are prepared with care and forethought, and are sufficiently objective, reliable, and numerous in terms of numbers of items and content sampling to provide the basis for fair and valid grading. Dr. Goodfile's texts and materials are current, appropriate and well integrated with his lectures. His course syllabi, however, tend to be brief and without much explanation regarding the course goals, expectations, and course requirements. Dr. Goodfile has developed a new course in victimology. The course appears to be particularly well developed, comprehensive, and well organized (see the sample material contained in his portfolio).

2. An overall assessment of the faculty member's teaching effectiveness.

Dr. Goodfile appears to be extremely meticulous and conscientious in his teaching duties. His instructional procedures appear to be based on a thorough, systematic, and complete set of behavioral objectives.

3. Suggestions to improve faculty member's teaching effectiveness.

The course syllabi indicates that on the first day of class, Dr. Goodfile provides an orientation of the course requirements, goals, and expectations. In view of the fact that some students are not present the first day because of absence or late registrations, it is recommended that Dr. Goodfile include a more detailed explanation of his requirements, goals, and expectations in his syllabi.

Peer Review Committee Members:

Dr. Jerry Forever
Dr. Jane Senior
Dr. Harry Barr
Dr. Mary Teacher

E. Merit Pay

In the event that merit salary funding is established in a given fiscal year, the following guidelines will apply.

Definition:

Merit pay is defined as a salary increase to base pay for meritorious performance of professional duties and activities within a given year of service. By definition, merit pay is intended to exclude the concept of one-time bonuses. It is not intended that everyone evaluated for merit will receive a merit salary increase.

Eligibility

1. The full-time tenure track faculty of Arkansas Tech University shall be eligible for merit pay consideration.
2. Merit pools will be allocated to each College within the University. Deans will work with Department Heads in allocating the funds to the various departments.
3. Eligibility for consideration for merit pay will be based on the annual performance review of the faculty, already established in the Arkansas Tech University *Faculty Handbook*. Department Heads will reduce the areas of teaching, research, and service to one evaluation number for merit pay consideration. No faculty member will be considered for merit pay with a lower overall number than 4, and lower than a 4 in the area of teaching.

Salary Distribution:

Salary increments for merit are recommended by the Department Head, forwarded to the Dean of the College for review and further recommendation, and then forwarded to the Vice President for Academic Affairs.

LIBRARIAN PROMOTION POLICIES AND PROCEDURES

Librarian Ranks at Arkansas Tech University

There are three defined ranks for librarians at Arkansas Tech University. All librarian ranks are assumed to have at least a master's degree accredited by the American Library Association (the profession's recognized terminal degree) or expected completion within three years if an exception is granted and stipulated by the institution in the employee's contract. Characteristics of the individual ranks are as follows:

- Assistant Librarian – an entry level position at the institution, usually with little or no professional experience.
- Associate Librarian – an experienced academic librarian; evidence of competency in a specialty area of professional librarianship (e.g. reference, acquisitions, cataloging, instruction, etc.); a record of participation in departmental or institutional governance; active membership in professional library organizations and associations.
- Librarian – an academic librarian with substantial experience; evidence of mastery of a specialty area of professional librarianship; significant participation and leadership in departmental or institutional governance; a record of contributions to librarianship through participation in professional organizations and associations.

Criteria for the Appointment or Promotion of Professional Librarians

There are four criteria used in evaluating librarians applying for initial appointment to a University position or for promotion to a higher rank. These are in the areas of education, experience, performance, and service. These criteria should be considered minimums for eligibility and meeting them will not guarantee promotion. General definitions for these criteria are as follows:

- Education – includes both necessary and relevant preparation such as degrees, certifications, training, workshops, etc.; documentation is required in order to be considered.
- Experience – includes all relevant work experience, both professional and non-professional; weighting of the various levels and types of experience will be the responsibility of the search or promotion committee; librarians must serve six years in a rank before being eligible for promotion (an exception may be granted by the Director of Library with approval of the Vice President for Academic Affairs).
- Performance – includes qualitative evaluations of the performance of primary duties by the librarian's supervisor(s); performance is the most important criteria for promotion decisions.
- Service – may include contributions or service to the library, the institution, the community, or the profession.

Guidelines for Applying the Criteria to the Ranks of Professional Librarians

Assistant Librarian

- Employment is by appointment following a national search.
 - Each criterion is defined, weighted, and applied according to the needs of a particular search and at the discretion of the search committee.

Associate Librarian

- Maintains the level of relevant skills and knowledge necessary to the position's functional responsibilities; demonstrates professional growth and shares knowledge gained;
- Six years of relevant academic library experience;
- Performs all duties with competence and a measure of independence;
- Is aware of and active in current issues and trends in librarianship; contributes to the profession or to the academic community (e.g. presentations or programs, participation or leadership in organizational or institutional governance).

Librarian

- Maintains a high level of relevant skills and knowledge necessary to the position's functional responsibilities; demonstrates continuous professional growth over a significant period as a professional and shares knowledge gained;
- Twelve years of relevant experience in an academic library;
- Performs all duties with a high level of competence and independence;
- Demonstrates awareness of and activities in current issues and trends in librarianship throughout a professional career; contributes significantly to the profession or to the academic community (e.g. presentations or programs, participation or leadership in organizational or institutional governance).

Procedures for Promotion

The steps are as follows:

1. Each academic year, early in the Fall semester, the Office of the Vice President for Academic Affairs establishes a calendar, with appropriate deadlines, for the operation of the promotion process for faculty. To the extent that it is feasible, the Promotion Process for Librarians will

- parallel this calendar.
2. Librarians may apply for promotion at times and under circumstances consistent with the calendar and with the criteria for promotion as stated above. It is the responsibility of the individual librarian to assemble all of the materials necessary for consideration under these criteria.
 3. The application for promotion is delivered to the Director of Library. From that point forward the Director of Library, Librarian Promotion Committee, Vice President for Academic Affairs, and President will be responsible for timely forwarding to the next level of review and consideration.
 4. The Director of Library, Librarian Promotion Committee, Vice President for Academic Affairs, and President will review all applications for promotion and in that order. Each will make a formal written recommendation to grant promotion or not to grant promotion.
 5. Even though an application may receive an unfavorable recommendation at one level of review, the application must be allowed to proceed to the next level, if that is the desire of the individual librarian.
 6. The President of the University will forward his/her recommendation for promotion to the Board of Trustees of the University.

Librarian Promotion Committee

Membership

- The Librarian Promotion Committee (LPC) shall include all librarians, excluding the Director, who are not being considered for promotion; the membership of the LPC shall be at least three.
- In the event that there are fewer than three librarians who are not being considered for promotion, the balance of the LPC shall be filled first by the librarian at the ATU-Ozark campus and then (if necessary) by appointment from the University's Library, Instructional Materials & Equipment Committee by the Vice President for Academic Affairs in consultation with the Director of Library.
- The chair of the LPC shall be the highest ranking librarian member, with institutional seniority being the determining factor between librarians of equal rank.

Recommendations

- The LPC shall recommend (to the Vice President for Academic Affairs) approval or disapproval of all applications submitted.
- The LPC may meet with the Vice President for Academic Affairs (at his/her request) to discuss the Committee's recommendations and justifications.
- The LPC shall submit a written statement to each applicant indicating the disposition of the application.
- If at any step in the promotion procedure the applicant does not receive a favorable recommendation, he/she may submit an appeal statement to the individual responsible for making a recommendation at the next level. The applicant shall submit the statement within ten working days of notification of an unfavorable recommendation. The applicant may withdraw his/her application at any time.

Granting of Promotion

The final decision on librarian promotion shall rest with the President of the University and upon his/her recommendation to the Board of Trustees.

GUIDELINES FOR EVALUATION OF ACADEMIC ADMINISTRATORS BY FACULTY

Academic Deans shall be reviewed at least every two years. Department heads and other associated staff will be reviewed every year. Exceptions may be made in the event that there is a change in dean or department head. The Office of Academic Affairs will be responsible for implementing, monitoring, and enforcing the policy and its procedures.

The goals of the review are to provide feedback to academic administrators and serve as a basis for a dialogue between academic administrators, to provide information and status of ongoing programs and initiatives, and to assist in planning for future initiatives. The review will cover the following areas: (1) Leadership; (2) Administration; (3) Faculty and Program Development; and (4) Communication.

*The evaluation process is outlined as follows:

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.

B. Evaluators:

Deans

Faculty, tenured and non-tenured, and department heads will be asked to participate in the survey. The dean will also be asked to provide a self-evaluation.

The Vice President for Academic Affairs will use the results of the review process and a separate set of criteria to evaluate the dean. The Academic Vice President will evaluate the deans on a yearly basis.

Department Heads and Associated Staff

Faculty, tenured and non-tenured, will be asked to participate in the survey. The department head will also be asked to provide a self-evaluation.

The Dean will use the results of the review process and a separate set of criteria (including teaching) to evaluate the department head.

C. Deadlines

Forms are sent out to all eligible faculty by email in early October. The deadline for completion of the survey instrument is approximately two weeks. Responses are tabulated and results sent to the academic administrator and the Vice President for Academic Affairs by mid November. The Vice President for Academic Affairs evaluates academic deans by April 15.

*Updated 8/1/12

HONORARY DEGREE POLICY

Honorary degrees are only awarded to persons of acknowledged eminence in the arts, letters or sciences, in the professions, or in public service whose contributions are so significant that benefits are recognized and acknowledged on a state, national, or international level.

As a general policy, honorary degrees shall not be awarded to active members of the University faculty or staff, or to retired faculty members for career distinction achieved solely at Arkansas Tech University.

Arkansas Tech University will grant no more than one honorary degree to an individual. Names of previous honorary degree recipients, along with any other consideration, are on file in the Office of Academic Affairs.

The authority to award honorary degrees rests with the Board of Trustees.

General Guidelines:

1. Faculty members and academic administrators holding regular faculty rank may submit names of persons considered worthy for an honorary degree from Arkansas Tech University to a committee made up of the Promotion and Tenure Committee, three representatives from the Dean's Council, and the Vice President for Academic Affairs.
2. Those wishing to nominate a candidate should submit the following:
 - a. Letter of nomination citing the field in which the nominee has achieved eminence and describing the significance of the nominee's contribution to the field and, if appropriate, to Arkansas Tech University.
 - b. In cases where the candidate is not as well known outside his or her discipline as within it, at least three letters by eminent persons in the same field endorsing the candidate's nomination.
 - c. Any other information illustrating the candidate's eminence and contribution to Arkansas Tech University.
3. After preparing its recommendations the Committee shall present them to the President by February 1 for spring commencement. The President will forward the names of the nominees to the Board of Trustees for final approval.
4. After final action by the Board of Trustees, the President informs the nominees.

Prior to public announcement by the President and the Board of Trustees, all matters relating to honorary degrees are treated as confidential.

Any honorary degree shall not be awarded in absentia unless specifically recommended by the Committee and approved by the Vice President for Academic Affairs, the President, and the Board of Trustees.

EMPLOYMENT AND RETIREMENT POLICIES

Salaries

The University does not have a fixed salary schedule; however, acting within the limitations of the budget and in response to definite needs and demands, it does undertake to maintain a well-defined pattern in establishing salaries. This salary pattern represents the considerations given to education, experience, special needs, and the relative value of the individual to the University.

Payroll Information

Immediately upon arrival on the campus, new faculty members will need to schedule a formal orientation with the Human Resources Office. The orientation process will include completion of personnel data information, employee insurance and retirement election.

Summer Teaching Appointments

Summer teaching assignments are separate from academic year appointments and are based on curricular need. Employment during the academic year does not imply an obligation for teachers to accept summer teaching assignments unless they so desire. If in any department curricular needs and the number of available qualified teachers do not coincide, the priority of assignments is, first, to teachers who have accepted appointment for the ensuing year (this priority may extend to teaching both summer terms if the need exists), and second, to teachers who have chosen not to accept reappointment. Existing faculty with regular appointments will receive priority consideration for summer teaching assignments; however, as a means of providing for the instructional needs in graduate, continuing education, or other special programs, adjunct, part-time, visiting, and consultant faculty may be employed.

Outside Employment

The following policy concerning outside employment was approved by the Board of Trustees on February 21, 1980:

Certain outside employment situations may provide needed services to the community, as well as supplemental income to faculty members, without impeding the fulfillment of the faculty member's contractual agreement with the University. However, full-time faculty personnel are expected to discharge all professional responsibilities and time obligations related to their position at Arkansas Tech. Outside employment, whether self-employed, managerial, or employee status, should not interfere with the faculty position.

Resignations

A teacher who does not wish to return for the ensuing school year should so inform the head of the department and should submit a formal letter of resignation to the Vice President for Academic Affairs for future protection in the event inquiries are made as to the reasons for leaving. After receiving a notice of appointment, a teacher who decides not to accept the appointment should return the unsigned employment notice on or before the date indicated. In this case, the above resignation procedures shall be followed. After employment has been accepted and the agreement signed, teachers should consider themselves bound by the code of ethics of the teaching profession to fulfill the commitment.

For further information concerning resignation policies, please refer to Section C of the "Regulations on Academic Freedom and Tenure."

Retirement Policies

Arkansas Tech University complies with the Federal Age Discrimination in Employment Amendments of 1986 which prohibit the mandatory retirement of any employee. All exemptions applying to higher education were repealed as of December 31, 1993, eliminating compulsory retirement for all faculty.

***Human Resources Termination Procedures**

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

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

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

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

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

****Criminal Background Check Policy**

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

Criminal background checks are performed once a preferred candidate has been selected for employment. All offers of employment will be contingent upon successful completion of a criminal background investigation. Specifics on those subject to criminal background checks and the procedures for conduction such investigations are detailed in the Pre-Employment Screening Procedure available in the Office of Human Resources.

*Added 8/11

**Approved by Board of Trustees 12/19/13

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

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

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

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

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

FACULTY BENEFITS AND PRIVILEGES

Detailed descriptions of the following benefits are available from the Human Resources Office located in the Old Art Building.

Arkansas State Employees Association

ASEA is an independent, non-profit organization which works to make conditions better for state employees. The association works with the legislature, agencies and institutions of state government, and employees of the state. Information is available in the Payroll Office. Dues can be payroll deducted.

Bookstore Discounts

Full-time faculty members making purchases at the Bookstore are entitled to discounts on purchases of \$2.00 or more. The discount allowed on new and used textbooks is ten percent.

Business Discounts

Occasionally, all employees and members of the immediate family are eligible to receive discounts from area businesses. Information may be obtained in the Human Resources Office.

Campus Health Services

Minor health services are available to employees at no cost upon presentation of the I.D. Card. Employees requiring services of a physician will be referred to a full-service medical facility.

Credit Union

Employees may participate in the Priority Federal Credit Union and/or the Arkansas Federal Credit Union through payroll deduction. Additional information is available in the Human Resources Office.

***Faculty Identification Card**

Each faculty member may obtain without charge from the Student Accounts Office a photo-identification card. If a replacement card is needed, a \$25 fee will be charged.

TechFit may be utilized upon presentation of employee ID card. The employee's account will be charged \$25 per semester upon first visit.

Employee ID cards are necessary to access most campus buildings after regular business hours.

Library materials may also be checked out upon presentation of the employee I.D. Card.

*Updated 8/1/12

Faculty/Staff Aid for On-Campus Study

The Board of Trustees, on May 13, 1978, approved a plan of aid for on-campus study to assist and encourage Arkansas Tech University faculty/staff and members of their immediate family to make greater use of the University's educational facilities. Provisions of the plan, as revised, are as follows:

- A. A faculty member on an annual contract will be permitted, with the approval of the Department Head and Vice President for Academic Affairs, to enroll at no cost in undergraduate or graduate courses.
- B. A classified staff member will be permitted, with the approval of the immediate supervisor and appropriate Vice President, to enroll at no cost in undergraduate or graduate courses that meet at times other than regular duty hours.
- C. Approval of class enrollment for classified staff members during working hours is made by immediate supervisor and appropriate Vice President for one class per semester. The employee's lunch hour and/or other time approved by the immediate supervisor shall be worked to compensate for the time spent in class.
- D. If a department deems it necessary for an employee to take a class to enhance skills for the particular job the employee is working in, annual leave or compensatory application will not be necessary. However, in all instances, written approval must be made by the appropriate Vice President and kept on file in the Human Resources Office.
- E. Members of the immediate family (spouse and/or children) of the above defined faculty/staff will be permitted to enroll in undergraduate courses with a discount equivalent to tuition for three semester credit hours or one-half of total tuition cost, whichever is greater. This benefit will be allowed for the fall semester, spring semester, and each summer term. In addition to their part of the tuition payment, students will be assessed the normal student fees. The maximum graduate course discount is equivalent to three semester credit hours per term. For summer terms, the benefit will be the greater of the three hours or one-half of total tuition cost during a five-week term, and the benefits may not be received for both a "mini" or short course and the appropriate summer term. Students will receive a maximum discount per term equivalent to one-half the total tuition charged for three undergraduate hours plus three graduate hours. To qualify, dependent children must be unmarried and must not have reached their twenty-third birthday. Grandchildren and step-children are eligible if fully supported by the employee and claimed as a tax exemption.
- F. When the amount available under the reduced-fee policy is added to any other scholarship provided with institutional funds, the total should not exceed the total tuition fees charged for the semester. It is not intended that a cash refund will be generated to the student due to Arkansas Tech University provided scholarships, and the reduced-fee discount, in total, exceeding the total charges for the semester.
- G. Appropriate forms for this benefit can be obtained from the Human Resources Office and are to be completed and approved during registration/classification.
- H. Arkansas Tech Employees who are actually employed in a satellite office location will be afforded the same tuition waiver benefit for themselves and their dependents for Arkansas Tech credit classes.

Faculty/Staff Tickets for Athletic Events

Faculty/staff members, their immediate family, and one guest will be admitted to most athletic events on the presentation of the identification (ID) card.

Group Insurance

Group insurance is available for all full-time employees. The plan includes hospitalization, accidental injury, and major medical insurance. Life insurance with accidental death provisions and long-term disability insurance is available on an elective basis.

The University participates in the cost of hospitalization, accidental injury, major medical, and life insurance. Contribution to the long-term disability insurance program is related to sick leave as outlined in this section.

***Retirement Benefits**

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

Benefits specific to retirees include the following:

1. Retirees are issued an Arkansas Tech University identification card free of charge.
2. Retirees are admitted free to most conference athletic events by showing the Tech identification card.
3. Discounts at the Tech Bookstore are given to retirees.
4. The Tech identification card allows retirees the use of the Library when it is open.
5. Retirees may use Tucker Coliseum for exercising.
6. Retirees are invited to special social events on the campus which are for the purpose of entertaining faculty and staff.
7. Retirees with official campus business may request one complimentary automobile decal with additional decals issued at the regular price.

****Retirement Policy**

Employees who are age 60 or above and have completed ten (10) years of service at Arkansas Tech University may retire and have their health insurance premium paid by Arkansas Tech University until the retiree reaches Medicare eligibility age. All employer contributions will then cease. Also a partial premium is paid for life insurance. All other family insurance coverage is the responsibility of the retiree.

*Updated 8/1/12

**Added 8/1/12

As is the case with all other benefits, this is subject to continuing approval by the Board of Trustees. Arkansas Tech University reserves the right to amend, revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

Sick Leave

The following policies concerning sick leave were approved by the Board of Trustees on February 21, 1980:

Academic personnel, including faculty, deans, directors, and librarians, are provided sick-leave protection up to ninety calendar days per academic year for illness or disability. The University is able to provide this liberal sick-leave policy through the cooperation of fellow faculty members who, to the extent possible, assume the instructional responsibilities of those on sick leave.

For those who have long-term disability insurance, the ninety-day provision enables continuous compensation until the insurance becomes effective.

Maternity leave shall be treated as any other leave for sickness or disability. Additional leave without pay, up to one year, may be granted if requested by the employee.

Part-time faculty may participate in sick-leave benefits in the same proportion as their teaching assignment is to a full teaching load on a nine-month basis.

Faculty may utilize sick leave for absences due to illness, injury, emergency dental or doctor appointments, or death or serious illness in the employee's immediate family.

Social Security

The University pays the maximum as specified by law.

Vacation with Pay

The following policies on vacation with pay were approved by the Board of Trustees on February 21, 1980:

Academic employees on a nine-month basis will not be granted separate vacation periods with pay due to the academic breaks at Thanksgiving, Christmas, and Spring holidays.

Academic administrators, including deans, directors, librarians, and heads of departments on twelve-month contracts, are provided vacation leave in accordance with the Uniform Attendance and Leave Policy Act, State of Arkansas (Act 567 of 1975, as amended), with additional provisions as approved by the Arkansas Tech University Board of Trustees on December 20, 1979.

Worker's Compensation Insurance

All employees are insured under the Worker's Compensation Insurance program without cost to the individual. This program provides benefits in connection with injuries received on the job. Injuries should be reported to the Human Resources Office within twenty-four hours. *Faculty members who are injured while acting within the scope of their employment will be eligible to file for Worker's Compensation insurance.

*Approved by Board of Trustees 12/19/13

PROFESSIONAL GROWTH AND DEVELOPMENT

At Arkansas Tech University professional growth and development are critical individual and instructional concerns. A major component of the University's efforts is to maintain and improve the quality and scope of the instructional program.

Each academic department encourages professional growth and development through the expenditure of its regular budget for such activities as professional travel and participation in professional societies and through supporting faculty in obtaining external funding sources. Additionally, faculty development funds administered through the offices of the college deans and Vice President for Academic Affairs support sabbatical leaves, research grants, advanced graduate study, and special growth/development opportunities. The Faculty Salary, Benefits, and Awards Committee and the Professional Development Committee assist the academic administrators with professional development funding by encouraging faculty to submit proposals, evaluating the proposals, and recommending in priority order those which show particular developmental promise.

The following programs have been established at Arkansas Tech University to enhance individual and departmental efforts for professional growth and development. Additional information on these programs is available at <http://research.atu.edu>.

ATU Faculty Research Fund

Each year the University allocates funds to stimulate activity in research through mini-grants for small or pilot research projects. The amount of \$2000 has been designated as the maximum amount per project. Applications must describe the project in detail, identifying the problem and purpose of the study and specifying separately the amounts requested for equipment, travel, materials, clerical or laboratory assistance, and, when applicable, reduction of teaching load, with an explanation of each item of expenditure. Plans for dissemination of the results are to be included. Applications may be submitted at any time, but a project proposing relief from teaching duties for a semester or more must be submitted in time for committee action, at least six months in advance of the effective date.

Applications should be submitted to the Academic Affairs Office for subsequent transmittal to the Faculty Salary, Benefits, and Awards Committee. The committee reviews all applications and submits to the Vice President for Academic Affairs those it recommends for approval in whole or in part. Expenditure of funds is processed through the Business Office according to established purchasing and accounting procedures. All equipment purchased through a faculty research allocation becomes the property of the University for instructional use by the faculty member's department upon completion of the project. The terminal report, including findings and data, is to be submitted within twelve months of project completion or upon termination of employment.

Guidelines describing proposal development and evaluation procedures are available on the ATU website at <http://research.atu.edu>. Click on the Faculty Research link.

Sponsored Programs and Projects

Sponsored research projects and grants are coordinated through the academic units. Information to assist in the research process is available at <http://research.atu.edu>. To establish an orderly procedure for handling the increasing number of University projects financed in part or in whole by outside agencies, the Board of Trustees has approved the following policies:

All projects for institutes, workshops, or research contracts and grants, financed in part or in whole by funds from outside agencies, shall be cleared through normal administrative channels prior to the initiation of a proposal. In general, those projects are encouraged which have their inception in the interests of individual faculty members or groups of faculty members working within the framework of the overall instructional purposes of their department or college.

The preparation of a proposal, after preliminary institutional approval of the project, is the responsibility of the staff member or members initiating the project. Normally, the individual with primary responsibility for drafting the proposal will be the person designated as supervisor or director of the project if the grant should be obtained. Resources to assist in preparing a grant proposal are available at <http://www.atu.edu/research/grantsmanship.php>.

When a proposal is in final form, it will be submitted for review and final approval by the appropriate Department Head, College Dean, and Vice President for Academic Affairs. The proposal is submitted to the contracting officer for the University (Vice President for Administration and Finance) for approval of the budget. After approval by the Vice President for Administration and Finance, the proposal is forwarded to the Vice President for Academic Affairs and the President for approval. Appropriate forms for securing signatures are available in the Office of Academic Affairs.

In proportion to the amount of an individual's time to be devoted to a contract involving outside funds, the staff member is to be relieved of other duties during any period of obligated full time service to the University. Compensation for contracts or grants must be approved by the Board of Trustees. If, however, a part or all of the individual's duties under a project are to be performed during any part of the summer, when a teaching contract is optional, the University will execute a separate contract for his/her services at an appropriate salary. A staff member under a twelve month contract may receive additional compensation only for any part of the services which may fall within his/her normal vacation time.

Any deviation from the above policies shall require the specific approval of the Board of Trustees.

Faculty Development Grants

Each year the University allocates funds for faculty development activities in each college budgets. These funds are coordinated through the various academic units. Applications for faculty development grants should include information on how the proposal correlates to institutional goals, priorities, and constituencies. Some of the items eligible for funding include (but are not limited to):

- Travel to professional conferences for the purpose of making a presentation or serving in a significant official capacity.
- Travel to professional conferences for the purpose of updating discipline-specific knowledge or other similar activity.

Applications, along with supporting documentation, should be submitted by the faculty member to his or her department head for initial review. The department head reviews the proposal and forwards the request, along with the recommendation, to the dean. The dean convenes the College Faculty Development Grant Committee to evaluate all proposals and make a recommendation to the dean. The dean informs the department head of the decision.

More detailed guidelines describing the Faculty Development Grant request procedure as well as the evaluation criteria and grant limitations are available in college/departmental offices.

Professional Development Grants

The University has established a fund to provide additional faculty development opportunities beyond those provided by the colleges. The Professional Development Grant funds are administered by the Professional Development Committee. Please see the link at <http://research.atu.edu> and click on "Professional Development."

Professional Societies

The University supports membership in professional organizations. Each college is allocated funds to pay for transportation, lodging, meals, and registration fees of faculty members to attend national, state, and regional professional meetings. College Deans are responsible for the authorization of travel allocated to their college.

***Student Interdisciplinary Research Grants**

Arkansas Tech University awards up to three Student Interdisciplinary Research Grants to enhance efforts among departments and students for professional growth and development. These grants support faculty and student initiatives across all disciplines. Please see the link at <http://research.atu.edu> and click on “Student Interdisciplinary Research Grants .”

Undergraduate Research

To promote collaborative faculty and student research activities, the University has established the Undergraduate Research fund. Please see additional information at <http://research.atu.edu> and click on “Undergraduate Research”.

Leave

The sabbatical assignment, leave with pay, or leave without pay are benefits available to faculty members.

1. A faculty member granted a sabbatical assignment, leave with pay, or leave without pay must be given a written statement, signed by the proper administrators, specifying whether or not Arkansas Tech University is committed to employ the faculty member at the end of the leave period.
2. A faculty member returning to the University from a sabbatical assignment, leave with pay, or leave without pay will be given the same consideration for a salary raise, promotion, or tenure that he/she would receive if not on leave.
3. A faculty member's fringe benefits will continue while he/she is on sabbatical assignment, leave with pay, or leave without pay.
4. Recipients of sabbatical assignment or leave with pay are obligated to return to their duties at the University for at least one academic year or refund sabbatical or leave pay to the University, unless mutual agreement is reached otherwise.
5. Recipients of sabbatical assignments or leave with pay are under contract to the University and may not accept any other employment, unless prior written approval has been granted by the University.
6. Recipients of leave with pay and sabbatical assignments will be required to submit a final report of activities within the first semester upon their return to the respective Department Head and the Vice President for Academic Affairs.

*Added 8/1/13

A. Sabbatical Assignment

The sabbatical assignment is a benefit available to outstanding, tenured professors at Arkansas Tech University, to support their ability to engage in research, scholarship, artistic and creative

pursuits. The purpose of the sabbatical assignment is to promote professional growth of faculty members, better teaching, and the overall intellectual environment of the University. Sabbatical assignments are not for the purpose of obtaining additional course work or a terminal degree.

1. Sabbatical assignments may be awarded for:
 - a. the fall semester, the spring semester, the summer term, or any combination thereof, not to exceed one academic year;
 - b. with full pay, if supporting documentation warrants it, not to exceed one academic year;
 - c. with partial pay, not to exceed one academic year.
2. Any tenured faculty member employed by the University for a period of six years or more will be eligible for a sabbatical assignment.
3. Any faculty member on sabbatical assignment will be paid at the agreed upon rate regardless of paid income from other sources.
4. A faculty member who receives a sabbatical assignment shall be given the same consideration for salary raise and promotion which he/she would receive if not on assignment.
5. *The Faculty Salary and Benefits Committee is the Sabbatical Committee.
6. Sabbatical assignment will be awarded according to merit, on a university-wide competitive basis. Faculty members requesting sabbatical assignments must follow a formal application process.

Each faculty member will:

- a. Submit a plan of the proposed activities and a salary request, along with a rationale for the salary request, to the Department Head and the Dean of the College for approval.
 - b. Submit a detailed proposal to the Sabbatical Committee which shall include:
 - (1) supporting letters from the Department Head and the Dean of the College;
 - (2) an abstract of the proposal activities;
 - (3) a rationale for the requested salary level, including a budget;
 - (4) a detailed plan, including a time table, of the sabbatical activities;
 - (5) a plan for dissemination.
 - c. The Sabbatical Committee will consider proposals submitted by September 15. Proposals may be considered up to one year in advance.
 - d. The Sabbatical Committee will meet within seven days after the deadline, consider all proposals and recommend the most meritorious proposal(s) to the Academic Vice President and to the President of the University for approval.

*Revised Board of Trustees 12/15/11
7. Specific instructions on making application for sabbatical leave are available on the ATU website at <http://research.atu.edu>. Click on the sabbaticals link.

B. Sabbatical Replacement Cost Fund

In order to support the professional development of faculty on sabbatical assignment, Arkansas Tech University should maintain a sabbatical replacement cost fund.

1. The sabbatical replacement cost fund should cover the costs incurred by a department replacing a faculty member on sabbatical assignment.
2. The sabbatical replacement cost fund shall be part of the budget of the Vice President for Academic Affairs.
3. The sabbatical replacement cost fund should be maintained at one full-time faculty position per year.

C. Leave with Pay

Leave with pay is a benefit available to tenured and untenured faculty members to assist them in obtaining additional training, advanced course work, a terminal degree, scholarship and research.

1. Leave of absence with pay may be granted to faculty members who have a minimum of three years of service to the University.
2. Generally, remunerations will be one-half pay for one semester or one-fourth pay for two semesters.
3. Exceptions may be made in minimum years of service and rate of remuneration when leave is taken at the request of the University. An example would be a leave of absence granted for advanced study as agreed to during the hiring process.
4. A faculty member applying for leave with pay should submit a plan of the proposed activities to be undertaken during the leave for approval to his/her Department Head, the Dean of the College, the Vice President for Academic Affairs, and the President of the University.

D. Leave without Pay

All faculty members, tenured or untenured, are eligible for a leave of absence without pay. Requests for leave without pay should follow the same procedure as requests for leave with pay.

Summer Faculty Fellowships

As an aid in the professional growth of the faculty, the Board of Trustees has authorized the annual award of a limited number of faculty fellowships for summer study and for other faculty development activities, as recommended by appropriate academic administrators, that would enhance the effectiveness of the faculty member. Generally, the amount for each fellowship will be equivalent to the salary which the grantee would have received for teaching one summer term. The fellowship award becomes an integral part of the faculty member's contractual agreement with the University.

Applications are to be submitted in letter form by February 1 through the Department Head and Dean of the College to the Vice President for Academic Affairs. The application is expected to outline the applicant's summer plans and, in instances where the activity is other than summer study, should include a statement of how such activity is expected to benefit the University and enhance the requester's effectiveness as a faculty member. Applications for summer study should include the institution to be attended, the dates of enrollment, nature of the projected summer courses or other studies, and the relationship of this study to the applicant's teaching and graduate program. The Department Head and College Dean, in their endorsements, will submit their recommendations and add any pertinent information, including the effect upon staffing the University's summer session.

The Vice President for Academic Affairs will submit applications to the Faculty Salary, Benefits, and Awards Committee for its recommendations and endorsements prior to making final recommendations to the President. The President will submit his/her nominations, with the appropriate amount of each grant, to the Board of Trustees for final approval.

On-Campus Study

Faculty members may enroll for credit or for audit, at no cost, in undergraduate and graduate courses. Procedures for utilizing this aid for on-campus study are listed in the "Faculty Benefits and Privileges" section of this handbook. A faculty member may participate in the learning activities of classes offered through class visitation, upon approval of the class instructor.

Other Opportunities for Professional Growth and Development

Requests of funding for developmental activities not listed in this section and for activities requiring support in excess of that available through departmental budgets should be made in consultation with the Department Head/Dean to determine the appropriate method of application.

FACULTY RECOGNITION

Faculty Excellence Awards

The Faculty Excellence Awards were established in spring, 1996, by the Arkansas Tech University Board of Trustees as part of an effort to continually promote and recognize distinguished service. Full-time faculty, who are tenured and hold the rank of either associate professor or professor, are nominated by their peers for awards in the areas of teaching, scholarly activity, and service. The nominees are given the opportunity to submit portfolios for review by an Excellence Award Committee; after evaluation of the portfolios submitted, the committee selects a faculty member to be recognized for each category. The recipients are awarded a stipend of \$2,000 and a plaque in recognition of their accomplishments during the spring commencement ceremonies. The Excellence Award Committee is composed of seven faculty members: three faculty selected by the Vice President for Academic Affairs who traditionally selects the previous year's three recipients of the excellence awards (the recipient of the teaching award serves as chair); three faculty selected by the Faculty Senate chair; and the Chair of the Faculty Senate.

Publication of Scholarly Works

During spring, 2004, the Deans Council voted to recognize the scholarly accomplishments of faculty by publishing these activities once each calendar year. Faculty are asked to submit information concerning certain scholarly works each fall semester to their department heads and deans. The information is sent to Academic Affairs by mid-December for compilation and publication each spring semester. Scholarly activities to be recognized generally include the

following: publications; presentations at a professional meeting; artistic compositions, performances and exhibitions; grants and other sponsored projects; professional awards and recognition; and faculty excellence awards.

PRIVATE GIFTS FOR ARKANSAS TECH UNIVERSITY

Securing private gifts for Arkansas Tech University is a team effort. Faculty, staff, and administrative personnel are considered to be the principal members of the fund-raising team at Arkansas Tech University. The contacts and communication each employee at Tech has with the students throughout their college careers, and afterwards, is an important first step in developing alumni who care enough about their alma mater to contribute to its support. The Arkansas Tech University Foundation serves as a channel for all private gifts which benefit Arkansas Tech University. All Arkansas Tech University fundraising activities must be approved in advance of the activity through the Development Office, Administration Building, Room 209.

Purpose

The Foundation partners with Arkansas Tech to strengthen and further the University's mission. The Arkansas Tech University Foundation is recognized by Arkansas Tech's Board of Trustees as a private partner, tax exempt, and an independent organization to receive and manage private gifts. The Arkansas Tech University Foundation maintains accounts for many of the academic departments and collegiate programs, as well as scholarship accounts. These accounts receive contributions from donors who direct that their gifts be used by a particular department, or to support the Alumni Association, the Green and Gold Fund, or any of the other programs on campus. The appropriate dean, department head, or other program advisor may request expenditures from these funds, to support travel, professional meetings, luncheons, general supplies, or other discretionary spending needs.

Private gifts may be from individuals, corporations, and other foundations. Gifts received may be in the form of any of the following:

1. Cash
2. Stocks or other securities
3. Real estate
4. Tangible personal property such as art, books, equipment, etc.
5. Trusts
6. Interest income from trusts
7. Cash value of life insurance when all incidents of ownership have been given to the Arkansas Tech University Foundation
8. Transfer of ownership in a residence, farm, or business
9. Funds from private foundations, corporations, and businesses and
10. Corporate matching gifts

Management

The Foundation is governed by a volunteer Board of Directors. Designation of membership is done through a selection process. The volunteer members of the Foundation Board provide prudent and sound investment management. They also work closely with the Office of Development to raise private funds from corporations, foundations, and individuals.

Faculty and Staff Payroll Deductions

Through a program of payroll deductions, faculty and staff members may authorize a contribution withheld from their monthly paycheck, to be used specifically by the academic

department or program of their choice. Because the Foundation is a separate, non-profit organization, all contributions received are qualified tax deductible charitable contributions. Necessary forms can be obtained from the Office of Development in Administration 209, by phone at 968-0400, or by E-mail givetotech@atu.edu

A Strong Partnership for Leadership

The strong partnership between Arkansas Tech University and the Arkansas Tech University Foundation has enhanced private giving through the years. This partnership will also serve as the catalyst that will allow Arkansas Tech to maintain its educational leadership and academic excellence into the next century.

III

RELATION OF THE FACULTY MEMBER TO ACADEMIC GOVERNANCE

Faculty committees facilitate the orderly functioning of the institution by employing the many talents of the faculty, students, and administration working together. There are two general types--the elected standing committees which deal with areas which require recurrent study or action and appointed standing committees which are appointed through administrative channels for specific institutional tasks or research or to develop special projects.

*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; Curriculum Committee; Faculty Salary and Benefits Committee; Faculty Welfare Committee; General Education Committee; and Graduate Council where longer, staggered positions are provided.

Many of the major committees have student representation, a procedure which the University considers valuable not only because of the formal opportunity to obtain student views, but also because of the values that these assignments may have for the type of students selected for these responsibilities.

Each elected standing committee shall meet at least once per semester. The President of the Faculty Senate will assure that the committees meet and that a chairperson and secretary are elected from the faculty serving on the committee.

Chairpersons and secretaries of all standing committees are responsible for keeping minutes of each meeting. After each meeting, copies of the minutes from elected standing committees are to be sent to the President of the Faculty Senate who will in turn distribute copies to the appropriate administrative officers and others as directed by the Faculty Senate. Appointed standing committees will distribute copies of their minutes to the appropriate administrative officer and to the President of the Faculty Senate.

In the fall of 1989 the Faculty Senate adopted Roberts' Rules of Order as a method of disciplinary action against a committee member, subject to review by the Senate. Additionally, the Senate approved the following statements as an addendum to Roberts' Rules of Order for dismissal of a committee member and to serve as guidelines for the review process:

Removal of a committee member is an extreme measure. The process denies a college or, in the case of appointed members, an administrator, representation on the committee taking such action. If a committee votes to remove a member, the decision will be considered a recommendation for action. Under such circumstances the Faculty Senate, as the committee on committees, will review pertinent data and consider if two conditions have been met: due process was followed and the action had merit. If the Senate concurs via a two-thirds (2/3) majority of the full Senate, a special election for that specific committee member's position will be called. In the case of an appointed member, the appropriate administrator will be asked to appoint a new member.

*Updated 8/1/12

ELECTED 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.

Faculty Senate (Committee on Committees)

***Membership:* Membership of the Faculty Senate will be established according to Article II, Section I of the Constitution of the Faculty Senate of Arkansas Tech University. 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.

Function: Serve as a committee on committees 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.

Admissions, Academic Standards, and Student Honors Committee

**Membership:* One faculty member elected from each college including the supernumerary voting block, to serve staggered, two-year terms. Additional members are the Registrar, Director of Admissions, and two students selected by the Student Government Association.

Function: Recommend policy concerning the admission and retention of students, including standards for probation, suspension, and re-admission of students whose academic performance falls below the required level; recommend policy concerning advanced placement and award of academic honors; study and propose methods for improvement of instruction.

Athletics Committee

Membership: Three faculty members elected at large, two faculty members and the Gulf South Conference representative appointed by the President, and two students selected by the Student Government Association.

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.

*Revised Board of Trustees 12/15/11
**Revised Board of Trustees 7/8/10
***Approved Board of Trustees 12/15/11

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 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.

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 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 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.

Faculty Welfare Committee

**Membership:* One tenured faculty member elected from each college including the supernumerary voting block to serve two-year terms followed by a one-year term as an alternate. One tenured and two untenured faculty members elected at large to serve a one-year term. Alternates serve in case adjudication proceedings involve a conflict of interest or a challenge to a regular committee member. Only faculty members teaching at least six hours and are regular faculty are eligible. In the event that all members of the Faculty Welfare Committee from a given college are excluded from consideration of an issue, the chairperson of the Faculty Welfare Committee shall notify the Faculty Senate. Upon this notice, the Faculty Senate will supervise the election of an ad hoc member from that College in an election conducted by that College. This person will represent the College for only the specific issue.

Function: Provide a forum in which matters involving all concerns of faculty members can be considered. Primary function is to maintain and foster a high level of faculty morale by providing an agency for receipt and evaluation of suggestions and for recommendation of implementation of those deemed meritorious. In cases involving disagreements and considerations set forth above, including dismissal, this committee will appoint from its body an ad hoc grievance committee of at least three members to attempt informal reconciliation of differences and to report its conclusions and recommendations to the Faculty Welfare Committee. No member of the ad hoc grievance committee can sit in adjudication proceedings involving matters in which the grievance group has initial interest. The Faculty Welfare Committee will serve as an adjudication body in cases involving academic controversy, including, but not limited to, such matters as salary, rehiring, promotion, tenure, teaching assignments, professional ethics, performance, and alleged violations of academic freedom. Committee will urge resolution of differences between contending parties prior to implementation of grievance procedure; committee action can be requested by faculty or administration. Faculty Welfare Committee functions as an appellate agency under the relevant provisions of Arkansas Tech University's "Regulations on Academic Freedom and Tenure." Its conclusions and recommendations will be forwarded in writing to the President of Arkansas Tech University, following procedures described in the "Regulations on Academic Freedom and Tenure."

*Revised Board of Trustees 12/15/11

General Education Committee

**Membership:* One faculty member elected from each college including the supernumerary voting block, one from the Ozark Campus, one faculty member appointed by the Vice President for Academic Affairs, one faculty member appointed by the Chair of the Faculty Senate, one faculty member appointed by the Chair of the Assessment Committee, and one ex officio student member selected by the Student Government Association. Faculty membership restricted to regular faculty.

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

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.

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

Library, Instructional Materials, and Equipment Committee

**Membership:* One faculty member elected from each college including the supernumerary voting block, Director of Library, Dean of Graduate College or appointed representative, and two students selected by the Student Government Association.

Function: Recommend policy with regard to the library and instructional service and equipment.

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.

APPOINTED STANDING COMMITTEES

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, and six students appoint by the Student Government Association. The faculty on the committee will elect a chair.

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

*Revised Board of Trustees 12/15/11

Assessment Committee

***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.

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.

Budget Advisory Committee

Membership: President of the University who serves as chairperson, vice presidents, deans, Executive Assistant to the President, Athletic Director, Director of Library, and Chairperson of Faculty Senate or his/her designated representative.

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

Campus Planning Committee

Membership: President of the University who serves as chairperson and his appointed representatives from Administration and Finance, Student Services, Student Government Association, Physical Plant, and Academic Colleges.

Function: Recommend policies and practices for comprehensive campus planning, parking, campus beautification, and landscaping.

Commencement Committee

Membership: Representative of Student Services, registrar, head of music department, plant maintenance superintendent, two faculty members appointed by the President (one of whom serves as marshal of the University), president of the senior class or senior class senator, and manager of the coliseum.

Function: Plan and coordinate commencement activities.

***Committee on Adjunct Support**

Membership: Four full-time faculty members appointed by the Faculty Senate and four adjunct instructors elected by the adjunct faculty (visiting lecturers).

Function: To provide support to adjunct faculty and to enhance the standing of such on faculty on campus. Recommendations will be presented to the Faculty Senate.

*Approved Board of Trustees 12/15/11

**Revised Board of Trustees 2/20/14

Guidance and Counseling Committee

Membership: Five faculty members and two staff counselors appointed by the Vice President for Student Services; three students appointed by the Student Government Association.

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

Honors Council

***Membership:* A director appointed by the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, the Assistant Vice President for Enrollment Management, the Director of Recruitment, one faculty member representing each of the colleges including the supernumerary voting block, and two student representatives who are elected by the students in the University Honors program.

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

Human Relations Committee

Membership: The affirmative action officer, three faculty, one counselor, Vice President for Student Services, Director of Admissions--all appointed by the President, and two students appointed by the Student Government Association and two students appointed from the Black Students Association.

Function: Monitor compliance with Title VI, Title VII, and Title IX; produce state and federal desegregation reports annually.

***Institutional Review Board (IRB)**

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

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

Pre-Medical Committee

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

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

*Approved Board of Trustees 8/18/11

**Revised Board of Trustees 12/15/11

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.

Function: To review and recommend Professional Development Grants for funding.

Publications Committee (Student Publications)

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.

Strategic Planning Committee

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.

Student Aid Committee

Membership: Director of Student Financial Aid and six faculty or staff representatives selected by the Vice President for Student Services, who also serves as an ex officio member.

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

Student Personnel Committee

Membership: Five faculty selected by the Vice President for Student Services and four students selected by the Student Government Association.

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

Teacher Education Council

Membership: Seventeen (17) members - Thirteen (13) appointed annually by the Vice President for Academic Affairs in consultation with the Dean of Education, who serves as chairperson, the head of the Department of Curriculum and Instruction, who serves as vice chairperson; and the Director of Teacher Education Student Services who serves as secretary. The thirteen (13) members appointed annually shall be comprised of seven (7) faculty representatives [three (3) from the College of Education and one (1) from each of the Colleges of Engineering and Applied Sciences, Natural and Health Sciences, Business, and Arts and Humanities]; a public school administrator; three (3) K-12 teachers; one (1) undergraduate student; and one (1) graduate student. The Dean of Graduate College serves as an ex-officio member.

Function: Serve as an advisory body to the Dean of Education; review and recommend changes in the teacher education programs; approve course additions and deletions; study and recommend changes related to policies and admission standards.

***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, the Assistant Director of Information Services 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.

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, by reviewing proposed enhancements to the technology infrastructure for their impact on teaching and learning, 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.

*Amended 8/1/10

*ACADEMIC ADVISING

The Academic Advising Center (AAC) is responsible for the enrollment of all first-time entering freshmen. Effective fall 2013, all 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 sixty (60) credit hours are completed. 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 earns 45 credit hours) After declaring a major, the student will continue to be advised in the AAC until completion of 60 credit hours.

Upon completion of sixty earned hours, the head of the department 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.

It is considered that students should be responsible for selecting suitable and required courses as outlined by the University catalog; however, each academic advisor has a responsibility to assist students in defining goals. The academic advisor may be expected to advise the student on alternative programs, sequence of courses, choice of electives, and class load; to assist with problems; and to interpret university regulations or requirements.

The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students. This system contains information about the transferability of courses within Arkansas public colleges and universities. The Arkansas Transfer System can be accessed at <http://acts.adhe.edu/>.

It is the responsibility of the University, through the Deans of the Colleges, Department Heads, and the Academic Advising Center, to provide academic advisors actively interested in the guidance of students and adequately informed in University requirements and advising procedures.

ACADEMIC ADVISING CENTER

The Academic Advising Center is administered by a Director, who is directly responsible to the Assistant Vice President for Enrollment Management. 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 holds an interest in all students, focusing on incoming freshmen, transfer students, and undeclared majors. The Center will support and facilitate programs to enhance academic advising campus-wide.

*Amended 8/1/13

DISABILITY SERVICES FOR STUDENTS

Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. The Disabilities Coordinator is located in Doc Bryan and may be contacted by calling (479) 968-0302, (479) 964-3290 (TDD), (479) 968-0375 (FAX), or by e-mail at emeans@atu.edu

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 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.

Procedure for Changing Class Schedule

Students may drop, add, or change sections of courses only by following the official procedure, which involves these steps: (1) obtaining from the Registrar's office the official course change form on which the student lists the reason for the change and itemizes all changes in classes or sections; (2) obtaining the advisor's approval for the change; and (3) returning the required form to the Registrar's office. A fee is charged unless the change is for University convenience, such as section adjustments or course cancellations.

The deadline for adding or changing sections of courses is approximately one week after registration. Thereafter, students may drop courses according to the procedure outlined in the "Regulations and Procedures" section of the University catalogs.

ASSEMBLY PROGRAMS/SPECIAL DAYS

Assembly Programs

Each semester a few day-time assembly programs are held. Some are planned by the Convocations and Programs Committee; others are held in response to various contingencies that arise. Except for programs of unusual significance, there will be no campus-wide dismissal of classes for assembly programs. However, faculty members have the option of dismissing a class to attend a program which promises to be of special interest or value to them or their students.

Special Days

Family Day and Homecoming are special days for Arkansas Tech University. Members of the faculty cooperate in making each of these days a successful occasion by assisting in the planning of programs and by attending assemblies and other events incident to these days.

IV

RELATION OF THE FACULTY MEMBER TO STUDENTS

The primary relationship of a faculty member to students is most relevant in matters pertaining to instruction. The following standard operating procedures are set forth as guidelines for meeting conditions which arise from ongoing classroom activities.

FACULTY TEACHING WORKLOAD

It is the policy of the University to hold the normal teaching load to approximately twelve semester hours, with some variations because of differing teaching problems in certain departments. The normal twelve-hour load is intended to provide the instructor with the time and opportunity for the most effective instruction and for some research.

General Statement of Policy/Procedure

The standard workload for the faculty during each fall or spring semester is twelve semester credit hours of classroom instruction or the equivalent. Reductions in the workload of twelve semester credit hours may be approved by the Vice President for Academic Affairs (VPAA) for conditions including, but not limited to, chairing an academic department; supervising special instructional laboratories; supervising directed study; conducting internships and student practicums; coordinating special instructional programs; developing new institutional programs; and engaging in significant creative activities. Only with approval of the Vice President will full-time faculty members who are not department heads be permitted to teach fewer than 12 semester hours or the equivalent each fall or spring semester.

Guidelines/Principles

The following principles and guidelines are adopted by this policy to facilitate more effective teaching, increasing professional development, improved academic quality, and appropriate response to enrollment trends at Arkansas Tech University.

- A. Faculty members may be granted release time for administrative duties, special assignments, and significant creative activities. This last category includes the case of sponsored research when the sponsor provides funds for released time and/or a salary. In all cases, the granting of release time requires the recommendation of the Department Chair and the Dean, and approval of the VPAA.
- B. The Department Head will regularly monitor each faculty member's student teaching load to ensure its consistency with sound pedagogical practices and the best interests of the department and the University.
- C. The Department Head, in consultation with the Dean and the VPAA, determines specific course equivalencies for those courses whose contact hours exceed their assigned credit hours.

ASSIGNMENT OF INSTRUCTIONAL DUTIES

Course assignments for each faculty member are made by the Department Head in consultation with the Dean of the college, subject to the approval of the Vice President for Academic Affairs.

Faculty members may also be assigned to assist with "special problems" courses. These courses, which carry variable credit, are intended to provide the more able and advanced students with the opportunity for independent study and research. For admission to a "special problems" course a student must obtain the approval of the Department Head and the instructor who will supervise the study. The Department Head and the instructor also determine, prior to the student's enrollment, the amount of credit to be assigned on the basis of the complexity of the problem. Within the first two weeks of the semester the instructor will submit to the Department Head, with a copy to the Dean of the College, a report of the problem to be studied, the hours of credit assigned, and a brief statement of the work outlined for the student. It is emphasized that "special problems" courses are not intended for credit convenience or informal completion of another departmental course. Instructors should accept the responsibility for such courses only if they believe that the quality and preparation of the student, the nature of the problem, and the purpose to be served fully justify the expenditure of instructional effort required.

CLASS RECORDS

***University Grades and Attendance**

It is the responsibility of the faculty member to maintain adequate records necessary for grading and for accurate record keeping regarding daily student attendance throughout the semester/term. Class rolls and records should be retained for at least six months following the conclusion of the course or turned over to the department head or dean in the event that the faculty member leaves the University.

****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.

For electronically delivered classes, the faculty member must ascertain whether students have actively contributed to the course at least once on or before the attendance verification date for the course. For purposes of attendance accounting this means that faculty are required to have students complete and submit an assignment on or before the attendance verification date for the course.

Attendance accounting is completed electronically in the Banner system. Instructions are provided to all faculty members prior to the beginning of each semester.

Class Attendance

*The following statements regarding faculty and student attendance and the faculty members' responsibility to set student attendance expectations for each class do not release the faculty from the responsibility to maintain daily student attendance records throughout the semester/term.

Faculty. Any time that a faculty member must miss a class, the students are entitled to advance notice or, if the absence is due to a last minute emergency, to notification at the time they report to class. Absence by a faculty member must have the prior approval of the Department Head or the Dean of the College, as appropriate.

*Approved Board of Trustees 3/19/09

**Amended/Approved Board of Trustees 10/18/12

Students. The policy of the University in regard to class absences may be stated as the considered belief that regular class attendance is essential to the maximum growth and development of the student, and that students, in their own interest, are therefore responsible for attending all classes for which they are enrolled. For electronically delivered classes, where physical attendance is not a reasonable requirement, equivalent on-line interaction must be documented in lieu of attendance. Absence/participation policies and procedures are applicable both to the regular terms and to the summer sessions.

The procedure for implementation of this policy (as adopted by the faculty on September 9, 1966, and as amended by the Faculty Senate on September 27, 1990) is as follows:

1. Control of class attendance is vested in the teacher who has the responsibility for clearly defining in each course, early in the semester, the standards and procedures in regard to regularity and punctuality of class attendance.
2. Students will not be penalized by their instructors for class absences that result from participation in officially sanctioned University activities. It is the responsibility of students to present to their instructors notice and verification of authorized participation in such activities. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences.
3. Before invoking the most severe penalty for unsatisfactory class attendance--dropping a student from a course with a grade of "FE" (i.e., F for excessive absences; formerly F*) -- the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty.
4. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor.
5. The action of dropping a student from a course for excessive absences becomes final when the instructor reports this action in writing to the Vice President for Academic Affairs. The student who chooses to protest such action as unjustified has recourse through the grievance procedure for appeal of an academic grade as outlined beginning on page 81.

The following comments and suggestions may be of some value to the faculty in the discharge of their responsibility for student class attendance:

1. Individual instructors have the option, and may find it advisable in some cases, to prescribe different class attendance requirements for different classes; i.e., between freshman and upper-level classes, or between class and laboratory requirements for a single course.
2. Certain departments may find it desirable to establish uniform absence policies within the department, particularly in those departments with multi-section courses.
3. In general, students who miss classes should be held responsible for making up the work through written reports or other appropriate means.
4. Each instructor is fully justified in requiring student promptness and in barring from class any student who persists in being tardy.

GRADING--POLICY AND REPORTING

Grading System

Arkansas Tech University uses the four-point system of computing grade points: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

***Students may repeat courses they have taken at Arkansas Tech University for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University and (2) subject to the following provisions. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. Students may not repeat a course in which the highest grade possible has already been earned. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

Grading

Although Arkansas Tech University does not require fixed percentages in individual classes, equitable grading requires certain rough proportions which should, generally, approximate the normal grade curves. This system is more applicable to lower level courses; upper-level courses will usually depart from this pattern.

***Grades are reported through an on-line grading system at the conclusion of each semester or term. Mid-term grades are reported for freshmen and sophomores only. A grade of "I" may be recorded for a student who has not completed all the requirements of a course **only** in situations where the student has an illness or other circumstances beyond the student's control, and has completed seventy-five percent of the course requirements. If a grade of "I" is assigned the instructor will set a reasonable time limit within the following semester in which the work must be completed. Beginning the first summer term, 1990, and thereafter, a grade of "I" will not be computed in the grade-point average for the semester recorded; however, the "I" will be automatically changed to a grade of "F" for grade and grade-point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of "I" recorded prior to the first summer term, 1990, will be computed as an "F" for grade-point purposes until the "I" is removed. The change of a grade of "I" to a permanent grade is accomplished by written notification from the instructor to the Registrar.

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.

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 each summer term. Faculty members are obligated to report grades on schedule as requested by the Vice President for Academic Affairs.

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

*Amended 5/19/10
**Amended 8/1/11
***Amended 8/1/13

Examinations

At the end of each fall and spring semester approximately one week is set aside for examination week. Examination week is established as a time to administer end-of-course examinations. For laboratory, internship, and other special courses approved by the college dean, examination week will be the last week of classes. For all other courses, examination week will be the week after the last day of classes. The end-of-course examination schedule is published by the Academic Affairs office. It is Arkansas Tech University policy that each full-time and each part-time faculty member will administer, at the assigned time, an end-of-course examination appropriate for each course assigned to the faculty member. Failure to administer an end-of-course examination, at the assigned time, may be considered an act of insubordination. Any deviation from the end-of-course examination schedule must be approved by the college dean. Instructors who wish to administer a single test to multiple sections of a course should submit such a request to the Academic Affairs office at least two months before examination week. In the summer terms there is no separate schedule of examinations-instructors give the end-of-course examinations the last day of the summer term.

Within a semester instructors may schedule a test for multiple sections, normally early in the evening, by submitting such request to the Dean of the College not later than the end of the third week of a semester. For each test the request will specify the number of students involved, the classroom desired, the dates (preferably with alternate dates), and the hours for beginning and ending the test. The appropriate college dean has the responsibility of synchronizing the scheduling of these tests, for checking against activities and with others who may be involved, and for publishing an official schedule of these tests in order that others concerned may plan accordingly.

Any student who has a justifiable reason for missing a test scheduled in the late afternoon or at night is to be excused by the instructor from the test and is to be given the privilege of taking a comparable examination at another time which is suitable to the student and to the instructor.

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. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the professor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.

Academic offenses involving dishonesty and misconduct are defined in the Definitions section. These definitions are not all inclusive, and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct.

A. Definitions

Academic Dishonesty. Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom.

1. Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student, b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source, and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.
2. Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgment of source must be made in this case as well.

Academic Misconduct. Academic misconduct concerns the student's classroom behavior. This includes the manner of interacting with the professor and other students in the class. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

B. Academic Appeals Committee

*Composition of Committee

1. The Academic Appeals Committee is an official committee of Arkansas Tech University and will be formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals. At the beginning of fall term, the dean of each college will appoint one faculty member from the college including the supernumerary voting block; the Faculty Senate will appoint one faculty member from each college including the supernumerary voting block; the Student Government Association will appoint six students. The faculty on the committee will elect a Chair.
2. These faculty and students will form a pool of 18, from which a subset can be drawn to serve on a subcommittee hearing a specific case.

*Updated 8/1/12

3. When a student appeal of a decision concerning academic dishonesty or academic misconduct is filed with the Chair of the Academic Appeals Committee, the Chair shall select a three-person sub-committee from the pool of 18 composed in the following manner: one faculty member from the college in which the department involved in the appeal is located, one faculty member from the college in which the student is enrolled as a major, and one student.

C. Procedure for Charges of Academic Dishonesty

Since charges of academic dishonesty may have serious consequences, a professor who suspects a student of any category of academic dishonesty must have facts and/or evidence to support the charge.

1. The professor will meet with the student and present him or her with a written outline of the alleged academic dishonesty and the evidence supporting the charge. Penalties for various levels of academic dishonesty vary from giving an 'F' on a particular quiz or exam, to giving an 'F' on a term paper or other written work, or giving the student an 'F' or 'W' for the course. The professor may also have different penalties for particular cases of academic dishonesty.
2. The professor will notify his or her department head (or dean if the professor is a department head) of the charge, evidence and penalty.
3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant department head (or dean if the professor is a department head; in which case, skip steps 4 and 5). The student may remain in class during the appeal process.
4. If the student is still dissatisfied after meeting with the department head, he or she should make an appointment with the dean of the college who will seek resolution of the problem.
5. If a resolution is not found, the dean will refer the student to the Academic Appeals Committee.
6. The student should then submit a written appeal to the Chair of the Academic Appeals Committee.
7. If the Academic Appeals Sub-Committee determines that academic dishonesty has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the college from which the appeal originated. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision of the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.

9. If the Academic Appeals Sub-Committee determines that academic dishonesty has not occurred or evidence is insufficient, the sub-committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to facilitate the return of the student to class without penalty. The department head will notify the student of the decision.

D. Procedure for Charges of Academic Misconduct

1. The professor of a class being disrupted by academic misconduct will speak with the disruptive student. Proper behavior and possible consequences for not modifying the behavior will be discussed with the student. Extreme incidents of academic misconduct, in which the student becomes verbally or physically abusive in class, will be dealt with immediately by asking the student to leave the class. If the student refuses to leave, Campus Security personnel will be called to remove the student, and the Dean of Students will also be informed of the behavior.
2. If the student ignores the professor's requests to discuss the behavior, it is considered that the student received an official warning that his or her classroom conduct is inappropriate. If the student continues the disruptive behavior the professor will warn the student a second time to cease the behavior.
3. If the student has refused to respond or has ignored the professor's first and second warning, the student will be suspended on an interim basis from the class where the warnings were given. Within 24 hours of the interim suspension a notification will be sent to the Chair of the Academic Appeals Committee by the department head.
4. The Academic Appeals Sub-Committee will be appointed, and a hearing conducted by the Academic Appeals Sub-Committee will be conducted within three working days after the date of the notification of interim suspension.
5. On the same date that the notification of suspension is sent to the Chair, the student will be advised by the department head that he or she has the right to submit a written statement to the Academic Appeals Sub-Committee addressing the alleged incident of academic misconduct. The student's written statement as well as the professor's written statement shall be delivered to the Chair of the Academic Appeals Committee at least 24 hours prior to the hearing.
6. The Academic Appeals Sub-Committee will consider the written statements of the professor and the student involved in the incident of academic misconduct. The department head will also provide a statement that the warning procedure has been followed and that the student has been suspended on an interim basis from attending the particular class pending the decision of the Academic Appeals Sub-Committee. The Sub-Committee has the right to pursue further information from the professor, department head and student.
7. If the Academic Appeals Sub-Committee determines that academic misconduct has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the college from which the appeal originated. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic

Affairs within three working days of receiving notification of the sub-committee's decision from the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.

9. If the Academic Appeals Sub-Committee determines that academic misconduct has not occurred or evidence is insufficient, the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to determine the course of action to be followed and the status of the student in regards to the class in question. The department head will notify the student of the decision.

E. Student Rights

If a student feels unfairly treated in regard to grades, grading, or treatment by the professor or other students within the classroom, the student should address these concerns in the following manner.

Informal Process

1. Make an appointment to speak with the professor of the class to discuss the problem. Students must begin with the professor of the class, as many problems can be worked out satisfactorily with a simple discussion.
2. If the student is still dissatisfied after discussing his or her problem with the professor of the class, an appointment should be made with the head of the department in which the course is taught. The department head will seek satisfactory resolution of the problem with both the student and professor.
3. If the student is still dissatisfied, an appointment should be made with the dean of the college. The dean will again seek resolution, and failing satisfactory resolution, will point out to the student the appropriate appeals process for the student's complaint.

Formal Process

1. If the student complaint involves an assigned grade, the student will follow the Appeal of Academic Grade procedure as outlined in the *Student Handbook*.
2. If the student wishes to pursue an appeal based on a grade associated with a charge of academic dishonesty further than the dean of the college, the student may file an appeal within three working days according to the outlined procedure for the Academic Appeals Committee.
3. Final appeals, whether informal or formal, will be passed by the dean of the college to the Vice President for Academic Affairs for final decision, if necessary.

STUDENT ACADEMIC GRIEVANCE PROCEDURES

The following regulations apply to the appeal of academic grades and academic program dismissal (grades having been assigned by an instructor and program dismissal having been made by a departmental committee):

A. Appeal of Academic Grades or Academic Program Dismissal

1. Appeal of a grade must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved (appeal of grade) or immediately following the dismissal decision (appeal of program dismissal). (*Immediately*, here, means before the beginning of another semester or summer term.)
3. All appeals of a grade must begin with the student making a written appeal to the instructor involved and explaining the nature of the problem. Upon receipt of a program dismissal decision from a departmental committee, the student wishing further consideration must make a written appeal of the decision to the head of the department in which the academic program is administered. Discussion based upon the written appeals and evidence of attempted resolution in this direct manner must precede any further step.
4. If either appeal is not resolved in Step 3, the student wishing further consideration must take the issue to the head of the department in which the course is taught, or to the Dean of the College if the Department Head should be the instructor involved (appeal of a grade); or the student may appeal to the Dean of the College in which the academic program is administered (appeal of program dismissal). If the appeal of a grade is not resolved at this level, the student may appeal to the Dean of the College (in which the course is taught).
5. If either appeal is not resolved in Step 4, the student may appeal to the Dean of the College and ask for a formal hearing. At the time a student asks for a formal hearing, he/she must submit a written formal presentation of the case, with all related supporting documents, to the Dean. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. Each hearing committee will be an *ad hoc* committee sitting for an individual appeal. The committee will be composed of three faculty members from the college, or two from the college and one from the student's major department, if that department is not in the same college as that in which the course is offered (appeal of a grade); or three faculty members from the college in which the academic program is administered (appeal of program dismissal). The committee members will be appointed by the Dean(s) of the College(s) involved. The committee will select its own chairperson.
7. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade, or no change (appeal of a grade); or recommend that the student be retained in the program or confirm the original dismissal decision of the departmental committee (appeal of program dismissal).
8. The committee recommendation will be conveyed to the Dean of the College in which the course is offered. The Dean will seek resolution based on the recommendation (appeal of the grade). The committee recommendation will be conveyed to the Dean of the College in

which the program is administered (appeal of program dismissal). In the case of academic program dismissal, the Dean will forward the following to the Vice President for Academic Affairs for review and action: (a) the recommendation of the departmental review committee; (b) a narrative of attempts to resolve the appeal; and (c) the committee's recommendation. Appeal of academic program dismissal ends here upon final action by the Vice President for Academic Affairs.

9. Failing resolution in Step 8 in the case of appeal of a grade, the issue will be reviewed by the Vice President for Academic Affairs who will initiate action in accordance with provisions in Step 10.
 10. In the case of an instructor who has terminated his/her association with the University, the College Dean shall carry out the recommendations of the committee. Otherwise, a grade will be changed only if a majority of the department members in which the course was offered (not including the faculty member involved with the case) agree with the proposed grade change.
- B. Other grievances relating to an instructor will proceed through an appeal to the Department Head, Dean of the College, and Vice President for Academic Affairs. The Vice President for Academic Affairs will evaluate the grievance to determine if the charge and evidence warrants initiating proceedings against the instructor under appropriate provisions in the "Regulations on Academic Freedom and Tenure" approved by the Board of Trustees.

*COURSE SYLLABI

The Deans' Council in August, 1999, and September, 2012, reviewed and recommended guidelines for creating and distributing course syllabi. Syllabi should be distributed in each class during the first week of the semester. For electronically delivered classes, syllabi should be posted when the course is developed. At a minimum, the following information should be included for both face-to-face and electronic course delivery:

- A. Course number (e.g., HIST 1503; to also include the appropriate Arkansas Course Transfer System, or ACTS, course number when applicable)
- B. Course title
- C. Name of instructor, office hours, contact information (telephone, email)
- D. Catalog description
- E. Text required for course
- F. Bibliography (supplemental reading list)
- G. Justification/rationale for the course
- H. Course objectives
- I. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)

*Revised Board of Trustees 10/18/12

- J. Assessment methods (include grading policy with specific equivalents for A, B, C)
- K. Policy on absences, cheating, plagiarism, etc.
- L. Course content (outline of material to be covered in course).

UTILIZATION OF CLASS TIME

Faculty members are to meet their classes at the time and for the period scheduled. Early dismissals or absences for legitimate purposes should be considered only after consultation and approval of the Department Head or College Dean.

OFFICE HOURS AND ACADEMIC ADVISING

Each faculty member is expected to schedule adequate and regular office hours (i.e. minimum of ten hours per week) for consultation with students and colleagues. The total and spacing of these office hours should be planned to permit adequate student contact. This schedule should be posted and adhered to. Faculty members who expect to be away from the campus during scheduled office hours should notify their Department Head and should post a notice showing the approximate time of return. Ordinarily, the Department Head should be apprised of where the faculty member could be reached.

SPECIAL COURSES

Evening Classes

In order to accommodate the educational needs of residents of the University's service area who, for various reasons, cannot attend regularly scheduled day classes, a variety of evening courses are scheduled each semester during the hours of 5:00 p.m. to 9:30 p.m. All rules and regulations applying to the regularly scheduled day classes also apply to evening courses. Information pertaining to registration for evening courses will be published in the schedule of courses which is promulgated each semester and summer term.

Off-Campus Courses

Arkansas Tech University endeavors to render an educational service to those persons in every community who cannot, for one reason or another, attend the regular sessions of the University. One of the credit-type programs offered by the University for this purpose is off-campus courses taught in cities and communities in the University's service area.

Regular faculty members teach graduate and undergraduate courses at centers in which classes of sufficient size can be organized. Off-campus courses generally carry three hours of credit and are identical in content with the courses offered on campus.

Requirements for enrolling for credit in off-campus courses are basically the same as those for enrolling in on-campus residence courses for credit. Students must complete an admission application and submit a copy of transcripts of all their previous college work. Transcripts must be sent directly from the issuing institutions to the office of the Registrar at Arkansas Tech University.

Tuition for off-campus residence credit is the same as that for residence credit classes on campus. (Adjustments may be made due to contractual agreements with other academic institutions or entities.)

Conferences, Institutes, Seminars

The University assists groups from all professions and vocations by planning and conducting educational activities to help members of those groups to keep informed about new developments in their field of work. Tuition fees vary in relation to the costs of conducting the program, but in all cases the expense for participants is minimal.

Conferences, institutes, and seminars conducted by the University are generally required to meet five basic requirements: (1) the program must be of an educational nature and be planned for off-campus people; (2) it is planned to help participants gain a better understanding of problems related to their professional or personal interests; (3) it is planned and conducted jointly by participants, University faculty members, and conference consultants; (4) it usually absorbs the major part of each participant's time while in session; and (5) the programs can be offered for credit or non-credit depending on the nature and purpose of the activity.

Non-Credit Courses

The University offers informal non-credit courses in a variety of subjects designed to meet the educational needs of adults which are not met by conventional education procedures. These courses generally meet in the evenings and vary in length relative to the subject being taught.

The constituency of non-credit courses represents a social, economic, educational, and ethnic cross-section of the population which the University serves. Adults who are not high school graduates attend classes along with those who hold advanced degrees, and the only requirement for enrolling in these informal courses is a genuine desire to work toward enlightenment and self-improvement. Because these classes are a community-service function of the University, tuition is minimal and is charged only to the degree necessary to make the program self-supporting.

***eTech**

eTech is a campus-wide initiative to enhance and support the delivery of online courses. eTech facilitates faculty development by emphasizing pedagogical foundations and technology integration in the design and delivery of quality, engaging courses. eTech can be accessed at <http://etech.atu.edu>. An instructor resource page <http://www.atu.edu/etech/resources-teaching.php>, offers resources to assist with online teaching. For non-technical issues, contact your department head concerning policies.

eTech course developers work under the auspices of the university's approved Course Ownership Policy. A copy of the policy is included on pages 90-91 of the *Faculty Handbook*.

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

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

*Amended 6/6/13

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

eTech 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 at campussupport@atu.edu or visit the Information Systems website at <http://cservices.atu.edu>.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

As stated in the Arkansas Tech University catalogs, FERPA legislation seeks to assure confidentiality of the educational records containing information directly related to a presently enrolled student, a former student, or alumni. As a matter of policy, Tech makes every effort to abide within the confines of confidentiality and security of educational records as prescribed in the FERPA laws and regulations. *For more information on FERPA, please go to <http://www.atu.edu/ucounsel/>

Questions about specific access to information or the release of information to any third party should be referred to the Registrar's Office or the Student Services Office.

*Added 11/6/12

V

SELECTED ADMINISTRATIVE PROCEDURES AFFECTING THE FACULTY

Deliverance systems for various curricula are immediately dependent upon workable administrative procedures. Accordingly, the following policies and procedures have evolved as effective ways and means of achieving instructional ends.

*FACULTY HANDBOOK

Proposed changes to the *Faculty Handbook* are reviewed by the Faculty Senate when feasible before revisions are incorporated into the *Handbook* and distributed to the faculty at large.

COURSE OFFERINGS AND CHANGES IN CURRICULUM

Course offerings and curricular changes pertaining to the teacher education program (undergraduate and graduate) are reviewed by the Teacher Education Council before being forwarded to the appropriate committee for action. Curricular items at the undergraduate level must be approved through the Curriculum Committee prior to submission to the Faculty Senate for action; items at the graduate level are submitted to the Graduate Council. Proposals approved by the Faculty Senate/Graduate Council are transmitted to the Vice President for Academic Affairs for implementation. See Appendix A for curriculum approval process.

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.

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.

Course offerings have four-digit numbers which identify courses within each department. The first digit of the number denotes the level at which the course is given, the second and third digits differentiate the course from others in the department, and the fourth digit shows the number of credit hours given.

The courses offered are determined to some extent by the desires of the students, the teaching capabilities of the faculty, and by the judgment of the faculty and administration as to what constitutes a well-rounded course of study in each department. The general education program was devised by the faculty and administration after considerable study as to what constitutes the basic knowledge and concepts that every college graduate should have.

SELECTION OF TEXTBOOKS

The University does not furnish textbooks to the instructor. Publishers may provide teachers copies of textbooks if these are requested either by the instructor or by the Department Head. If

*Approved by Board of Trustees 12/19/13

necessary, the Bookstore is authorized to issue a desk copy to any faculty member upon the presentation of a "Bookstore requisition" approved by the particular department concerned and coded to that department. Upon receipt of the new copy from the publisher, proper credit will be issued the department concerned provided the new copy is not marked "Complimentary." Replacement desk copies must be forwarded to the Bookstore within sixty days so the book can be sold or returned to the publisher for credit to the University.

The primary consideration in the selection of textbooks is the contribution to the effectiveness of instruction. However, some consideration should be given to the student in not requiring multiple textbooks which would involve an undue cost. *Please go to the [Faculty Resources](#) page for a more detailed "Statement Concerning Selection of Texts". Since the Bookstore buys used textbooks for resale, the Deans of the Colleges, Department Heads, and other faculty members share with the manager of the Bookstore responsibility for avoiding waste and loss in the stocking of textbooks. Required and optional textbooks must be consolidated by Department Head and listed on "Bookstore Textbook and Supply Questionnaire" forms and then submitted through the Dean of the College to the Bookstore for acquisition. *Acts 175 and 105 of 2007 require specific dates for textbook selection and prohibit inducements for requiring students to purchase a specific textbook.

TEXTBOOK ROYALTY POLICY

Arkansas Code 6-60-602 (a) prohibits a department or employee of a state-supported institution of higher education from demanding or receiving any inducement for requiring students to purchase a specific textbook for coursework or instruction. The code further stipulates that the section does not prevent an employee from receiving royalties or other compensation from the sale or publication of a textbook that includes the employee's own writing or work.

However, to assure there is not a conflict of interest, according to A.C.A. § 6-60-604, "A state supported institution of higher education shall establish guidelines for the use of royalties received by a faculty member from the sale of textbooks and course materials for classes taught by the faculty member". Arkansas Tech University has already published a policy related to class materials which is located in the *Faculty Handbook* but the issue of textbooks was not clearly addressed within that policy.

In keeping with the spirit of the law referenced above, Arkansas Tech University proposes the following policy related to a faculty member requiring a textbook in which the instructor is listed as either an author or co-author and for which he or she may be entitled to royalties:

If a faculty member intends to require the use of a textbook in one or more of his/her classes, and the faculty member is either an author or co-author of the textbook from which the faculty member is entitled to royalties, he/she must notify the appropriate department head. The department head will then notify the Office of Academic Affairs and supply any additional information associated with the textbook selection (specific information regarding the book and the faculty member's explanation regarding why that particular book is the most appropriate choice). Academic Affairs will submit the request, along with any additional pertinent information regarding the selection, to the Faculty Salary, Benefits and Awards Committee.

*Added 8/1/11

The Faculty Salary, Benefits and Awards Committee will review the request with the purpose of determining whether the faculty member is requiring the specific textbook based on academically defensible reasons or whether the requirement is an attempt to profit from the purchases by the students in violation of AR Code 6-60-602. The committee will ask the faculty member to provide a rationale for selecting the textbook. If the committee is unable to justify the use of the textbook based on the information provided, or is undecided, the committee will solicit an opinion from a specialist in the field. If the committee determines that the selection is academically defensible, no further action is necessary. The committee will inform Academic Affairs and the appropriate Department Head of the decision. The faculty member may use the textbook and will be entitled to any royalties to which he/she may be entitled. If the committee determines that selection of the textbook violates Arkansas Code 6-60-602, the committee will recommend to the Vice President for Academic Affairs that the faculty member be directed to either withdraw his/her request to use the textbook or, if the faculty member decides to use the textbook in his/her course, to relinquish any compensation that is in violation of AR Code 6-60-602. The committee will inform Academic Affairs and the appropriate Department Head of the decision, and inform the faculty member regarding his/her right to appeal the decision to the Vice President for Academic Affairs whose decision will be final.

*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/internet
- 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/>

*Amended 8/1/13

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.

FACULTY-PRODUCED INSTRUCTIONAL MATERIALS

When adequate instructional materials (print and non-print) are unavailable to support course curriculum requirements, appropriate instructional material may be developed to fulfill this need. Such proposals must include a needs assessment, including courses affected and approximate number of students in those courses; an explanation of why available material will not satisfy the need; and an outline of the proposed material.

The proposal is then considered by the department, and the recommendation of the Department Head is submitted to the Dean of the College. Upon the Dean's approval, the proposal is forwarded to the Vice President for Academic Affairs for consideration.

Following approval by the dean and Vice President for Academic Affairs, adequate release time is made available to the faculty member(s)/author(s) to develop the instructional material. The Vice President for Academic Affairs and the Dean of the College determine an appropriate departmental royalty not to exceed two (2) dollars per copy. (Institutional policy prohibits payments of royalties to employees.) The Vice President for Academic Affairs informs the Associate Vice President for Administration and Finance that the publication/duplication has been approved and the departmental royalty has been determined.

The Department Head arranges for the production of the material with the Associate Vice President for Administration and Finance. The Bookstore Manager, at the direction of the Associate Vice President, coordinates actual production of the material. The number of copies to be produced is determined by the Department Head. Obsolete copies may be charged back to the departmental supply and service budget in the current or succeeding year(s) at cost.

Faculty-produced materials are subject to the standard mark-up for new texts. Departmental royalties are paid in the form of bookstore credits to the departmental supply and service budget upon completion of an inventory of publications sold. (University policy generally provides that monies may be transferred between budget pools upon proper approval.) Such inventory should be completed no later than 30 days after the first day of class in each term.

FACULTY LIBRARY PRIVILEGES

Regular circulating books are loaned to faculty for indefinite periods during the college year. However, all loans to faculty expire at the end of the Spring semester each year. Books which are declared lost by the faculty are cleared at this time. The faculty are requested to return volumes promptly when they have finished using them. Faculty members will be charged no overdue fines.

However, families of faculty members are subject to all regulations which apply to students, including overdue fines.

Reference books, reserves, and periodicals may be loaned to the faculty on an individual need basis with the approval of a librarian. Ordinarily, the loan period is overnight or up to three days. Interlibrary loans are requested for faculty members at no additional charge. However, any surcharges passed on by lending libraries are the responsibility of the borrowing faculty member.

Should a title charged to a faculty member be needed by someone else, a recall notice requesting its return will be sent. These requests should be honored promptly.

All Tech library materials that are found on campus, in classroom or elsewhere, should be returned to the library. Also, when terminating employment, homes and offices should be checked for library materials.

Faculty should know and understand the policies for the circulation on library materials. The library may enlist the aid of Deans and administration in recovering needed materials.

Any inquiry about library policy should be directed to the library director. Recommendations for policy changes should be submitted either to the director or to a member of the Library, Instructional Materials and Equipment Committee.

USE OF COMPUTER

The University's Computer Center is available to faculty for individual research and study. Requests for computer time and assistance should be made in writing to the director of the Computer Center. Policies regarding computer use and electronic communication can be found at <https://support.atu.edu/link/portal/16084/16101/ArticleFolder/60/Policies>.

SCHOLARSHIP REQUIREMENTS

Information relating to graduation requirements, standard class loads for students, standards of scholarship, probation, suspension, and eligibility for student employment is provided in the current undergraduate and graduate catalogs.

COURSE OWNERSHIP POLICY

Work Made for Hire

Arkansas Tech University may enter into a contract with an employee of the University to develop a specific on-line course or other distance learning product. Pursuant to the terms of the contract, the employee will be paid for the development of the course. The University will also provide all resources for the work and the work is to be carried out totally as a part of the faculty or staff member's assigned time.

When the University contracts with an employee for the development of a specific on-line course or other distance learning product, it will be considered a work made for hire for a period of two years from the date the course is first offered (e.g., August 23, 2002 to August 23, 2004). However, two years after the course has been developed, and upon approval of the Vice President for Academic Affairs, the course can also be used by the employee who developed it, for other teaching, research and scholarly purposes.

Totally Faculty or Staff Generated

Arkansas Tech University faculty or staff may create an on-line course or other distance learning product as the result of their own individual efforts on his or her own personal time without any direct support from or through Arkansas Tech and without the use of any Arkansas Tech University resources beyond those normally provided by the University.

Courses and distance learning products developed without University funds will remain the property of the course developer. The individual will own all the resulting intellectual property, may receive compensation for the work and retain distribution rights.

However, in the event that the course is taught at Arkansas Tech University, the University will have the right to use the course material for one semester after the final semester that the course is offered. This retention of rights is to protect the student in the event that a professor becomes ill or is otherwise unable to complete his or her teaching assignment. This will also allow the University to complete its obligation to the student when a grade of "I" is assigned by an instructor who then leaves the University or by an instructor who is otherwise unable to assist the student in completing the course.

"Arkansas Tech University" is a registered trademark belonging to Arkansas Tech University. With Faculty/Staff Generated on-line courses or other distance learning products, Arkansas Tech University reserves the right to control whether and in what manner the institution's name or logo is displayed in association with the work.

*CLASSIFIED EMPLOYEES

Faculty who supervise classified employees should familiarize themselves with the [Staff Handbook](#) located on the Human Resources website.

STUDENT LABOR

Arkansas Tech University provides part-time work for a large number of students each year. In many instances faculty members are assigned students to help them with their general office work. Others are assigned to the library, laboratories, and other places on the campus.

The basic purposes of the student work program are to provide financial assistance to students who need this aid and to provide the University with needed services which the students can render.

**A faculty member responsible for the supervision of student workers should familiarize themselves with the [Student Employment Handbook](#) located on the Payroll website and also see that the student develops good work habits and a sincere sense of responsibility. This work experience on the part of the student should be a good training opportunity.

Information concerning student assistance programs may be obtained from the Student Financial Aid office in the Student Services Building or by going to their website <http://www.atu.edu/finaid/>

*Amended 8/1/13
**Amended 8/1/11

FACULTY MAIL

Intra-university faculty mail and communiqués are distributed through campus mail facilities.

Official University outgoing mail is collected for stamping and transmission to the post office. Accounting regulations, which require that postage for official mail be charged to the department in which the mail originates, require the mail from a department be bound together and a postage charge slip (copy obtainable at the campus post office) attached. Envelopes should be left unsealed with envelope flaps down to accommodate the postage meter processing. Mailing which does not conform to the prescribed procedure, and which cannot be identified, will be opened by the mail clerk and returned to the department.

Since University mail goes directly to the post office, personal mail may be included, but it is the responsibility of the Dean or supervisor in whose box the mail is placed to assure that proper postage is affixed to the personal mail. Personal mail must be bound separately from official mail. Inter-campus mail and mail to be metered should also be bundled separately.

The services of the United States postal substation in the Student Center are available for other incoming and outgoing mail. Private boxes may be rented at the individual's expense. The postal code number of the University is 72801-2222.

USE OF UNIVERSITY VEHICLES AND REIMBURSEMENT FOR TRAVEL

Reimbursement for expenses incurred while traveling on official business (University transportation or private vehicle) shall be in accordance with the "Travel Policies and Procedures" section of the current Manual of Business Office Policies and Procedures. Detailed information concerning the preparation of travel and reimbursement request forms, maximum travel allowances, and insurance coverage is provided in the manual which is available on the Tech website: <http://budget.atu.edu>. Click on forms and then Travel Manual. All travel questions should be directed to the Budget Office. *Please note that all out of country travel must be pre-approved by the President of the University.

PREPARATION OF OPERATING BUDGET

The operating budget of a university is a multifaceted planning document which has controls and provides commitments with stated performance measures. It is a fiduciary enabler with assurances to the Board of Trustees or state authorities that revenues and expenditures will be kept in balance and that institutional assets will be appropriately conserved or will grow proportional to future needs. The operating budget preparation is a primary responsibility of the president.

*Added 8/1/09

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 Chancellor-Ozark campus, Executive Assistant to the President, vice presidents, deans of colleges, Chairperson of the Faculty Senate (or designated representative), Athletic Director and Director of Library. 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.

Procedures include the (1) preparation of income expenditure estimates by the Vice President for Administration and Finance, (2) development of policies, priorities, and instructions by the Budget Advisory Committee, (3) development of budget through administrative channels under the direction of the Vice President for Administration and Finance, and (4) presentation of budget to the Board by the President.

PURCHASING PROCEDURES

All purchases are made by the Purchasing Department. Prior planning must be exercised to submit requisitions in time to allow for obtaining quotations, making awards, and obtaining delivery. In case of an emergency, contact the Purchasing Department for instructions.

Office supplies may be drawn from the Bookstore upon approval of the Department Head.

PROHIBITION AGAINST PURCHASES OF COMMODITIES FROM EMPLOYEES

The following policy was approved by the Board of Trustees on March 21, 1991.

Act 483 of 1979, titled "An Act to Prescribe Ethical Standards for State Employees and Non-employees in State Procurement Activities; and for Other Purposes," section 4, "Employee Conflict of Interest," prohibits payments to employees for purchases of commodities. Commodities means commodities as defined in the State Purchasing Law.

Questions concerning this policy should be directed to the Purchasing Agent or Vice President for Administration and Finance.

*TOBACCO-FREE POLICY

Effective August 1, 2009 use of any tobacco product, including, but not limited to, smoking, dipping, or chewing tobacco is prohibited on campus. This policy shall be enforced by the Arkansas Tech University Department of Public Safety. "Campus" means all property, including buildings and grounds that are owned or operated by Arkansas Tech University. "Smoking" as that term is used in this policy means inhaling, exhaling, burning, or carrying any:

- (A) Lighted tobacco product, including cigarettes, cigars, and pipe tobacco; and
- (B) Other lighted combustible plant material.

*Approved by Board of Trustees 8/1/09

Employee Discipline

Employees who violate this policy shall be disciplined as follows:

- (A) First offense – written warning
- (B) Second offense – written reprimand placed in personnel folder
- (C) Third and subsequent offenses - \$50.00 fine

Pursuant to Act 743 of 2009, beginning August 1, 2010, any person who smokes on campus shall in addition to the penalties set forth above, be guilty of a violation and upon conviction in Russellville District Court, shall be punished by a fine of not less than (\$100) one hundred dollars nor more than (\$500) five hundred dollars.

**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 3: 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.

Paragraph B: No Dean of a College 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 4: 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.

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.

*Approved by Board of Trustees 7/8/10
**Approved by Board of Trustees 12/19/13

Section 5: 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.

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.

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.

*Approved by Board of Trustees 7/8/10

**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.

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 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 that high intellectual standards are maintained, that students acquire both general and specialized knowledge, and that they 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 masters' 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 the master's 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 or more graduate programs will have an additional representative. No college will have more than three representatives.
2. One graduate student 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.

E. Elections:

Faculty: Only regular graduate faculty members are eligible to vote in its elections for the Graduate Council.

Each college shall, at the time all University standing committee members are elected each year, elect the number of faculty members to fill vacant seats or expired terms allotted to that college. No department in any college shall contribute more than one member to the Council.

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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.

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 categories:

Regular Graduate Faculty: Tenured and non-tenured regular faculty, who are members of departments that offer the masters degree, or, who are members of departments that offer support courses for a masters 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. Regular Graduate Faculty Membership:

1. Membership Requirements

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- 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.

B. 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, 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, 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, project, or portfolio committee will expire upon the student's completion of the examination.

C. 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.

D. 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.

*Amended 8/1/10

VII. 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. 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. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the professor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.

Academic offenses involving dishonesty and misconduct are defined in the Definitions section. These definitions are not all inclusive, and conduct not expressly set forth in the definitions may also be considered academic dishonesty or academic misconduct.

A. Definitions

Academic Dishonesty. Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom.

1. Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student, b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source, and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.
2. Plagiarism is stealing the ideas or writing of another person and using them as one's own. This includes not only passages, but also sentences and phrases that are incorporated in the student's written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact that the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student's own words of another's ideas that are not considered common knowledge. Acknowledgment of source must be made in this case as well.

Academic Misconduct. Academic misconduct concerns the student's classroom behavior. This includes the manner of interacting with the professor and other students in the class. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the professor's attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

B. Graduate Academic Appeals Committee

Composition of Committee

1. The Graduate Academic Appeals Committee is an official committee of Arkansas Tech University and will be formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals. At the beginning of fall term, the Graduate Dean will appoint one graduate faculty member from each college; the program director will appoint one graduate student from each college. The faculty on the committee will elect a Chair.
2. These faculty and students will form a pool of 15, from which a subset can be drawn to serve on a subcommittee hearing a specific case.
3. When a student appeal of a decision concerning academic dishonesty or academic misconduct is filed with the Chair of the Graduate Academic Appeals Committee, the Chair shall select a three-person sub-committee from the pool of 15 composed in the following manner: one faculty member from the college in which the department involved

in the appeal is located, one faculty member from the college in which the student is enrolled as a major, and one student.

C. Procedure for Charges of Academic Dishonesty

Since charges of academic dishonesty may have serious consequences, a professor who suspects a student of any category of academic dishonesty must have facts and/or evidence to support the charge.

1. The professor will meet with the student and present him or her with a written outline of the alleged academic dishonesty and the evidence supporting the charge. Penalties for various levels of academic dishonesty vary from giving an 'F' on a particular quiz or exam, to giving an 'F' on a term paper or other written work, or giving the student an 'F' or 'W' for the course. The professor may also have different penalties for particular cases of academic dishonesty.
2. The professor will notify his or her program director (or Graduate Dean if the professor is a program director) of the charge, evidence and penalty.
3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant program director (or Graduate Dean if the professor is a program director; in which case, skip steps 4 and 5). The student may remain in class during the appeal process.
4. If the student is still dissatisfied after meeting with the program director, he or she should make an appointment with the Graduate Dean who will seek resolution of the problem.
5. If a resolution is not found, the Graduate Dean will refer the student to the Graduate Academic Appeals Committee.
6. The student should then submit a written appeal to the Chair of the Graduate Academic Appeals Committee.
7. If the Academic Appeals Sub-Committee determines that academic dishonesty has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Graduate Academic Appeals Committee and the Graduate Dean. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision of the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.
9. If the Academic Appeals Sub-Committee determines that academic dishonesty has not occurred or evidence is insufficient, the sub-committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer

with the Graduate Dean, program director, and professor to facilitate the return of the student to class without penalty. The program director will notify the student of the decision.

D. Procedure for Charges of Academic Misconduct

1. The professor of a class being disrupted by academic misconduct will speak with the disruptive student. Proper behavior and possible consequences for not modifying the behavior will be discussed with the student. Extreme incidents of academic misconduct, in which the student becomes verbally or physically abusive in class will be dealt with immediately by asking the student to leave the class. If the student refuses to leave, Campus Security personnel will be called to remove the student, and the Dean of Students will also be informed of the behavior.
2. If the student ignores the professor's requests to discuss the behavior, it is considered that the student received an official warning that his or her classroom conduct is inappropriate. If the student continues the disruptive behavior the professor will warn the student a second time to cease the behavior.
3. If the student has refused to respond or has ignored the professor's first and second warning, the student will be suspended on an interim basis from the class where the warnings were given. Within 24 hours of the interim suspension a notification will be sent to the Chair of the Graduate Academic Appeals Committee by the program director.
4. The Graduate Academic Appeals Sub-Committee will be appointed, and a hearing conducted by the Graduate Academic Appeals Sub-Committee will be conducted within three working days after the date of the notification of interim suspension.
5. On the same date that the notification of suspension is sent to the Chair, the student will be advised by the program director that he or she has the right to submit a written statement to the Graduate Academic Appeals Sub-Committee addressing the alleged incident of academic misconduct. The student's written statement as well as the professor's written statement shall be delivered to the Chair of the Graduate Academic Appeals Committee at least 24 hours prior to the hearing.
6. The Graduate Academic Appeals Sub-Committee will consider the written statements of the professor and the student involved in the incident of academic misconduct. The program director will also provide a statement that the warning procedure has been followed and that the student has been suspended on an interim basis from attending the particular class pending the decision of the Graduate Academic Appeals Sub-Committee. The Sub-Committee has the right to pursue further information from the professor, program director and student.
7. If the Graduate Academic Appeals Sub-Committee determines that academic misconduct has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Graduate Academic Appeals Committee and the Graduate Dean. The student will be notified of the Sub-Committee's decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.

8. The student shall have the right to appeal the decision of the Graduate Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three working days of receiving notification of the sub-committee's decision from the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.
9. If the Graduate Academic Appeals Sub-Committee determines that academic misconduct has not occurred or evidence is insufficient, the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the Graduate Dean, program director, and professor to determine the course of action to be followed and the status of the student in regards to the class in question. The program director will notify the student of the decision.

E. Student Rights

If a student feels unfairly treated in regard to grades, grading, or treatment by the professor or other students within the classroom, the student should address these concerns in the following manner.

Informal Process

1. Make an appointment to speak with the professor of the class to discuss the problem. Students must begin with the professor of the class, as many problems can be worked out satisfactorily with a simple discussion.
2. If the student is still dissatisfied after discussing his or her problem with the professor of the class, an appointment should be made with the director of the program in which the course is taught. The program director will seek satisfactory resolution of the problem with both the student and professor.
3. If the student is still dissatisfied, an appointment should be made with the Graduate Dean. The dean will again seek resolution, and failing satisfactory resolution, will point out to the student the appropriate appeals process for the student's complaint.

Formal Process

1. If the student complaint involves an assigned grade, the student will follow the Appeal of Academic Grade procedure as outlined in the *Student Handbook*.
2. If the student wishes to pursue an appeal based on a grade associated with a charge of academic dishonesty further than the Graduate Dean, the student may file an appeal within three working days according to the outlined procedure for the Graduate Academic Appeals Committee.
3. Final appeals, whether informal or formal, will be passed by the Graduate Dean to the Vice President for Academic Affairs for final decision, if necessary.

APPENDIX

CURRICULAR APPROVAL PROCESS

*CURRICULAR APPROVAL PROCESS

I. Developmental Stage:

In curricular changes of any significance, early communication is critical to sparing needless effort and later controversy. All faculty within a department should be involved in, or at least be made aware of, any departmental curriculum changes. Even prior to departmental approval, intended changes should be communicated to all those likely to be affected, with a request for their input. Those who should be routinely involved or informed in most cases include the following:

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

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

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

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

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

Cosmetic Change Request Form

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

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

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

*Updated 8/11

Request for Program Addition and Request for Program Change or Deletion

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

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

II. Submission Stage:

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

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

III. Approval Stage:

Although curricular development may occur throughout the year, may be initiated in various ways and for various reasons, and may or may not have a fixed time table, the approval process is considerably more formal and fixed. It is constrained by 1) the need for campus-wide approval; 2) the need for off-campus approval by the Arkansas Higher Education Coordinating Board; and 3) the deadline for catalog copy (see above on timeline for submission).

A. Process:

1. After development and departmental approval, the Department Head will submit a proposal to the College Dean who shall review the proposal and then forward to the Registrar all recommended proposals.
 - a. Cosmetic changes should be submitted utilizing the cosmetic change form and should include all required information, including documentation of assessment evidence supporting the change.

- b. Proposals for course additions, deletions or changes shall be submitted according to the appropriate format. Each new course proposal must include a short explanation describing how the new course integrates with the assessment process of the department in which the course will be taught.
- c. Proposals for program additions, changes, or deletions shall be submitted using the appropriate format and shall include specific learning outcomes and assessments.

(After approval at the University level, new program proposals shall be submitted to the Arkansas Higher Education Coordinating Board according to the "Criteria and Procedures for Preparing Proposals" as outlined on the Arkansas Department of Higher Education website:

http://www.adhe.edu/divisions/academicaffairs/Pages/aa_academicproposals.aspx

- d. Each proposal should be reviewed for completeness according to the Instructions listed on the Curriculum Committee website before beginning the approval process.
 - e. Proposals should include a requested effective or implementation date.
 - f. A Departmental Support Form should also be completed for every department affected by a course change.
2. The Office of Academic Affairs will ask the Registrar to summarily review each proposal for satisfaction of inclusion of all relevant information. Any proposals found to be incomplete or incorrect will be returned to the originating department for correction. The approval process will start over in that instance.
 3. After review by the Registrar, all cosmetic changes (undergraduate and graduate) will be posted on the Curriculum Committee's website for review by all faculty. In particular faculty serving on the committees listed below should review each proposal carefully.

Undergraduate Proposal

Teacher Education Council
 General Education Committee
 Assessment Committee
 Curriculum Committee
 Faculty Senate

Graduate Proposal

Teacher Education Council
 Graduate Council
 Assessment Committee

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

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

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

After approval through faculty governance, all proposals will be submitted to the Vice President for Academic Affairs for approval. When appropriate, the Vice President will submit program proposals to the President and Board of Trustees for approval. All new programs, modifications of programs, or program deletions require final approval by the Arkansas Higher Education Coordinating Board.

IV. Catalog Stage:

Once all needed approvals are obtained, the curricular changes must be prepared and submitted for inclusion in the next University online catalog. Minor editorial changes in the catalog may be made by those with responsibility for given sections, but any change in substance must have gone through the approval process described above.

Catalog copy is prepared in accordance with instructions provided by Academic Affairs to ensure timely and efficient preparation of the online copy. The timetable is typically as follows:

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

- B. Academic Affairs forwards link to online developmental catalog to Deans for proofing..... March 1
- Final edited copy due in Academic Affairs March 15
- Catalogs available online..... April 1